

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 27, 2024

Ms. Jazaira Perez-Acevedo
Higher Education and Employment Advancement Committee Clerk

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

Dear Ms. Jazaira Perez-Acevedo,

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

Sincerely,

Dr. Matthew Lavery
Title IX Coordinator and Asst. Dean of Student Affairs
Hubert Campus Center 102C
700 Prospect Street
New Haven, CT 05611
203-672-1056





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

A. Policy

Albertus Magnus College's Title IX Sex-Based Misconduct & Intimate Partner Violence and Title IX Non-sex Based Discrimination and Harassment Policy (which includes Sexual Misconduct, dating violence, domestic violence, stalking, and other harassment and discrimination) is available on our website at: <https://www.albertus.edu/student-life/title-ix/>. [Appendix A](#) is a copy of the policy. This policy was implemented by the College prior to the start of the 2023-2024 academic year.

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

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

B. Notification of Victim's Rights and Options

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

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

C. Prevention, Awareness, and Risk Reduction

Programs Students:

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



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

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

Faculty/Staff:

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

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

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

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

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

D. Type of Prevention and Campaign Awareness Programs

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

- Student Conduct Committee started
- 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.
- We are a member of Prevention of Power Based Violence grant from the Department of Justice, Office on Violence Against Women campus Program. Within this grant, we have a CCRT Team that reaches across campus departments and community resources.
- We are a Jed campus.

E. Number of reported incidences to the College

The information report below is representative of the 2021 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	1	0	N/A
Stalking	1	0	1	Campus Ban, Appeal Denied
Dating Violence	1	0	1	Campus Ban, No Appeal



Albertus Magnus College Title IX Policy Reflecting 2024 Policy



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Purpose

Albertus Magnus College is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

Albertus Magnus College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Albertus Magnus College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment or allegations of retaliation.

Notice of Nondiscrimination

Albertus Magnus College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private post-secondary education institutions.

Albertus Magnus College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- Age
- Citizenship status
- Color
- Creed
- Disability (physical or mental)
- Domestic violence victim status
- Ethnicity
- Family responsibilities
- Gender expression
- Gender identity
- Genetic information (including family medical history)
- Height
- Marital status
- National origin (including ancestry)
- Personal appearance
- Place of business
- Political belief or affiliation
- Pregnancy or related conditions
- Race
- Religion
- Residence
- Sex



- Sexual orientation
- Source of income
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- Weight
- or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Albertus Magnus College community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the Albertus Magnus College community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

Albertus Magnus College will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process in this policy.

Reporting Contact Information

Albertus Magnus College has appointed the following individual(s) as reporting contacts, to coordinate the Albertus Magnus College's compliance with federal, state, and local civil rights laws and ordinances:

For discrimination and harassment allegations [not based on sex or disability]:

Dr. Matthew Lavery
 Assistant Dean for Student Affairs and Title IX Coordinator
 Hubert Student Center
 Suite 102 C
 700 Prospect Street, New Haven, CT 06511-1189
 (203) 672-1056
 mlavery@albertus.edu
<https://www.albertus.edu/student-life/title-ix/>

For sex discrimination and sex-based harassment allegations:

Dr. Matthew Lavery
 Assistant Dean for Student Affairs and Title IX Coordinator
 Hubert Student Center
 Suite 102 C
 700 Prospect Street, New Haven, CT 06511-1189
 (203) 672-1056
 mlavery@albertus.edu
<https://www.albertus.edu/student-life/title-ix/>

For disability-based allegations:

Mr. Joel Copperthite
 Coordinator of Accessibility Service and Student Success
 Rosary Hall



Room 32
700 Prospect Street, New Haven, CT 06511-1189
(203) 672 - 6671
disabilityservices@albertus.edu
<https://www.albertus.edu/academicservices/accessibility-coordination-services/Applying-for-Accommodations.php>

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating the Albertus Magnus College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Title IX Compliance Policy; and monitoring the effectiveness of this Title IX Compliance Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

Albertus Magnus College recognizes that allegations under this Policy may include multiple forms of discrimination and harassment as well as violations of other Albertus Magnus College policies; may involve various combinations of students, employees, and other members of the Albertus Magnus College community; and may require the simultaneous attention of multiple Albertus Magnus College departments. Accordingly, all Albertus Magnus College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable Albertus Magnus College policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

External Contact Information

Concerns about Albertus Magnus College's application of this Title IX Compliance Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012
TDD: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

For Complaints involving employee-on-employee conduct: [Equal Employment Opportunity Commission](#).

Mandated Reporting and Confidential Employees

All Albertus Magnus College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, retaliation, and/or Other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal Albertus Magnus College action.



Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Title IX Compliance Policy violations, and these employees will immediately pass Notice to the Title IX Coordinator (and/or Public Safety or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe Albertus Magnus College's reporting options for a Complainant or third party (including parents/guardians when appropriate):

Confidential Employees

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; 2) Those whom Albertus Magnus College has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by Albertus Magnus College's Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

To enable Complainants to access support and resources without filing a Complaint, Albertus Magnus College has designated specific employees as Confidential Resources. Those designated by Albertus Magnus College as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or Albertus Magnus College official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

- On Campus Health providers
- On-Campus Counseling and Mental Health Providers
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination

The Employee Assistance Program is available to help free of charge and may be consulted on an emergency basis during normal business hours.



Employees who have confidentiality as described above, and who receive Notice within the scope of their confidential roles will timely submit anonymous statistical information for Cleary Act statistical reporting purposes unless they believe it would be harmful to their client, patient, or parishioner.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of Albertus Magnus College Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Title IX Compliance Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with Albertus Magnus College without concern that this policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

Disability-based Grievances and Complaints

Grievances related to disability status and/or provision of accommodations are addressed using the procedures in the Office of Accessibility Services. However, allegations of discrimination on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has a discriminatory effect, will be resolved under the Accommodation Grievance procedure which is initiated by contacting the Vice President for Student Affairs / Dean of Students.

For details relating to disability accommodations in the Office of Accessibility Services' Resolution Process, <https://www.albertus.edu/academicservices/accessibility-coordination-services/Applying-for-Accommodations.php>.

Implementation Scope

This Title IX Compliance Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator and at <https://www.albertus.edu/student-life/title-ix/>.

This Title IX Compliance Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in Albertus Magnus College's program or activities, including education and employment.



This Title IX Compliance Policy prohibits all forms of discrimination on the basis of the protected characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

Jurisdiction

This Title IX Compliance Policy applies to Albertus Magnus College's education programs and activities (defined as including locations, events, or circumstances in which Albertus Magnus College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where Albertus Magnus College has disciplinary authority, and to misconduct occurring within any building owned or controlled by an Albertus Magnus College-recognized student organization. A Complainant does not have to be a member of the Recipient community to file a Complaint, at the discretion of the Title IX Coordinator.

This Title IX Compliance Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to Albertus Magnus College's education program or activities. Albertus Magnus College may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial Albertus Magnus College interest.

A substantial Albertus Magnus College interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- 2) Any situation in which it is determined that the Respondent poses an imminent and serious threat to the health or safety of any student, employee, or other individual.
- 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 4) Any situation that substantially interferes with the Albertus Magnus College's educational interests or mission.

For disciplinary action to be issued under this Title IX Compliance Policy, the Respondent must be an Albertus Magnus College faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the Albertus Magnus College community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). Albertus Magnus College can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving Albertus Magnus College through third-party contracts are subject to the policies and procedures of their employers and/or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When a party is participating in a dual enrollment program, Albertus Magnus College will coordinate with the party's home institution to determine jurisdiction and coordinate providing supportive measures and responding to the complaint under the appropriate policy and procedures based on the allegations and identities of the Parties.



When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Albertus Magnus Colleges where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

Supportive Measures

Albertus Magnus College will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to Albertus Magnus College's education program or activity, including measures designed to protect the safety of all Parties and/or Albertus Magnus College's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the Title IX Coordinator will inform the Complainant, in writing, that they may file a Complaint with the Title IX Coordinator either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

Albertus Magnus College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair Albertus Magnus College's ability to provide those supportive measures. Albertus Magnus College will act to ensure as minimal an academic/occupational impact on the Parties as possible. Albertus Magnus College will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments



- Trespass, Persona Non Grata (PNG) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Title IX Compliance Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of Albertus Magnus College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures. Albertus Magnus College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. Albertus Magnus College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the Title IX Coordinator.

Online Harassment and Misconduct

Albertus Magnus College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on an Albertus Magnus College's education program and activities, or when they involve the use of Albertus Magnus College networks, technology, or equipment.

Although Albertus Magnus College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to Albertus Magnus College, it will engage in a variety of means to address and mitigate the effects. These means may include the use of the Community Standards process to address off-campus conduct whose effects contribute to limiting or denying a person access to Albertus Magnus College's education program or activity.

Nothing in this Title IX Compliance Policy is intended to infringe upon or limit a person's rights to free speech. Any online posting or other electronic communication by students, including technology-facilitated bullying, stalking, harassment, etc., occurring completely outside of Albertus Magnus College's control (e.g., not on Albertus Magnus College networks, websites, or between Albertus Magnus College email accounts) will only be subject to this Title IX Compliance Policy when such online conduct can be shown to cause (or will likely cause) a substantial in-program disruption or infringement on/harm to the rights of others. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Albertus Magnus College only when such speech is made in an employee's official or work-related capacity.



Inclusion Related to Gender Identity/Expression

Albertus Magnus College strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by Albertus Magnus College. If a member of the Albertus Magnus College community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, Albertus Magnus College supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

Albertus Magnus College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. Albertus Magnus College will administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so does Albertus Magnus College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to Albertus Magnus College's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a Policy violation if the effect is greater than *de minimis* harm. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender diverse, their cisgender identity may be something that is in their past — dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can often be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender-diverse students and employees, including:



- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the Albertus Magnus College community

Albertus Magnus College uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, Albertus Magnus College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, Albertus Magnus College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

Prohibited Conduct

Students and employees are entitled to an educational and employment environment that is free of discrimination, harassment, and retaliation. This Title IX Compliance Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation that are also prohibited under Albertus Magnus College's Title IX Compliance Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of the Title IX Compliance Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other Albertus Magnus College policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

Discrimination

Discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived



protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

Disparate Treatment Discrimination:

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived protected characteristic and that:
 - Excludes a person from participation in;
 - Denies the person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in an Albertus Magnus College program or activity.

Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
 - Excludes a person from participation in;
 - Denies the person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in an Albertus Magnus College program or activity.

Discriminatory Harassment

- unwelcome conduct on the basis of actual or perceived protected characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from Albertus Magnus College's education program or activity

Sex-based Harassment

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

1) Quid Pro Quo:

- an employee agent, or other person authorized by Albertus Magnus College,
- to provide an aid, benefit, or service under Albertus Magnus College's education program or activity,
- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

2) Hostile Environment Harassment:

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,



- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from Albertus Magnus College's education program or activity

Albertus Magnus College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under Albertus Magnus College's Title IX Compliance Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Coordinator.

3) **Sexual Assault:**

a. **Rape:**

- Penetration, no matter how slight,
- of the vagina or anus,
- with any body part or object, or
- oral penetration by a sex organ of another person,
- without the consent of the Complainant.

b. **Fondling:**

- The touching of the private body parts of the Complainant (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental incapacity.

c. **Incest:**

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

d. **Statutory Rape:**

- Sexual intercourse,
- with a person who is under the statutory age of consent of 16.

1) **Dating Violence**, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,



- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) Dating violence does not include acts covered under the definition of domestic violence.

2) **Domestic Violence**, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Connecticut, or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Connecticut.

3) **Stalking**, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at the Complainant, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

7) **Sexual Exploitation**:

- a person taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:



- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) a person's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

Other Prohibited Conduct

1) Bullying:

- repeated and/or severe aggressive behavior
- that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,
- that is not speech or conduct that is otherwise protected by the First Amendment.

2) Endangerment:

- threatening or causing physical harm;
- extreme verbal, emotional, or psychological abuse; or



- other conduct which threatens or endangers the health or safety of any person or damages their property.

3) Hazing:

- any act or action
- which does or is likely to endanger the mental or physical health or safety of any person
- as it relates to a person's initiation, admission into, or affiliation with any Albertus Magnus College group or organization.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered hazing.
- Hazing is not confined to the student group or student organization with which the person subjected to the hazing is associated.

4) Retaliation:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by Albertus Magnus College, a student, employee, or a person authorized by Albertus Magnus College to provide aid, benefit, or service under Albertus Magnus College's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Retaliation Procedures, including an Informal Resolution process, or in any other appropriate steps taken by Albertus Magnus College to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for Albertus Magnus College to pursue Community Standards Policy violations against those who make materially false statements in bad faith in the course of a resolution under this Title IX Compliance Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5) Unauthorized Disclosure:

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by Albertus Magnus College; or



- publicly disclosing institutional work product that contains personally identifiable information without authorization or consent.

6) Failure to Comply/Process Interference

- Intentional failure to comply with the reasonable directives of the Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an Informal Resolution agreement
- Intentional failure to comply with mandated reporting duties as defined in this Policy
- Intentional interference with the Resolution Process, including, but not limited to:
 - Destruction of or concealing of evidence
 - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - Intimidating or bribing a witness or party

Sanction Ranges

The following sanction ranges apply for Prohibited Conduct under this Title IX Compliance Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative conduct record.

- **Discrimination:** warning through expulsion or termination.
- **Discriminatory Harassment:** warning through expulsion or termination.
- **Quid Pro Quo Harassment:** warning through expulsion or termination.
- **Hostile Environment Harassment:** warning through expulsion or termination.
- **Rape:** suspension through expulsion or termination.
- **Fondling:** warning through suspension (termination for employees).
- **Incest:** warning through probation.
- **Statutory Rape:** warning through suspension (termination for employees).
- **Stalking:** probation through expulsion or termination.
- **Dating/Domestic Violence:** probation through expulsion or termination.
- **Sexual Exploitation:** warning through expulsion or termination.
- **Bullying:** warning through expulsion or termination.
- **Endangerment:** warning through expulsion or termination.
- **Hazing:** warning through expulsion or termination.
- **Retaliation:** warning through expulsion or termination.
- **Unauthorized Disclosure:** warning through expulsion or termination.
- **Failure to Comply/Process Interference:** warning through expulsion or termination.

Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

1) Consent

Consent is defined as:

- knowing, and



- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to be kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on Albertus Magnus College to determine whether its Title IX Compliance Policy has been violated.

The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.



Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.

2) Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3) Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Title IX Compliance Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Unethical Relationships

Expectations Regarding Unethical Relationships

There are inherent risks in any romantic or sexual relationship between persons in unequal positions, such as faculty member-student or supervisor-employee. In reality, these relationships may be less consensual than perceived by the person whose position confers power or authority. Similarly, each of the Parties may



view the relationship differently, particularly in retrospect. Circumstances may change, and once welcome conduct may become unwelcome at some point in the relationship.

Even when the Parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Title IX Compliance Policy violation still exists. Albertus Magnus College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with Albertus Magnus College's goals and policies. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must promptly inform their supervisor and/or the Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an applicable relationship existed prior to adoption of this Title IX Compliance Policy or prior to employment, the duty to notify the appropriate supervisor still pertains.

This type of relationship includes Resident Assistants (RAs) and students for whom the RA has direct responsibility. While no relationships are specifically prohibited by this Title IX Compliance Policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. The Associate Director for Residence Life and Community Standards will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under this Title IX Compliance Policy, based on the circumstances of the allegation.

Standard of Proof

Albertus Magnus College uses the preponderance of the evidence standard of proof when determining whether a Title IX Compliance Policy violation occurred. This means that Albertus Magnus College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Title IX Compliance Policy violation(s).

Reports/Complaints of Discrimination, Harassment, and/or Retaliation

A Report provides notice to Albertus Magnus College of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to Albertus Magnus College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a formal Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a Complaint with, or give verbal notice directly to, the Title IX Coordinator. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator.



- 2) Anonymous notice is accepted, but the notice may give rise to a need to try to determine the Parties' identities. Anonymous notice typically limits Albertus Magnus College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous notice. Anonymous reports can be made through the Title IX webpage or Livesafe app.

Reporting carries no obligation to initiate a Complaint, and in most situations, Albertus Magnus College is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where Albertus Magnus College may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, Albertus Magnus College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving notice that allows Albertus Magnus College to discuss and/or provide supportive measures, in most circumstances.

- 3) A Complainant can make notification to any Albertus Magnus College Mandated Reporter.

Time Limits on Reporting

There is no time limitation on providing Notice/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Albertus Magnus College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Title IX Compliance Policy) is at the Title IX Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this Title IX Compliance Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Title IX Compliance Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate Albertus Magnus College policies.

Confidentiality/Privacy

Albertus Magnus College makes every effort to preserve the Parties' privacy. Albertus Magnus College will not share the identity of any individual who has made a Complaint of discrimination, harassment, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its



implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from disclosing information obtained by Albertus Magnus College through the Resolution Process, to the extent that information is the work product of Albertus Magnus College (meaning it has been produced, compiled, or written by Albertus Magnus College for purposes of its investigation and resolution of a Complaint), without authorization. It is also a violation of Albertus Magnus College Policy to publicly disclose institutional work product that contains a party or witness's personally identifiable information without authorization or consent. Violation of this Title IX Compliance Policy is subject to significant sanctions.

Emergency Removal/Interim Actions/Leaves

Albertus Magnus College can act to remove a student Respondent accused of Sex Discrimination or Sex-based Harassment from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an imminent and serious threat to the health or safety of any student or other individual justifies removal. This risk analysis is performed by the Behavioral Intervention Team using its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

Federal Timely Warning Obligations

Albertus Magnus College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the Albertus Magnus College community.

Albertus Magnus 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 in light of the potential danger.

Amnesty

Albertus Magnus College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to Albertus Magnus College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Albertus Magnus College community that Complainants choose to give Notice of misconduct to Albertus Magnus College officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, Albertus Magnus College offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the Assistant Dean for



Student Affairs and Title IX Coordinator, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

Students

Albertus Magnus College also maintains an amnesty policy for students in addition to witnesses who offer help to others in need.

Employees

Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. Albertus Magnus College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. Albertus Magnus College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
- Seeking medical treatment can be essential, even if it is not for the purpose of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.



During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 3) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking
- 4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with the Director of Public Safety for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, public safety, coaches, athletic directors, residence life staff, student activities staff, Human Resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

Independence and Conflicts of Interest

The Title IX Coordinator manages the Reporting Contracts and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the Vice President for Student Affairs and Dean of Student (afoster@albertus.edu). Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Resolution Pool member should be raised with the Title IX Coordinator.

Revision of this Policy

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for incidents occurring before August 1, 2024. The Title IX Coordinator reviews and updates these policies and procedures regularly. Albertus Magnus College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.



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

This Policy is effective August 1, 2024.



RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF TITLE IX COMPLIANCE POLICY (Hereinafter the “Resolution Process”)

Overview

Albertus Magnus College will act on any Notice, Complaint, or Knowledge of a potential violation of the Title IX Compliance Policy that the Title IX Coordinator or any other Mandated Reporter receives by applying the Resolution Process below.

The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct involving students, employees, or third parties.

Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Title IX Compliance Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine Albertus Magnus College’s next steps. The Title IX Coordinator will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

Collateral Misconduct

Collateral misconduct is defined to include potential violations of other Albertus Magnus College policies not incorporated into this policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Title IX Compliance Policy, to be resolved jointly under these Procedures. In such circumstances, the Title IX Coordinator may consult with Albertus Magnus College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of the Title IX Coordinator. All other allegations of misconduct unrelated to incidents covered by the Title IX Compliance Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

Initial Evaluation

The Title IX Coordinator conducts an initial evaluation, typically within seven (7) business days of receiving Notice/Complaint/Knowledge of alleged misconduct. The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Title IX Compliance Policy.
 - If the conduct may not reasonably constitute a violation of the Title IX Compliance Policy, the matter is typically dismissed from this process, consistent with the [dismissal provision](#) in these procedures. It may then be referred to another process, if applicable.
- Determining whether Albertus Magnus College has jurisdiction over the reported conduct, as defined in the Title IX Compliance Policy.
 - If the conduct is not within Albertus Magnus College jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate Albertus Magnus College office for resolution.



- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to initiate a Complaint.
- Notifying the Respondent of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Resolution Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator will help to facilitate the Complaint, which will include working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:

- a supportive and remedial response, and/or
- Informal Resolution, or
- the Resolution Process described below.

The Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and the Title IX Coordinator has determined the Title IX Compliance Policy applies and that Albertus Magnus College has jurisdiction, they will route the matter to the appropriate Albertus Magnus College members, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

Title IX Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if Albertus Magnus College cannot ensure equal access without initiating a Complaint. The Title IX Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to initiate a Complaint.
- The Complainant's reasonable safety concerns regarding initiating a Complaint.



- The risk that additional acts of discrimination would occur if a Complaint is not initiated.
- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence.
- The age and relationship of the Parties, including whether the Respondent is an Albertus Magnus College employee;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred;
- Whether Albertus Magnus College could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator may consult with appropriate Albertus Magnus College employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

Dismissal

Albertus Magnus College **may** dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

- 1) Albertus Magnus College is unable to identify the Respondent after taking reasonable steps to do so
- 2) Albertus Magnus College no longer enrolls or employs the Respondent
- 3) A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Title IX Coordinator declines to initiate a Complaint
- 4) Albertus Magnus College determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven

In addition to other members of the Reporting Contract, as authorized by the Title IX Coordinator, a Decision-maker can recommend dismissal to the Title IX Coordinator if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, Albertus Magnus College will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, Albertus Magnus College will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

Appeal of Dismissal

The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.



The Title IX Coordinator will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the Title IX Coordinator must then provide the Respondent with a NOIA and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, Albertus Magnus College will:

- Implement dismissal appeal procedures equally for the Parties.
- Assign a trained Dismissal Appeal Officer who did not take part in an investigation of the allegations or dismissal of the Complaint.
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal.
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

- 1) Procedural irregularity that would change the outcome.
- 2) New evidence that would change the outcome and that was not reasonably available when the dismissal was decided.
- 3) The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
- 4) The dismissal was erroneously granted or denied.

The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. Upon receipt of a written dismissal appeal request from one or more Parties, the Title IX Coordinator will share the petition with all other Parties and provide three (3) business days for other Parties and the Title IX Coordinator to respond to the request. At the conclusion of the response period, the Title IX Coordinator will forward the appeal, as well as any response provided by the other Parties and/or the Title IX Coordinator to the Dismissal Appeal Officer for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the Dismissal Appeal Officer will deny the request, and the Parties, their Advisors, and the Title IX Coordinator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the Title IX Coordinator, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Officer has seven (7) business days to review and decide on the appeal, though extensions can be granted at the Title IX Coordinator's discretion, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.



The Dismissal Appeal Officer may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

Emergency Removal/Interim Suspension of a Student

Albertus Magnus College may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of Notice/Knowledge, a Complaint, or at any time during the Resolution Process. Prior to an emergency removal, the Behavioral Intervention Team will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or lifted. When this meeting is not requested within two (2) business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable for them to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

Placing an Employee on Leave

When the Respondent is an employee, or a student employee accused of misconduct in the course of their employment, existing provisions (<https://my.albertus.edu/human-resources/index.php#hr-section-3>) for interim action are typically applicable instead of the above emergency removal process.

Counter-Complaints

Albertus Magnus College is obligated to ensure that the Resolution Process is not abused for retaliatory purposes. Although Albertus Magnus College permits the filing of counter-complaints, the Title IX Coordinator



will use an initial evaluation, described above, to assess whether the allegations in the counter-complaint are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Title IX Compliance Policy.

Counter-complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Title IX Coordinator's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

Advisors in the Resolution Process

Who Can Serve as an Advisor?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and follow ups within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

The Title IX Coordinator will offer to assign a trained Advisor to any party if the party chooses. If the Parties choose an Advisor from the pool available from the Albertus Magnus College pool, Albertus Magnus College will have trained the Advisor and familiarized them with Albertus Magnus College's Resolution Process.

Albertus Magnus College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, Albertus Magnus College is not obligated to provide an attorney to advise that party.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

Albertus Magnus College may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Title IX Coordinator. The decision to grant this request is at the Title IX Coordinator's sole discretion and will be granted equitably to all Parties.

If a party requests that all communication be made through their attorney Advisor instead of to the party, Albertus Magnus College will copy both the party and their Advisor on all communications.

Advisors appointed by the institution cannot be Confidential Employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-makers absent an emergency, they are still reminded of their Mandated Reporter responsibilities.

Advisor's Role in the Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.



The Parties are expected to ask and respond to questions on their own behalf throughout the Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any Resolution Process meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

Advisors are expected to maintain the confidentiality of the records Albertus Magnus College shares with them, per [Section 17](#) of the Policy addressing Confidentiality. Advisors may not disclose any Albertus Magnus College work product or evidence Albertus Magnus College obtained solely through the Resolution Process for any purpose not explicitly authorized by Albertus Magnus College.

Albertus Magnus College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Albertus Magnus College's confidentiality expectations.

Advisor Expectations

Albertus Magnus College generally expects an Advisor to adjust their schedule to allow them to attend Albertus Magnus College meetings and interviews when planned, but Albertus Magnus College may change scheduled meetings and interviews to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Albertus Magnus College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting or interview by telephone, video conferencing, or other similar technologies.

All Advisors are subject to the same Albertus Magnus College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by Albertus Magnus College. Advisors are expected to advise without disrupting proceedings.

Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Title IX Compliance Policy, who shares information or evidence in a manner inconsistent with the Title IX Compliance Policy, or who refuses to comply with Albertus Magnus College's established rules of decorum will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended, or other appropriate measures implemented, including Albertus Magnus College requiring the party to use a different Advisor or providing a different Albertus Magnus College-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

Resolution Options Overview



This Resolution Process, consisting of Informal Resolution or Administrative Resolution, or scheduled Administrative Hearings is Albertus Magnus College's chosen approach to addressing all forms of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Conduct under the Policy. The process considers the Parties' preferences but is ultimately determined at the Title IX Coordinator's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with Albertus Magnus College Policy.

Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator at any time prior to a final determination, or the Title IX Coordinator may offer the option to the Parties, in writing. Albertus Magnus College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, the Title IX Coordinator will provide the Parties with a NOIA that explains:

- The allegations.
- The requirements of the Informal Resolution process.
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume Albertus Magnus College's Resolution Process.
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the Resolution Process arising from the same allegations.
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties.
- What information Albertus Magnus College will maintain, and whether and how it could disclose such information for use in its Resolution Process.

Albertus Magnus College offers four categories of Informal Resolution:

- 1) **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- 2) **Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.
- 3) **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Title IX Compliance Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and the Title IX Coordinator are agreeable to the resolution terms.



- 4) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution Process, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Categories of Informal Resolution

Supportive Resolution

The Title IX Coordinator will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to Albertus Magnus College's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Title IX Coordinator may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Title IX Coordinator does not initiate a Complaint.

Educational Conversation

The Complainant(s) may request that the Title IX Coordinator address their allegations by meeting with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX Coordinator may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of the recurrence of any behaviors that may not align with Policy.

Accepted Responsibility



The Respondent may accept responsibility for any or all of the alleged Title IX Compliance Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Title IX Compliance Policy violations, the ongoing process will be paused, and the Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Title IX Coordinator will determine whether all Parties and Albertus Magnus College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Albertus Magnus College Title IX Compliance Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the discrimination or harassment, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Alternative Resolution

Albertus Magnus College offers a variety of alternative resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX Coordinator or other appropriate Albertus Magnus College officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an alternative resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

The Title IX Coordinator may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the Parties:

- The Parties' amenability to alternative resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the alternative resolution facilitator with this type of Complaint
- Complaint complexity



- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in alternative resolution (e.g., time, staff)

The Title IX Coordinator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). The results of Complaints resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, Albertus Magnus College will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

Administrative Resolution Process (see [Section 22](#) below)

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

At the discretion of the Title IX Coordinator, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Team, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the Title IX Coordinator, if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be regularly updated on the timing and any significant deviation from this typical timeline.

Resolution Process Pool

The Resolution Process relies on a pool of administrators ("the Pool") to carry out the process.



Pool Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the discretion of the Title IX Coordinator:

- Appropriate intake of and initial guidance pertaining to Complaints
- Advisor to Parties
- Informal Resolution Facilitator
- Perform or assist with initial evaluation
- Investigator
- Hearing Facilitator
- Decision-maker for challenges to emergency removal and supportive measures
- Decision-maker
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

Pool Member Appointment

The Title IX Coordinator, in consultation with senior administrators, appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints, Albertus Magnus College can also designate permanent roles for individuals in the Pool.

Notice of Investigation and Allegations (NOIA)

Prior to an investigation, the Title IX Coordinator will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to notify the Title IX Coordinator of any conflict of interest that the Investigator(s) may have in advance of the interview process,
- A statement that Albertus Magnus College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination



- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share Albertus Magnus College work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that Albertus Magnus College's Title IX Compliance Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations or other support assistance during the Resolution Process
- A link to Albertus Magnus College's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address(es) as indicated in official Albertus Magnus College records, or emailed to the Parties' Albertus Magnus College-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

Resolution Timeline

Albertus Magnus College will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, Albertus Magnus College reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

Albertus Magnus College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. Albertus Magnus College will promptly resume its Resolution Process as soon as feasible. During such a delay, Albertus Magnus College will implement and maintain supportive measures for the Parties as deemed appropriate.



Albertus Magnus College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Albertus Magnus College will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the progress and timing of the process.

Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeal Decision-makers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Vice President for Student Affairs and Dean of Students.

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Title IX Compliance Policy violation and evidence that supports that the Respondent did not engage in a Title IX Compliance Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

Investigator Appointment

Once an investigation is initiated, the Title IX Coordinator appoints an Investigator(s) to conduct it. These Investigators may be members of the Resolution Process Team, or any other properly trained Investigator, whether internal or external to Albertus Magnus College's community.

Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in Albertus Magnus College's investigation and Resolution Process. Student witnesses and witnesses from outside Albertus Magnus College community cannot be required to participate but are encouraged to cooperate with the Albertus Magnus College investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx), or, in limited circumstances, by telephone. Albertus Magnus College will take appropriate steps to ensure the security/privacy of remote interviews.



Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

Interview Recording

It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process. The Parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

All interviews are recorded, and all involved persons should be made aware of the audio and/or video recording. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

Evidentiary Considerations

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible.

Relevant Evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of the Title IX Compliance Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct occurred between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would waive the Respondent's right to appeal. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion. The Complainant retains their right to appeal a determination when a Respondent admits responsibility.



Investigation

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviewing all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

Albertus Magnus College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all offenses implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Title IX Compliance Policy violation.
- Work with the Title IX Coordinator, as necessary, to prepare the initial NOIA. The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct any necessary follow-up interviews with each.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document which questions were asked with a rationale for any changes or omissions in the investigation report.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.



- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- The Investigator may share the investigation report with the Title IX Coordinator and/or legal counsel for their review and feedback.

Administrative Resolution Process

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in the Title IX Compliance Policy) or when Informal Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

At the discretion of the Title IX Coordinator, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Team, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the Title IX Coordinator, if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be regularly updated on the timing and any significant deviation from this typical timeline.

Investigator-led Questioning Meetings

- The Title IX Coordinator provides the Draft Investigation Report to the Decision-maker and the Parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
 - All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.
 - The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed



relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed.

- For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an appendix to the Final Investigation Report).
- Typically, within five (5) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose any follow-up questions for the Investigator to ask.
- The Investigator will review the proposed questions with the Decision-maker to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last round permitted, unless permission is granted to extend by the Decision-maker.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the Final Investigation Report with the Title IX Coordinator and legal counsel for their review and feedback.
- The Investigator will then provide the Title IX Coordinator with the Final Investigation Report and investigation file.

The Decision-maker's Determination

- The Title IX Coordinator will provide the Decision-maker, the Parties, and their Advisors with the Final Investigation Report (FIR) and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
- The Decision-maker will review the FIR, all appendices, and the investigation file.
- If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informal meetings with the Parties or any witnesses, if needed.
- Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:
 - To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded, and the recording or transcript will be shared with the Parties.
 - At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded, and the recording or transcript will be shared with the Parties.
- The Decision-maker will then apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any associated sanctions.



- **Timeline.** The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables. The Parties will be notified of any delays.
- **Impact Statements.** Prior to a determination, the Title IX Coordinator will also provide the Parties with an opportunity to submit a written impact and/or mitigation statement. The Title IX Coordinator will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the Title IX Coordinator and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

Sanctions

Factors the Decision-maker may consider when determining sanctions and responsive actions include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- The Respondent's acceptance of responsibility
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this Title IX Compliance Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand:* A formal statement that the conduct was unacceptable and a warning that further violation of any Albertus Magnus College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either Albertus Magnus College-sponsored or external counseling to better comprehend the misconduct and its effects.



- **Restrictions:** A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations.
- **Probation / Deferred Housing:** An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.
- **Expulsion:** Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary. This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript, per institutional policy and/or state law.
- **Withholding Diploma:** The Albertus Magnus College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- **Revocation of Degree:** While very rarely exercised, Albertus Magnus College reserves the right to revoke a degree previously awarded from Albertus Magnus College for fraud, misrepresentation, and/or other violation of Albertus Magnus College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Other Actions:** In addition to, or in place of, the above sanctions, Albertus Magnus College may assign any other sanctions as deemed appropriate.

Student Group and Organization Sanctions

The following are the common sanctions that may be imposed upon student groups or organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Albertus Magnus College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Probation:** An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the



probation will be articulated and may include denial of specified social and event privileges, denial of Albertus Magnus College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.

- *Suspension*: Termination of student group or organization recognition and/or institutional support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in Albertus Magnus College-related activities, whether they occur on- or off-campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from Albertus Magnus College.
- *Expulsion*: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges*: Restricted from accessing specific Albertus Magnus College privileges for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, Albertus Magnus College may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in, discrimination, harassment, and/or retaliation include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to a New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions/responsive actions, Albertus Magnus College may assign any other responsive actions as deemed appropriate.

Notice of Outcome



Within ten (10) business days of the conclusion of the Resolution Process, the Title IX Coordinator provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, all applicable sanctions that Albertus Magnus College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent that Albertus Magnus College is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals.

The Title IX Coordinator will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official Albertus Magnus College records, or emailed to the Parties' Albertus Magnus College-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

Withdrawal or Resignation Before Complaint Resolution

Students

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from Albertus Magnus College, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, Albertus Magnus College will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, Albertus Magnus College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to Albertus Magnus College in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Title IX Coordinator has discretion to dismiss the Complaint. The Registrar, Office of Admissions, and Human Resources Department may be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to Albertus Magnus College unless and until all sanctions, if any, have been satisfied.

Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent leaves their employment with Albertus Magnus College with unresolved allegations pending, the Resolution



Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, Albertus Magnus College may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to Albertus Magnus College in any capacity. The Registrar, Office of Admissions, and Human Resources Department will be notified, accordingly. A note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with Albertus Magnus College. The records retained by the Title IX Coordinator will reflect that status.

Appeal of the Determination

The Title IX Coordinator will designate an Appeal Decision-maker – an individual chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure challenge or dismissal appeal that may have been decided earlier in the process.

Appeal Grounds

Appeals are limited to the following grounds:

- 1) A procedural irregularity that would change the outcome.
- 2) New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility was made.
- 3) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific Complainant or Respondent that would change the outcome.
- 4) The Final Determination by the Decision-maker is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only).
- 5) The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only).

Request for Appeal

Any party may submit a written request for appeal ("Request for Appeal") to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Decision-maker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.



If any of the information in the Request for Appeal meets the grounds in this Title IX Compliance Policy, then the Appeal Decision-maker will notify all Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Appeal Decision-maker to determine if it meets the grounds in this Title IX Compliance Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties and their Advisors will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Decision-maker, who will promptly render a decision.

Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeal Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions apply the preponderance of the evidence standard of proof.

An appeal is not an opportunity for the Appeal Decision-maker to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).

The Appeal Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the Title IX Coordinator (as in cases of bias), the Appeal



Decision-maker may order a new investigation and/or a new determination with new members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter (“Appeal Outcome”) will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may result which Albertus Magnus College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent Albertus Magnus College is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the Parties’ local or permanent address s indicated in official institutional records, or emailed to the Parties’ Albertus Magnus College-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the five (5) available appeal grounds.

Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a “show cause” meeting on the justification for doing so must be permitted within two (2) business days of implementation.

Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the Albertus Magnus College community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community



- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the Parties even if no Title IX Compliance Policy violation is found.

When no Title IX Compliance Policy violation is found, the Title IX Coordinator will address any remedies Albertus Magnus College owes the Respondent to ensure no effective denial of educational access.

Albertus Magnus College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair Albertus Magnus College's ability to provide these services.

Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Panel or Decision-maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Albertus Magnus College.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator's satisfaction.

Recordkeeping

For a period of at least seven (7) years following the conclusion of the Resolution Process, Albertus Magnus College will maintain records of:

- 1) Each discrimination, harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation.
- 2) Any disciplinary sanctions imposed on the Respondent.
- 3) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to Albertus Magnus College's education program or activity.
- 4) Any appeal and the result therefrom.
- 5) Any Informal Resolution and the result therefrom.



- 6) All materials used to provide training to the Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitators, and any person who is responsible for implementing Albertus Magnus College's Resolution Process, or who has the authority to modify or terminate supportive measures. Albertus Magnus College will make these training materials available for review upon request.
- 7) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

Albertus Magnus College will also maintain any and all records in accordance with federal and state laws.

Accommodations and Support During the Resolution Process

Disability Accommodations

Albertus Magnus College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Albertus Magnus College's Resolution Process.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will work with the Office of Accessibility as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

Albertus Magnus College will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

Revision of these Procedures

These procedures succeed any previous procedures addressing discrimination, harassment, and retaliation for incidents occurring on or after August 1, 2024. The Title IX Coordinator will regularly review and update these procedures. Albertus Magnus College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws, regulations, or court holdings.

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

These procedures are effective August 1st, 2024.



VIOLENCE RISK ASSESSMENT (VRA)

Threat assessment is the process of assessing the actionability of violence by a person against another person or group following the issuance of a direct or conditional threat. A **Violence Risk Assessment (VRA)** is a broader term used to describe assessment of any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

Implementing a VRA requires specific training. It is typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct professionals, and/or other Behavioral Intervention Team (BIT) members.

A VRA occurs in collaboration with the Behavioral Intervention Team and must be understood as an ongoing process, rather than as a single evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations. It is supported by research from law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use(s) an evidence-based process consisting of:

- 1) An appraisal of **risk factors** that escalate the potential for violence.
- 2) A determination of stabilizing influences, or **protective factors**, that reduce the risk of violence.
- 3) A contextual **analysis of violence risk** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of the threat; fixation and focus on target; grievance collection; and action and time imperative for violence.
- 4) The application of **intervention and management** approaches to reduce the risk of violence.

To assess a person's level of violence risk, the Title IX Coordinator will initiate the VRA process through the Behavioral Intervention Team. The Behavioral Intervention Team will assign trained person(s) to perform the assessment, according to the specific nature of the complaint.

The assessor(s) will follow the process for conducting a VRA as outlined in the Behavioral Intervention Team manual and will rely on a consistent, research-based, reliable system that allows for the evaluation of the risk levels.

Some examples of formalized approaches to the VRA process include The NABITA Risk Rubric, The Structured Interview for Violence Risk Assessment (SIVRA-35), Violence Risk Assessment of the Written Word (VRAWW), Workplace Assessment of Violence Risk (WAVR-21), Historical Clinical Risk Management (HCR-20), and MOSAIC.

The VRA is conducted independently from the Resolution Process, informed by it, but free from outcome pressure. The person(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The Behavioral Intervention Team member(s) conducts a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or imminent and serious threat to the health and/or safety of a person or the community.



In some circumstances, the Title IX Coordinator may determine that a VRA should be conducted by the Behavioral Intervention Team as part of the initial evaluation of a Complaint under this Policy. A VRA can aid in critical and/or required determinations, including:

- 1) Whether to remove the Respondent on an emergency basis because of an immediate threat to a person or the community's health/safety (Emergency Removal)
- 2) Whether the Title IX Coordinator should pursue/initiate a Complaint absent a willing/able Complainant
- 3) Whether the scope of an investigation should include an incident, and/or pattern of misconduct, and/or climate of discrimination or harassment
- 4) To help identify potential predatory conduct
- 5) To help assess/identify grooming behaviors
- 6) Whether it is reasonable to try to resolve a Complaint through Informal Resolution, and if so, what approach may be most successful
- 7) Whether to impose transcript notation or communicate with a transfer institution about a Respondent
- 8) Assessment of appropriate sanctions/remedies (to be applied post-determination)
- 9) Whether a Clery Act Timely Warning/Trespass order/Persona Non Grata is needed

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Institutions may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

TITLE IX OFFENSE REGULATORY DEFINITIONS

1) Sexual Assault

Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.

a. Rape:

- Penetration,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
 - because of their age or
 - because of their temporary or permanent mental or physical incapacity

b. Sodomy

- Oral or anal penetration
- Of the Complainant by the Respondent



- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
 - because of their age or
 - because of their temporary or permanent mental or physical incapacity

c. Sexual Assault with an Object

- Respondent's use of an object or instrument
- to unlawfully penetrate, however slightly, the genital or anal opening
- of the body of the Complainant,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
 - because of their age or
 - because of their temporary or permanent mental or physical incapacity

d. Fondling:

- The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent
- or causing the Complainant to touch the Respondent's private body parts
- intentionally for a sexual purpose
- without the consent of the Complainant, including instances where the Complainant is incapable of giving consent
 - because of their age or
 - because of their temporary or permanent mental incapacity or physical incapacity.

e. Incest:

- Nonforcible sexual intercourse between persons who are related to each other
- within the degrees wherein marriage is prohibited by Connecticut law.

f. Statutory Rape:

- Nonforcible sexual intercourse with a person
- who is under the statutory age of consent of 16 in state of Connecticut

2) Dating Violence:

- Violence committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant;
and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - length of the relationship
 - type of relationship
 - frequency of the interaction between the Parties involved in the relationship.

3) Domestic Violence:

- Felony or misdemeanor crimes committed by a person who:
 - is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Connecticut or a person similarly situated to a spouse of the Complainant;



- is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- shares a child in common with the Complainant; **or**
- commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Connecticut.

4) Stalking:

- engaging in a course of conduct on the basis of sex, that is,
- directed at a specific person that would cause a reasonable person to:
 - fear for the person's safety, or
 - the safety of others; or
 - suffer substantial emotional distress.



PREGNANCY AND RELATED CONDITIONS POLICY FOR ALBETUS MAGNUS COLLEGE

1. Non-Discrimination Statement

Albertus Magnus College does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). Albertus Magnus College prohibits members of the Albertus Magnus College community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

Definitions

- **Familial Status.** The configuration of one's family or one's role in a family.
- **Marital Status.** The state of being married or unmarried.
- **Parental Status.** The status of a person who, with respect to another person who is under the age of 18, is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- **Pregnancy and Related Conditions.** The full spectrum of processes and events connected with pregnancy, including pregnancy, childbirth, termination of pregnancy, or lactation; related medical conditions; and recovery therefrom.
- **Reasonable Modifications.** Individualized modifications to Albertus Magnus College's policies, practices, or procedures that do not fundamentally alter Albertus Magnus College's education program or activity.

Information Sharing Requirements

Any Albertus Magnus employee who becomes aware of a student's pregnancy or related condition is required to provide the student with the Title IX Coordinator's contact information and communicate that the Title IX Coordinator can help take specific actions to prevent discrimination and ensure equal access to Albertus Magnus College's education program and activity. If the employee has a reasonable belief that the Title IX Coordinator is already aware of the pregnancy or related condition, the employee is not required to provide the student with the Title IX Coordinator's contact information.

Upon notification of a student's pregnancy or related condition, the Title IX Coordinator will contact the student and inform the student of Albertus Magnus College's obligations to:

- Prohibit sex discrimination.
- Provide reasonable modifications.



- Allow access, on a voluntary basis, to any separate and comparable portion of the institution's education program or activity.
- Allow a voluntary leave of absence.
- Ensure lactation space availability.
- Maintain a Resolution Process for alleged discrimination.
- Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or policy purposes.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

Reasonable Modifications for Students

Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to Albertus Magnus College's education program and activity. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on their individual needs. Students are encouraged to request Reasonable Modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable Modifications are voluntary, and a student can accept or decline the offered Reasonable Modifications. Not all Reasonable Modifications are appropriate for all contexts.

Reasonable Modifications may include:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- Elevator access
- A larger uniform or other required clothing or equipment
- Other changes to policies, practices, or procedures determined by the Title IX Coordinator

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and Albertus Magnus College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.



Supporting documentation for Reasonable Modifications will only be required when it is necessary and reasonable under the circumstances to determine which Reasonable Modifications to offer to determine other specific actions to take to ensure equal access.

Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the Reasonable Modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The Title IX Coordinator will consult with The Office of Accessibility staff to ensure the student receives reasonable accommodations for their disability as required by law.

Certification to Participate

All students should be informed of health and safety risks related to participation in academic and co-curricular activities, regardless of pregnancy status. A student may not be required to provide health care provider or other certification that the student is physically able to participate in the program or activity, unless:

1. The certified level of physical ability or health is necessary for participation;
2. The institution requires such certification of all students participating; and
3. The information obtained is not used as a basis for pregnancy-related discrimination.

Lactation Space Access

Albertus Magnus College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others.

Lactation space is located in the following location:

Aquinas Hall, Room G-7

To gain access to the lactation room, please contact either Dr. Matthew Lavery (mlavery@albertus.edu) or the Director of Human Resources, Mrs. Renee Sullivan (rsullivan@albertus.edu).

Leaves of Absence

Students

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity. Students who take a leave of absence will vacate their residential space on campus and be prorated from the date that the student vacates.



To the extent possible, Albertus Magnus College will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same or an equivalent course catalog that was in place when the leave began.

Continuation of students' scholarships, fellowships, or similar Albertus Magnus College-sponsored funding during the leave term will depend on student registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar Recipient-supported funding by exercising their rights under this policy.

The Title IX Office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least 30 calendar days prior to the initiation of leave, or as soon as practicable. The Title IX Coordinator will assist the student in completing any necessary paperwork.

Employees

Information on employment leave can be found on the Human Resources Department webpage.

If an employee, including a student-employee, is not eligible for leave under the aforementioned leave policy because they either (1) do not have enough leave time available under that policy, or (2) have not been employed long enough to qualify for leave under that policy, they are eligible to qualify for pregnancy or related condition leave under Title IX. Pregnancy and related conditions will be regarded as a justification for a leave of absence without pay for a reasonable period of time.

Employees who take leave under Title IX must be reinstated to the status held when leave began or a comparable position without a negative effect on any employment privilege or right.

Policy Dissemination and Training

A copy of this policy will be made available to faculty and employees in annually required training and posted on the Title IX website. Albertus Magnus College will alert all new students about this Title IX Compliance Policy and the location of this Title IX Compliance policy as part of orientation. The Title IX Office will make educational materials available to all members of the Albertus Magnus College community to promote compliance with this policy and familiarity with its procedures.



APPENDIX B

Date	Type	Audience
January	RA Training on Title IX	Resident Assistant Staff
January	RA Green Dot Training	Resident Assistant Staff
January	New Student Orientation: Know your IX	New students
January	New Student Orientation: Green Dot	New students
March	Title IX Training for Athletes	Students Athletes
March	Title IX Training for Athletes	Student Athletes
April	Take Back the Night event	Students
July	Parent Presentation for Summer Orientation	Parents
August	Mandatory Training for All Faculty and Staff	Employees
August	RA Training on Title IX	Resident Assistant Staff
August	RA Green Dot Training	Resident Assistant Staff
August	New Student Orientation: Title IX	New students
August	New Student Orientation: Green Dot	New students
August	Orientation Leader Title IX Training	Students
August	Orientation Leader Green Dot Training	Students

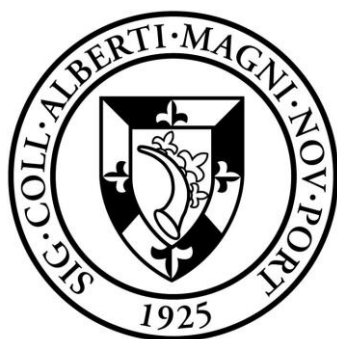
Appendix C



The Source

Student Handbook

2024-2025



Albertus Magnus College



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

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

Tradition of Honor



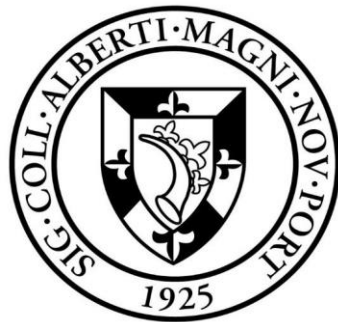
Honor

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





Department of Student Affairs
Vice President for Student Affairs & Dean of Students

Albertus Magnus College
700 Prospect Street
New Haven, CT 06511

203.773.8542
203.773.8984 *fax*
afoster@albertus.edu

Dear Student:

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

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

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

Yours Truly,

Andrew A. Foster
Vice President for Student Affairs

700 PROSPECT STREET, NEW HAVEN, CONNECTICUT 06511 203.773.8542



The Mission of Albertus Magnus College

Statement of Mission

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

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

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

Approved by the Board of Trustees

March 21, 2003



Division of Student Affairs

Mission Statement

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

Our objectives are:

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



Academic Calendar

2024-2025

FALL TERM	
August 21-22	International Student Orientation
August 23-25	New Student Orientation
August 23	Resident Move-In
August 26	First Day of Semester/Classes
August 30	Last Day to Enter Classes
September 2	Labor Day - College Closed
October 14	Indigenous Peoples' Day – Classes in Session
October 15	Midterm Grades Due
November 11	Veterans Day – Classes in Session
November 25-29	Thanksgiving Break – No Classes (College Closed Nov. 28-29)
December 6	Last Day of Classes
December 7-8	Reading Days
December 9-13	Final Exams/Course Projects
December 13	Last Day of Semester

WINTER INTERSESSION 2025	
January 2	First Day of Classes
January 16	Last Day of Classes
January 17	Final Exams/Course Projects

SPRING TERM	
January 17	New Student Orientation/Resident Move-In
January 20	Martin Luther King Jr. Day – College Closed



January 21	First Day of Semester/Classes
January 27	Last Day to Enter Classes
February 17	President's Day - College Closed
March 10-14	Spring Break
March 17	Midterm Grades Due
April 17-21	Easter Break – No Classes (College Closed Apr. 18)
May 3-4	Reading Days
May 5	Last Day of Classes
May 6-12	Final Exams/Course Projects
May 12	Last Day of Semester
May 18	Commencement

Academic Affairs

Academic Advising – Traditional Undergraduate Program

At every stage in their academic careers, Albertus students benefit from experienced guidance in planning a course of study. Entering first-year and transfer students are advised by specially trained first-year academic advisors.

Students formally declare a major after they have earned at least twelve credits and before they register for more than forty-five credits. At that point, a faculty advisor in the major, and a career counselor are added to the students' academic success team.

While students are required to see their academic advisor prior to registration each semester, they are also encouraged to seek advice whenever any questions or concerns may arise.

Mission & Vision

Academic Advisors at Albertus Magnus College are dedicated to providing quality, holistic advisement that supports student development and success. Advisors are committed to support, mentor, and teach students how to develop their strengths in order to achieve their academic goals. Advisors encourage students to actively engage in their educational journey through the utilization of campus resources and support services.

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 student's 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. A. The student first should discuss the matter with the faculty member no later than two weeks after the start of the semester following that in which the grade was given.
- B. B. If no satisfactory solution is reached, the student should arrange a meeting with the department chair, the faculty member, and the student.



- C. If the matter is still unresolved, the Vice President for Academic Affairs or a designated representative becomes involved as an unofficial mediator.
- D. If these steps fail to result in a solution the student views as satisfactory, the student may choose to drop the issue or to lodge a complaint with the Faculty Chair, who will appoint an ad hoc committee to review the case.
- E. The final decision regarding grades always remains with the faculty member who is the instructor of record for the course.

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

Tradition of Honor:

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

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

Academic Misconduct

Plagiarism:

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



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

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

Fabrication:

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

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

Intellectual Honesty Form



Student: Instructor:

Address: Course:

Term:

Local Telephone:

Brief Description of Violation of the Tradition of Honor:

Proposed sanction:

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

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

Instructor Signature

____/____/____
date

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

Please complete one of the options below:

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



Student Signature

____/____/____
date

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

Student Signature

____/____/____
date

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

Student Signature

____/____/____
date

ACADEMIC AFFAIRS Aquinas 109 Phone # 203-773-8539

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

NOTIFICATION of RIGHTS under FERPA



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

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920



COMPLAINT RESOLUTION:

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

State of Connecticut

Office of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

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

Regional Accrediting Body:

New England Association of Schools and Colleges

3 Burlington Woods Drive, Ste 100

Burlington, MA 01803-4514

Campus Resources

AQUINAS HALL

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

ACADEMIC AFFAIRS

Aquinas 109

Phone # 203-773-8539

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

BUSINESS OFFICE

Aquinas 101

PA 14-11 Report, 2024



ALBERTUS MAGNUS COLLEGE
We have faith in your future.

Phone # 203-773-8532

The Business Office is open from 8:30 a.m. - 4:30 p.m. on Monday through Friday.

Services may not be available from 2:00 p.m. - 3:15 p.m.

FINANCIAL AID

Aquinas 107

Phone # 203-773-8508

FINANCIAL AID OFFICE HOURS AND LOCATION:

Address: Albertus Magnus College
700 Prospect Street
New Haven, CT 06511

Location: Aquinas Hall, Room 107
Phone: (203) 773-8508 or toll-free 1(800) 935-6621
Fax: (203) 773-8972
Email: financial_aid@albertus.edu

GPS Address: 915 Winchester Avenue **Website:** www.albertus.edu/fao
New Haven, CT 06511 **Net Partner:** www.albertus.edu/netpartner

Office Hours:

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

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

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

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

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

To apply for Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. The priority deadline for submitting the FAFSA to receive institutional and state aid is April

15th. Students should follow-up with the Financial Aid Office once the FAFSA is submitted to ensure that all



required documents are completed in a timely manner. The deadline for all remaining financial aid documents is July 29th.

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

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

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

	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%

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

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

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

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

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

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

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



All student files are documented accordingly upon SAP review.

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

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

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

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

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



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

RETURN OF TITLE IV FUNDS (R2T4) POLICY

The Albertus Magnus College Financial Aid Office recalculates federal, state, and institutional financial aid

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

Official Withdrawals

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

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

Unofficial Withdrawals

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



Leave of Absence

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

Scheduled Breaks

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 Traditional Undergraduate Program and Professional and Graduate Studies Program is defined in the Course Catalogues as breaks that are at least five calendar days.

F Grades

If a student receives unearned F grades in all courses that he/she was enrolled in during the term, an R2T4 calculation is required. An R2T4 calculation is not required if a student successfully completed any of the registered courses in the term, earned an F grade during the specified term, or gave written intent to return within 45 days of the end of the term 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. Iraq Afghanistan Service Grant (IASG)
7. Federal Supplemental Educational Opportunity Grant (FSEOG)

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 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.



Graduating or Complete all Graduation Requirements

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

Future Attendance: Programs Offered in Modules

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

Timeframe

Returns

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

Post-Withdrawal Disbursements

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

The Financial Aid Office requires a written response on PWD notifications. If a response is not received by the required deadline, a PWD No Response letter is sent notifying the student that their financial aid has been canceled. The R2T4 Review Panel reserves the right to review responses received after the posted deadline. PWD notifications and authorizations are reviewed by counselors, as well as by the R2T4 Review Panel chair. Funds disbursed will be applied to



institutional charges first, and if a remaining amount exists, it will be sent to student. Students who die during the payment period are not eligible for a PWD.

Repayment of Student Loan Funds

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

Loan Origination

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

Grant Overpayments

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

Institutional Charges

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

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

Commented [1]: Spencer left off; seeing if Financial Aid has these graphics in a doc.

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



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

Institutional Refund Policy

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

Tuition Charges Refund Schedule:

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

Undergraduate Room and Board Charges Refund Schedule:

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

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

CONTACT THE FINANCIAL AID OFFICE

For more information, please contact the Financial Aid Office.

Aquinas Hall, Room 107

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

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

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

Phone: (203) 773-8508

Fax: (203) 773-8972

Email: financial_aid@albertus.edu

REGISTRAR**Aquinas 120**

Phone# 203-773-8514

Student Records

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

Directory Information Notice

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

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

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

ATHLETICS**Cosgrove, Marcus, Messer Athletic Center**

Phone # 203-773-8596

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

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

ACT 2 THEATRE

Phone # 203-773-8534

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

MARY A. AND LOUIS F. TAGLIATELA ACADEMIC CENTER

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

LIBRARY

Rosary Hall

Phone # 203-773-8511

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

The Library hosts the College's on-ground and digital recourse collections. Also housed in the Library is a state-of-the-art learning 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 Mission.

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

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



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

Library Hours:

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

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

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

Circulation Regulations

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

Reserving Books

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



5. Fines for lost materials or non-returned materials are \$50.00 plus a \$10.00 processing fee.

Sanctions:

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

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

Center for Teaching and Learning Excellence

Rosary Hall, 2nd Floor

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

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

INFORMATION TECHNOLOGY SERVICES (ITS)

Rosary Hall 20

Phone # (877) 339-0770

ITS Help

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

Computer and Internet Access

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

Abuse of computer access



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

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

Examples of abuse of a user's privilege include:

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

Sanctions:

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

CAREER SERVICES

Rosary Hall, Room 35

Phone: 203-773-6989

Facebook: Albertus Magnus College Career Services

Twitter: @AlbertusCareers

E-Mail: careerservices@albertus.edu



Who is “THE FUTURE YOU?”

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

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

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

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

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

Important Notice:

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

HUBERT CAMPUS CENTER

Hours of Operation:

Monday through Thursday 7:00 AM to 12:00 AM*

Friday 7:00 AM to 12:00 AM*

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ALBERTUS MAGNUS COLLEGE
We have faith in your future.

Saturday 7:00 AM to 12:00 AM*

Sunday 9:00 AM to 8:00 PM*

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

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

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

Campus Center Policies

Reservations: (SEE RESERVATIONS OF EVENTS ON CAMPUS)

Equipment:

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

Maintenance:

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

General Information:

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

House of Bollstadt (Common Ground, Pub)

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

Common Ground

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



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

Game Room

Located adjacent to the pub, the game room has two pool tables, a ping pong table, foosball and an air hockey table. There are also three big screen TVs available for students to catch a game or watch their favorite shows as well as use to play video games. Students are able to use the game room free of charge. Students must leave their room keys or driver’s license with the pub bartenders in order to use the equipment.

All equipment must be signed out in the game room binder to be used. The binder is located behind the bar in the House of Bollstadt Pub. Users are expected to return equipment after use and check it back into the binder.

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:

The Game Room is open during the week Monday through Saturday during the hours of operation of the campus pub.

Pub

The Pub is a popular venue for student events and as a “hang out” for students in the evening. Popcorn is free and you can buy alcoholic beverages (if you are at least 21 years of age) for just \$2.50. A variety of non-alcoholic beverages are available for \$1.00 and \$1.50 each. Candy, chips, frozen food and other snacks are also available for purchase for a nominal fee. Please visit the pub for a complete menu of items available. The Pub is a CASH only operation. There is an ATM located in the Campus Center near the Mailroom.

All alcoholic beverages are not permitted to leave the pub area. No drinking games are permitted in the Pub at any time. Failure to adhere to this policy will result in a violation of the Colleges Alcohol Policy and will be subject to sanctions and fines. All customers will provide a valid form of ID if asked by a bartender or college staff member.

Alcohol is not served during Albertus@Night Late Night Programs. Please see the Calendar of Events for specific dates.

Hours of Operation:

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

Saturdays 6:00 pm - 11:00 pm (7:00 pm – 12:00 am during Late Night Programs)

BOOKSTORE

Hubert Campus Center

Phone # 203-776-7935

www.albertusmagnusshop.com

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

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

Hours of Operation:

Monday through Thursday 9:00 AM to 6:15 PM

Friday 9:00 AM to 2:00 PM

Saturday & Sunday Closed*

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

DE DOMINICIS DINING HALL

Hubert Campus Center, 2nd Floor

Phone # 203-773-8500

Hours of Operation:

Breakfast:

Monday through Friday* 7:30 AM to 9:30 AM

Saturday (Brunch) 11:30 AM to 1:00 PM

Sunday (Brunch) 11:30 AM to 1:00 PM

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ALBERTUS MAGNUS COLLEGE
We have faith in your future.

* 9:30am -10am: Continental Breakfast

Lunch:

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

Dinner:

Monday through Thursday 4:30 PM to 6:30 PM

Friday, Saturday, Sunday 5:00 PM to 6:00 PM

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

Procedures and Protocol

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

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

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

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

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

Dining Hall Behavior

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

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

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

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

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

DOMINICAN MINISTRIES

Hubert Campus Center 114

Phone # 203-672-6678



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

STUDY

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

PRAYER AND CONTEMPLATION

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

COMMUNITY

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

SERVICE

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

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

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

Sister Joan Scanlon

Coordinator of Dominican Ministries

jscanlon@albertus.edu



HEALTH CLINIC

Hubert Campus Center 203

Phone # 203-773-8938

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

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

forms/documents are not submitted to the Health Clinic.

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

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

COUNSELING CENTER

Hubert Campus Center 200

Phone #203-773-8149

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

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

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

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



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

MAIL SERVICES

Hubert Campus Center

Phone #203-773-8550

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

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

The mail room is not open on the weekends.

Your Student Mailing Address should include:

Student Name

Box #

Albertus Magnus College

700 Prospect Street

New Haven, CT 06511

Mailroom Key Agreement Policy

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

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



General College Policies & Regulations

POLICY ON REASONABLE ACCOMMODATION OF DISABILITIES

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

MISSING PERSONS

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

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

Missing Persons Procedure

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

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

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



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

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

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

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

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:

a. Through the Residential Life Program, to organize educational programming in the residence halls that promotes pluralism and discourages racism, sexism, and intolerance.

b. 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. The above statement regarding Acts of Intolerance within the Albertus Magnus College community is printed in all editions of the following College publications: the Student Handbook, the Faculty Handbook and the Employee Personnel Policy and Procedures manual. The Cooperative Council of Albertus Magnus College which has the power to legislate by establishing student social regulations in the following areas: 1) guests 2) alcohol and 3) drugs and the power to consult with respect to all other matters affecting the College community, and to make recommendations thereon to the group having primary responsibility for action thereon; will provide assistance in disseminating this information



throughout the campus community. In addition, the Cooperative Council will serve in an advisory capacity in ensuring that the plan meets the need of the College community. In this role, the Council will review as needed, the goals and objectives of this policy.

4. 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.

5. 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.

FIRE REGULATIONS

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

If fire or smoke in hall prohibits leaving room:

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

FIRE EVACUATION PROCEDURE

In the event of an alarm or a fire:

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



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

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

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

Fire Chief for the College

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

Violating the Fire Program

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

Sanctions:

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

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

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

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

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

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



MEDIA COMMUNICATIONS

Phone #203-773-8502

Marketing Department

Mohun -Second Floor

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

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

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

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

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

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

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

POSTING POLICY

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



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

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

COLLEGE CLOSING/CLASS CANCELLATIONS

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

AMC EMERGENCY ALERT SYSTEM

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

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

The Albertus Emergency Alert System MAY be used for:

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

TO ENROLL AND FOR MORE INFORMATION

Visit [myAlbertus](#) and click **Campus Security** under the Quicklinks.

FIREARMS/WEAPONS AND FIREWORKS

The possession, usage, storage and/or transport of firearms, ammunition and any weapons including but not limited to knives, martial arts weapons, guns (including BB, pellet, paintball, loaded or unloaded), police defensive equipment,



sling-shots, launching devices and all firearms and other weapons are prohibited on campus. This also extends to any projectile objects, gun powder and other explosives (including but not limited to fireworks, smoke/stink bombs, explosives or incendiary devices) or potentially dangerous objects. An ordinance in the cities of New Haven and Hamden forbids the use and possession of any kinds of fireworks except by licensed operators. Students found in possession of firearms and/or weapons will be subject to disciplinary action.

Search and Seizure (Vehicles)

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

Sanctions:

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

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

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

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

PARKING AND TRAFFIC REGULATIONS

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

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

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

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



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

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

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

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

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

During a Snow Storm

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

Temporary Closures



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

FALCON CARD (Student Identification Card)

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

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

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

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

SECURITY

Hubert Campus Center

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

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

Alarms/Doors

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

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



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

College Property/Designated Use Policy

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

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

Door Propping Policy

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

Please report any propped doors to the following personnel:

Campus Security: 203-507-5204

Residential Life Coordinator: 203-773-4477

Insurance-Property

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

Safety Precautions

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

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



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



- a. Keep windows and doors of your car locked at all times.
- b. When stopped at a traffic light or stop sign, keep your car in gear. If your safety is threatened, hold down on the horn and drive away as soon as possible.
- c. If you think you are being followed, pull into a gas station, fire department or police department where you can get help as soon as possible.
- d. When parking your car at night, check for loiterers before leaving your car.
- e. Never leave the keys in the ignition. Always lock the doors even if you are going to be gone for only a few minutes.
- f. Check the interior of the car, especially the rear seats and the floor before entering it.

BE ALERT AND OBSERVANT: Report all crimes.

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

FALCON TIP LINE

203-672-6795

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

SMOKING

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

Sanctions:

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

SOLICITATION

Solicitation for Charitable Purposes

The solicitation of funds, clothing or other merchandise is prohibited except by the written permission of the Vice President for Student Services. Registered student organizations or individuals wishing to solicit funds or contributions



must complete and file "an application for permission to solicit" with the Vice President for Student Services at least three days prior to the requested date.

The following information is required:

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

Solicitation for Profit

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

DRUG AND ALCOHOL USE

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

I. Standards for Students

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

A. Drugs

Albertus Magnus College Drug Policy

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



CT State Laws

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

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

- Five years for the manufacture, sale or possession with intent to sell of one ounce or more of 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.

B. Alcohol

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

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

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

Albertus Magnus College Alcohol Policy

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

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

Aquinas Hall: Vice President for Academic Affairs



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

Campus Theater: Drama Director

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

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

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

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

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

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

Alcohol Regulations and Procedures for Registered Campus Events

1. A non-alcoholic beverage must be offered if alcohol is to be served.
2. Alcohol must be served by a bartender who is approved by the Vice President for Student Services or his/her designee
3. A sign must be posted at the alcoholic serving area which states "We reserve the right to refuse to serve persons at the Administrator's Discretion."
4. If alcohol is sold or served, the sponsoring officers must be present throughout the entire event and are legally responsible for the regulations of the amount of alcohol each person present consumes. (Not applicable to House of Bollstadt sponsored activities).
5. When alcohol is sold on campus, the price of an individual drink and the amount ordered must be discussed with the appropriate staff member for approval.
6. Liquor permit numbers for any event on campus must be registered with the Associate Dean of Campus Activities.
7. At College mixers or similar events, only beer or wine may be served.
8. After an event the sponsors must meet with the appropriate staff member for a follow-up review.



9. The duration of serving alcohol is to be determined by the Vice President for Student Services or his/her designee.

Additional Alcohol Policy Regulations pertaining to Residential Life:

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

CT State Laws

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

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

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

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

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

Possession or Consumption of Alcohol by an Underage Individual



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

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

The College strictly prohibits intoxication requiring medical or staff attention.

Regardless of age, any apparatus designed for the rapid consumption of alcohol or “Drinking games” are not permitted in the residence halls or any other buildings/areas of campus. Such items could be, but are not limited to: kegs, beer 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.

C. Drug and Alcohol Amnesty Policy



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

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

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

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

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

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

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

D. Sanctions for Drug and Alcohol Policy Violations

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

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

For Underage Offenders:

First Offense



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

Second Offense

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

Third Offense

- Parental Notification
- \$100 fine
- Referral to substance abuse and/or alcohol counseling
- Community Service (hours to be determined)
- One or two week suspension from residence hall [No refund]
- College Conduct Probation for duration of academic year

Fourth Offense

- Loss of Residency Privileges

For Legal Age Alcohol Offenders:

First Offense

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

Second Offense

- \$100 fine
- One week suspension from residence hall
- Residential probation for duration of academic year



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

Third Offense

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

Fourth Offense

- Loss of Residency Privileges

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

II. Standards for Employees

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

Federal law requires that an employee notify the College in writing of any conviction or violation of a criminal drug statute for a violation occurring in the work place, no later than five (5) calendar days after such a conviction. Notice shall be given to the Human Resources Director. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination. Albertus Magnus College is required to notify the appropriate federal agency in writing, within ten (10) calendar days of receiving such notice, of any applicable conviction involving employees engaged in work under a federal grant or contract.

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



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

Employees in need of assistance in dealing with substance abuse issues are strongly encouraged to use the confidential assistance offered through Albertus Magnus College Employee Assistance Program (EAP) ComPsych. The service can be accessed through a dedicated toll-free number (877-595-5284) 24 hours a day, 7 days a week and/or *via* the website www.guidanceresources.com.

Your company Web ID: EAP Complete.

A notice of the current version of the Drug and Alcohol Policy will be sent annually by email in the fall to all faculty members, students and staff and will also be posted on the Human Resources section of the myAlbertus portal.

Education and Counseling

Alcoholism and drug abuse are serious problems requiring counseling and other forms of professional assistance. Employees who voluntarily seek help for substance abuse (self-referral) by contacting either their Supervisor or the Director of Human Resources or designee will be provided an opportunity to pursue counseling and rehabilitation. The College will make available to these employees information about counseling and rehabilitation services. All such referrals will be confidential. An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, placed on leave, and/or required to sign a "last chance agreement" as appropriate. A request for help is considered voluntary only if it is made before the College becomes aware that an employee has violated this policy. As otherwise permitted by law, the College reserves the right to terminate an employee who is unwilling or unable to successfully perform their regular duties as a result of a drug or alcohol problem, who fails to follow a prescribed rehabilitation program or who violates a last chance agreement.

Sanctions for Drug and Alcohol Policy Violations

Disciplinary sanctions for employees who violate the drug and alcohol policy include but are not limited to termination of employment and referral for prosecution, if applicable. Conditions of continued employment may include satisfactory completion of an appropriate rehabilitation program.

III. Federal Drug Penalties

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
Hashish More than 10 kilograms	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>

Medical Marijuana

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

Sanctions:

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

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

Drugs and Drug paraphernalia – Possession, use, storage or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit or illegal drugs not prescribed for a student's personal use by a licensed physician or paraphernalia in connection with the use of illegal drugs.

Typical sanctions may include probation, a minimum of a \$100 fine, community service, expulsion or suspension or expulsion from housing and/or the College. The sanction for a student found responsible for selling drugs is expulsion from the College and possible arrest by local authorities. Other sanctions may also be added. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Commission of any act that would constitute a crime under federal, state or municipal law.



Typical sanctions may include arrest, probation, assessment, community service, reimbursement, banning from specific areas of the campus, and suspension or expulsion from housing and/or the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

IV. THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT

As a recipient of Federal funds, the College must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The Drug-Free Schools and Communities Act Amendments of 1989 require Albertus Magnus College to:

- Notify students of the standards of conduct relative to alcohol and other drugs.
- Describe applicable sanctions for unlawful possession, use or distribution of alcohol and illicit drugs.
- Describe the health risks associated with the use of illicit drugs and the abuse of alcohol.
- Describe available alcohol and other drug counseling, treatment, or rehabilitation programs.
- Describe sanctions the College will impose resulting from violation of standards of conduct.

Summary of Effects of Alcohol and Other Drug Use

Potential health risks resulting from alcohol and drug abuse include, but are not limited to, the following:

Addiction	Brain Damage	Cancer	Cirrhosis	Heart problems
Impotence	Mood swings	Malnutrition	Aggression	Sleep problems

Education, Counseling, and Treatment Services

- Resident Advisor training includes information on alcohol and other drugs and recognition of abuse patterns.
- The Orientation program for new students includes discussions on substance abuse, College rules regarding legal drinking and information for counseling and referral through the College’s Health and Counseling Centers.
- Alcohol and Other Drug Awareness Community Resources are available to students by referral.
- The Health and Counseling Centers maintain a referral network of inpatient and outpatient programs for students.

Community Resources

The Substance Abuse Treatment Unit (SATU)
1 Long Wharf Drive
New Haven, CT 06511

Phone: 203 974-5777

MCCA
419 Whalley Avenue
Suite 300
New Haven, CT 06511
Tel. 203-285-6475

Biennial Review

Albertus Magnus College will prepare a biennial report on the effectiveness of its Drug and Alcohol Use Policy and the consistency of sanction enforcement.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

A student who has been convicted of possession or sale of illegal drugs while receiving federal Title IV financial aid loses eligibility for federal and state government financial aid (including Title IV, HEA grant, loan, or work-study assistance) for a period of time specified in the law (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)). The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

DISORDERLY CONDUCT

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

Assaults

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

Athletics in the Residence Halls

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

False Identification



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

Fighting

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

Bullying/Threats

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

Obscene Conduct

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

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

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

Theft/Unlawful Possession

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

Trespassing

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

Unapproved Structures/Apparatuses



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

Sanctions:

Interference with any College function and/or class by any form of deliberate disturbance or disruption.

Typical sanctions may include reimbursement, a \$100 fine, letter(s) of apology to specific individual(s), community service and banning from a specific area of campus. Sanctions may be as severe as suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Illegal or unauthorized entry or presence in any College facility.

Typical sanctions may include a warning, community service, letter(s) of apology to specific individual(s), a minimum fine of \$100 and banning from a specific area. Sanctions may be as severe as suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Commission of any act that would constitute a crime under federal, state or municipal law.

Typical sanctions may include arrest, twelve (12) consecutive calendar months of probation, assessment, community service, reimbursement, banning from specific areas of the campus, and suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Noise and general disorderliness – Students shall not be disorderly at any time.

Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd or indecent behavior, and/or any reckless behavior.

Typical sanctions may include a warning (separate from a warning issued by a Resident Assistant), community service, a minimum fine of \$100, housing reassignment, banning from specific areas and letter(s) of apology to specific individual(s). Sanctions may be as severe as suspension from housing. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Acting with violence, or aiding, abetting, encouraging, or participating in the commission of any act of violence or life-threatening behavior on College property or in the course of a College activity.

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, a \$100 fine, suspension or expulsion from housing, banning from certain areas of campus, and letter(s) of apology to specific individual(s). Sanctions may be as severe as expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.



Rioting, or aiding abetting, conspiring, encouraging, or participating in a riot.

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

DIVISION OF STUDENT AFFAIRS

STUDENT AFFAIRS

Hubert Campus Center

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

VICE PRESIDENT FOR STUDENTS AFFAIRS

Hubert Campus Center

Phone# 203-773-8542

The Vice President for Student Affairs is the liaison between the College and Food Service, Student Health Insurance and coordinator of the College's Conduct System and Cooperative Council. Any questions regarding these areas should be directed to the Vice President for Student Services.

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

Campus Activities	Residential Life
Counseling Services	Financial Aid
Health Services	Community Standards

Commuter Life

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

For their convenience at the College, commuters are issued mailboxes (located at the Campus Mailroom), ID's to ensure easy access throughout the campus, and a host of other items related to Student Services. Any commuter student who has questions concerning Student Services should direct them to the Vice President for Student Services or the Associate Dean for Campus Activities



Residential Life

Residence hall living is an important aspect of the educational process within the College. The development of the total person is the ideal to be achieved in the Residential Life Program. The mission of the program is to provide a comfortable, positive environment that is conducive to learning, friendship and study. To foster this environment and to promote these qualities, the Residence Hall Program is based on the concepts of personal integrity, mutual respect, and cooperation. **The College reserves the right to refuse or to revoke on-campus residency for any student at the College's discretion. Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.** Four mansion-style residence halls, housing from 20 to 45 residents, as well as Dominican Hall which houses 40 students per floor, provide small residential hall living units for those students wishing to reside on campus.

Student Assistance Program

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

Alcohol and Drug Abuse

Students in need of assistance in dealing with substance abuse issues are strongly encouraged to use the confidential assistance offered through the Albertus Magnus College Student Assistance Program. As a recipient of a Federal program, the College must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

A notice will be sent annually in the fall to all faculty members, students, and staff of the current version of the Drug Abuse Policy.

Counseling Services

How to make an appointment:

Call the Counseling Center at (203) 773-8149

Location:

Albertus Magnus College Counseling Center Campus Center room 200 (2nd Floor, Left off the Elevator)

CAMPUS ACTIVITIES

Hubert Campus Center

Academics are important, but let's face it....we all need to have some fun too! Campus Activities are everything to a college student's social life and Albertus has it all! Students – be sure to pick up a copy of the monthly calendar (from outside the Mailroom, the Pub or Bree Common) to see what exciting things are happening each week! You can also find information on the myAlbertus portal, digital signs around campus and on social media. “Like” our Campus Activities page on Facebook, and follow @getinvolvedAMC on Twitter for news, updates and event information.



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

Who We Are

Associate Dean for Campus Activities & Orientation

Phone# 203-773-8541

The Associate Dean for Campus Activities & Orientation oversees the Office of Campus Activities and the New Student Orientation Program. The Associate Dean serves as an advisor for the Student Government Association (SGA), which is the major programming board on campus.

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

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

Assistant Director for Campus Activities

Phone # 203-752-8793

The Assistant Director for Campus Activities is responsible for assisting with the management of the House of Bollstadt Campus Pub, Game Room and Common Ground, the supervision of its student employees, and the management of the programs and services from these areas. The Assistant Director also co-advises the Student Government Association, student organizations and assists with New Student Orientation. The Assistant Director will also serve in the absence of the full-time professional staff of the Campus Center, when required.

Programs & Involvement

Student Government Association

Student Government Association (SGA) plans and implements the majority of events on campus, including Fall Fest, Winter Wonder, Spring Formal, Spring Jam, Dances, BINGO, off campus trips, coffeehouse performers, bands, game shows, and a variety of other social, recreational, and novelty programming for resident and commuter students. SGA is also a forum for students to address concerns and bring forward ideas.

If you are interested in getting involved with the SGA or the Volunteer Committee, you can contact members of the Student Government Association in their office, which is located in the Hubert Campus Center, Room 122.



The Associate Dean for Campus Activities & Orientation and the Assistant Director for Campus Activities are the advisors to the Student Government Association. The Office of Campus Activities is located on the lower level of the Hubert Campus Center.

Student Organizations

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

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

Recognized Student Organizations:

For a listing of the current recognized student organizations, please contact the Office of Campus Activities at 203-752-8793.

Procedures for Campus Activities

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

REGISTRATION OF EVENTS ON CAMPUS

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

Reservation of Space

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

Event Behavior

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

Any events sponsored by the Office of Campus Activities and the Student Government Association are subject to the rules and regulations set forth by the Office of Campus Activities and the Student Government Association. Only full



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

Monthly Activities Calendar

The Office of Campus Activities produces a monthly activities calendar that is available in the lobby of the Hubert Campus Center, the bookstore, and the mailroom. The events will also be available in the campus portal and on the digital signs throughout the college. To have your event included on the calendar, contact the Assistant Director for Campus Activities in Room 105.

Albertus@Night Late Night Programs

The Albertus@Night Late Night Program Series was established in 2011 after students and administration responded to a need for more programming and events on the weekends. A@N Events occur on Friday & Saturday evenings throughout the semester from 9:00 pm – 12:00 am. A variety of events are planned for each semester. Free snacks are always offered in addition to the activities or events that are planned. Be sure to check the schedule and plan to join 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 (Cash Only) in advance to the Office of Campus Activities.

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

Security

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

Personal Belongings

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

Alcohol

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

Wristbands

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

Bathrooms

The bathrooms for dances held in the Hubert Campus Center are located on the first floor. They are outside of the dance area, so be prepared to present your ID to re-enter the dance area.



Student Activity Fees:

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

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

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

Contracts

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

STUDENT LIFE AND COMMUNITY STANDARDS

The mission of the Office of Student Life and Community Standards is to provide a safe and supportive learning environment that engages residents to foster their academic success, personal values, and leadership skills. Student Life and Community Standards is a central resource for students requiring assistance with an issues or concerns, or questions relating to student life. The staff oversees a variety of services including Student Code of Conduct; alcohol and drug education; diversity education, life skills, and all Residential Life needs.

Director of Community Standards

Phone# 203-773-8577

The Director of Community Standards provides a leadership role in creating, revising, and overseeing of college policies, practices and procedures in the student services area including college conduct, mediation, residential life, and student development. The Director of Community Standards is responsible for the planning and implementation of educational, and community development activities within the residence halls. The Director of Community Standards addresses non-academic college policy violations by facilitating disciplinary appointments, issuing appropriate sanctions and providing follow-up to ensure compliance.



Residential Life Coordinator

Phone# 203-773-4477

The Residential Life Coordinator provides on-campus support and supervision for the Residential Life Department. The Residential Life Coordinator is responsible for the day- to- day management of the residence halls. This individual resides on-campus to promote a safe and positive environment for the residential community. The Residential Life Coordinator works directly with the Director of Community Standards to provide assistance where needed within the Residential Life and College conduct areas. The Residential Life Coordinator provides support and supervision to the Resident Assistants. Housing issues are handled by the Residential Life Coordinator. This includes but is not limited to: Roommate Selection, Roommate Conflicts, Housing Assignments, Maintenance Issues, Overnight Guests, Lost Keys, and Housing Selection.

Residential Hall Director

Phone# 203-773-8584

The Residential Hall Director (RHD) is responsible for supervising the Resident Assistant staff, overseeing residential programming, and coordinating the day-to-day operations within the residence halls. The RHD is part of the on call, on duty rotation for nights and weekends, along with the AHD staff members.

Assistant Hall Directors (AHD)

The Assistant Hall Directors work directly with the Residential Life program in order to foster the growth and development of student life on campus. The AHD staff assists in the administration and supervision of the residence halls on weeknights and weekends. AHDs reside in Dominican Hall and Nilan Hall.

Resident Assistants (RA)

The residence halls at Albertus Magnus are staffed by Resident Assistants. They have been selected for their maturity, responsibility, and leadership qualities. The Resident Assistants are available to listen to concerns, answer questions, report maintenance problems, organize activities, counsel, guide behavior, administer programming, be a resource person, and to handle any situation that may arise in the residence halls.

RESIDENTIAL LIFE

LIVING ON CAMPUS

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



We provide students with 5 housing options from which to choose. We currently have one traditional style residence hall known as Dominican Hall and four mansion style residence halls. The mansion style residence halls are McAuliffe, Nilan, Sansbury and Siena Hall.

Siena Hall is 24-Hour Quiet Hour and Substance-Free Housing.

SUBSTANCE-FREE HOUSING

These healthy living options are for students who are willing to make a commitment to maintain a living environment free from tobacco, alcohol and other drugs. Students living in substance free housing do not have to agree to entirely abstain from the use of alcohol or tobacco, but they are not permitted to possess or use alcohol, tobacco, smokeless tobacco, or other illegal substances within their residence halls. Students in substance free housing further agree that, should they consume alcohol while away from their residence, they will not return to their room while under the influence of alcohol or other substances. To honor the rights of those who have selected this residence hall environment, these expectations also apply to guests visiting these areas. Paraphernalia associated with alcohol, tobacco or other substance use is also prohibited in substance free housing.

Sanctions: Include but are not limited to fines, probation, housing reassignment, suspension from housing up to removal from housing.

HOUSING ACCOMMODATIONS

Eligibility for Reasonable Housing Accommodations

By law, students with a disability do not have to self-disclose or register with the College. If, on the other hand a student is seeking housing accommodations or adjustments, he/she must contact the Office of Student Life during the established time period to request services or accommodations for the upcoming academic year. All housing accommodations are determined on a case-by-case basis by the Division of Student Services.

According to the ADAAA, a disability is defined as any mental or physical impairment that *substantially limits* the individual in a major life activity compared to the average person. In determining the extent of one's limitation, the nature, severity, duration, and impact of the impairment are relevant factors. Requests for particular housing assignments based on a student's preference, rather than need, such as a certain type of room/location or desire for a quiet, undisturbed place to study, will not be honored.

A Student requesting housing accommodations must:

- Disclose his/her disability as it concerns housing needs.
 - Complete our ADA Reasonable Housing Accommodation Request form and submit it to the Office of Residential Life.
 - Provide medical documentation that *specifically* addresses the need for housing accommodation(s). Documentation should be typed or printed on letterhead, dated, signed and legible with the name, title and professional credentials of the evaluator or medical provider. All



documents need to be recent: should be within six (6) months for psychiatric disorders, and within twelve (12) months for other disabilities. Most importantly, the documentation should clearly spell out why it is essential that the accommodation be granted as it pertains to housing. This documentation must be submitted within the established timeframe along with the ADA Reasonable Housing Accommodation Request Form to the Office of Residential Life in the Hubert Campus Center.

- o If necessary, participate in a conversation with the Office of Student Life to determine a reasonable and appropriate accommodation(s).
- o Request reasonable housing accommodations **on an annual basis**, within the established timeframes designated by the Office of Residential Life, following all of the steps outlined above.

A committee (comprised of members of the Division of Student Services) will:

- Review the student's submitted medical documentation provided by a certified evaluator(s)/medical provider(s) and ADA Reasonable Housing Accommodation Request Form.
- Request additional information/clarification from student and/or evaluator/medical provider as necessary to process housing accommodation request.
- If necessary, participate in a conversation with the student to learn as much as possible about the requested accommodation, as well as determine a reasonable and appropriate accommodations(s).
- Contact student as to eligibility or status of application within ten (10) business days upon receipt of the application and medical documentation.
- Decide what housing accommodation(s) will be granted for only one (1) academic year.
- Contact student to discuss recommended housing accommodation. All housing accommodations are determined on a **case-by-case basis**.

Please note that a diagnosis in and of itself does not automatically qualify for an accommodation. To receive special housing consideration for medical conditions not covered by the ADA, the housing accommodations form must be completed, but the accommodations are not guaranteed.

Additional Procedures

Students with service animals, those requesting permission to have an assistance animal and/or students who wish to have a Personal Care Attendant must also refer to the respective information about additional policies, procedures and expectations.

2023-2024 Application Deadlines

Student Type	Fall 2023	Spring 2024
Returning Students	April 1, 2023	December 1, 2023
New Students	August 1, 2023	January 1, 2024

RESIDENCE HALL AND FOOD PLAN CONTRACT

This contract sets forth the terms and conditions upon which space in the residence halls may be occupied by the resident student. The contract outlines residency requirements and eligibility, damage policies, payment provisions and other important information for on-campus residency. The contract also includes policies as it relates to substance-free housing, the use of refrigerators and microwaves, and access to fire escapes. The food plan and dining services is also outlined stating that each resident receives 19-meals per week. All resident students are required to have the College



meal plan. Students who wish to be exempted from the meal plan for health-related issues should follow the same procedures outlined for Housing Accommodations in the previous section.

Students who are suspended or removed from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or removal.

Mansion Agreement

This contract outlines the rules and regulations of living in a mansion residence hall. Students living in a mansion residence hall agree to abide by the specific housing restrictions of that hall (substance-free, 24-hour quiet etc.) and understand that refrigerators and microwaves are not permitted. *Sanctions for violating this contract include but are not limited to: housing relocation, possible fines for unauthorized appliances and up to suspension or expulsion from the residence halls.*

Rooftop and Fire Escape Room Contract

Certain rooms on campus have designated fire escape stairwells and access to rooftop spaces. Students residing in these rooms must sign this contract. The contract states that at no time will a student place any belongings on the roof, access the roof etc. The students who sign the fire escape contract agree to not use the escape for any situation other than a fire emergency.

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

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

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

MENINGITIS VACCINATION

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

ROOM ASSIGNMENTS

New students and transfers are notified of room and roommate assignments in August by Office of Residential Life. Upper classmen students select their room and roommates by participating in the annual Housing Selection each spring. (No changes in rooms or roommates may occur without notification and permission of Residential Life Coordinator)



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

ROOM CHANGE PROCEDURES

Students desiring a room change must submit a Room Change Request form, which is located in the Office of Residential Life in the Hubert Campus Center. The Residential Life Coordinator will then meet with the student regarding his or her request. The Residential Life Coordinator will determine if a room change will occur, in coordination with the Director of Community Standards or Vice President for Student Services, if deemed necessary. Room changes are subject to available spaces in the residence halls. The Residential Life Coordinator will place the student in any available location regardless of preference.

First Semester Room Changes

- No room changes will occur for the first two weeks of the semester beginning with the first day of classes. (Moratorium Period)
- Voluntary room changes (body for body changes) may occur ONLY during a two week period immediately following the two week moratorium. All residents of the rooms must be in agreement.

Second Semester Room Changes

- Voluntary room changes (body for body changes) may occur ONLY during the first two weeks of the semester. All residents of the rooms must be in agreement.
- After the first two weeks, room changes may only occur for emergency reasons to be determined by the Residential Life Coordinator

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

Singles Request Procedures

Students requesting a single room must complete the *Single Room Request Form*. In order to be eligible for a single room, students must meet the minimum criteria for consideration: students may not be on residential life/conduct probation or on academic review.

Single Request Forms are evaluated on a first-come, first-serve basis. All singles will be assigned by seniority (as defined by the Office of Residential Life as the number of credits earned as of the date the form is submitted).



Students, whose requests are granted, will be offered a single room *via* email within five business of the deadline for submission. The student must accept the single room offered within 24 hours of the email notification or the request will be voided. Singles are assigned based on availability not personal preference.

Requests that cannot be met due to limited availability will be kept on file until end of the semester in which it was submitted. These students will be notified in writing *via* email if their request cannot be met within 5 business days of the deadline for submission. Students will need to reapply for single rooms in the beginning of each semester.

HOUSING SELECTION

Each spring, current students will participate in the Housing Selection process. Housing Selection typically occurs each spring semester in April.

Housing Selection General Policy

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

Eligibility

Any Albertus Magnus College fulltime, matriculated student enrolled in an undergraduate-day degree program may participate in the Housing Selection process. A fulltime student is defined as a student who is enrolled in twelve (12) or more credit hours per semester and holds fulltime status with the College's Registrar.

In order to participate and select a room for the following year, each student must be registered for 12 or more credits for the fall term. Students who are not registered for the minimum number of credits will not be permitted to select a room or be housed. Students cannot have any outstanding college conduct obligations including fines, community service, etc. All matters must be taken care of with Community Standards regarding conduct infractions prior to participation.

Process

The Office of Residential Life will make available an online registration form in which all students who wish to reside on-campus for the following year to complete. Students will have two-weeks to submit their registration for Housing Selection. Students who do not register by the deadline will be eligible to choose housing in Housing Selection once all registered participants have had a chance to choose first.

The Office of Residential Life will post the Housing Selection Group listing one week after posting the Participation List. This listing will indicate to student participants in which group he or she will be participating in. Groups are determined by the number of credits earned through the end of the previous fall semester. Spring semester enrollment does not



count towards calculating the group numbers. Students who believe they are placed in the wrong group must notify the Residential Life Coordinator of the potential error and he or she will then confirm the credits with the Registrar's Office. Students will have one week to notify the Residential Life Coordinator of any correction needed.

The three groups and the credit breakdown are as follows:

- Group 1: 54+ credits earned
- Group 2: 25-53 credits earned
- Group 3: 0-24 credits earned

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

One week following the posting of the Group Numbers, Selection Numbers will be posted. This number indicates where in the group you will be choosing your housing. Selection numbers are assigned randomly and regardless of how many credits you hold in your respective group (e.g.: a student with 54 credits may be assigned Selection Number 1 and a student with 75 credits may be assigned Selection Number 12). Students cannot alter, change, or switch Selection Numbers at any time.

Any student who wishes to participate in Housing Selection after Selection Numbers have been posted will be assigned the last Selection Number in their applicable group. Any student who shows up at Housing Selection wishing to participate will be assigned the last Selection Number in Group 3.

Room Selection

Students may only choose rooms designated by the Office of Residential Life as eligible for selection. Floor plans will be released prior to Housing Selection for students to review and determine where they would like to reside for the following year. Students should come prepared for Housing Selection.

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

It is not possible for every student wanting a single, or a Mansion-style room to get their first choice. The Office of Residential Life does their best in designating a multitude of various room options within each of the residence halls. Students are expected to select a room regardless of preference to ensure a spot in housing for the following year. Once a room is selected, the student cannot alter or change their housing assignment until a time determined by the Office of Residential Life.



Students who do not participate in Housing Selection will be randomly assigned housing during the new student housing placement process in July.

ROOM VACANCIES/OPENINGS

The Office of Residential Life reserves the right to assign any available spot in any room to a student at any time for any reason. Students currently residing in the selected room will be notified in advance of the roommate assignment.

Occupancy Levels

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

Open Rooms

Rooms that are completely vacant at the start of term will remain vacant unless otherwise determined by the Office of Residential Life. Students, who are seeking a room change, may not request at any time to assume occupancy in a vacant room.

CHANGE IN HOUSING STATUS

Residents can change their residency status back to commuter at any time for any reason. Students must contact the Residential Life Coordinator in writing to notify him/her of the change and arrange appropriate move-out procedures (**See Check-Out Procedures**).

Students are encouraged to contact the Financial Aid and Business Office prior to making the change to determine if any financial obligations will occur once the change is complete. **Residents are not eligible for a pro-rated refund of room/board charges after 21 calendar days since of the start of the semester has passed.**

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

CHECK-IN/CHECK-OUT OF RESIDENCE HALL ROOMS

Check-In:

1. First Stop is the Business Office to get your "Admit Card." This card indicates that your financial obligations to the College have been met and that your keys can be issued to you. No student will be issued residence hall room keys without presenting an "Admit Card" to Residential Life.
2. Sign Housing Contract(s) and all necessary paperwork.
3. Meet with a member of the Residential Life Staff to complete the "Check In" portion of the Room Condition Report (RCR) form.



Check-Out*:

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

*If a student moves out of his/her room without following the above "Check Out" procedure he/she will waive the right to appeal any and all residence hall damage charges assessed to the room. **Students failing to return keys upon "Check Out" will be assessed the fee for a lock change. (approximately \$200.00).**

All belongings left behind in the residence halls will be removed at personal expense. If arrangements for removal need to be made, a written request has to be given to the Residential Life Coordinator no later than 48 hours before check-out. This does not guarantee that more time will be given and it is the resident's responsibility to remove all personal belongings. The College is not responsible for any item left behind in the residence halls.

NOTE: Room Changes deemed necessary by the Vice President for Student Services or designee may occur at any time during the academic year.

ROOM SECURITY

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

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

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



Personal Valuables

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

ROOM INSPECTIONS

Health and Safety inspections of the residence hall rooms are conducted by authorized personnel of the college to see that all government and college regulations are observed. These inspections happen minimally twice throughout the semester. The inspection period is announced 5-7 days in advance. During these inspections all areas of the room are open to inspection, including but not limited to: refrigerators, closets, drawers, etc.) All room inspections are completed by members of the residential life staff. Students are given a copy of the Health and Safety report form for their records. Any violation of College policies etc. can result in disciplinary action through the student code of conduct.

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

RECESS/BREAKS

The residence halls are closed during the Thanksgiving break, Christmas and Spring break when classes are not in session. At the end of the semester, all students must leave the Residence Halls no later than 5:00 p.m. on the day of the student's last exam. (Time subject to change; deadline will be posted on campus in advance.) Students in violation of the above policy will be fined \$100.00 for each hour they are over the deadline.

All residents must check out appropriately for every recess or break when the college is scheduled to be closed.

1. All residents do not have to turn in keys over breaks except for the Winter Break session.
2. Residents are expected to comply with all closing procedures as published in advance of the break
3. Residents are responsible for their keys over the break where keys are not collected. Lost or stolen keys will result in an approximately \$200.00 lock change.

Sanctions:

Refusal to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized employee of the College having just cause to order these areas to be vacated (e.g., during a fire alarm, utilities problem, etc) is an offense worthy of a sanction.

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



CANDLES AND INCENSE

In our continual efforts to promote a safe and secure environment on the Albertus Magnus College's campus, a policy regarding the use and possession of candles and incense in the Residence Halls has been implemented. This policy is similar to those of other area Colleges and Universities candles and incense are not allowed in any residence hall. The use and possession of such materials can pose a fire hazard and threaten the lives of all residents.

If candles or incense are used for religious practices, please contact the Vice President for Student Services. Other arrangements will be made.

Sanctions: *Typical sanctions include but are not limited to warnings, fines, probation and suspension from housing.*

COMMON AREAS

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

DECORATIONS

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

By orders of the Fire Marshal of the City of New Haven, the following regulations must be observed. Decorations and ornaments (streamers, etc.) must all:

1. Be fire-rated.
2. Christmas Trees (both live and artificial) as well as Christmas lights are prohibited in the residence halls
3. Halogen lights, neon lights/signage and lava lamps are prohibited.
4. Wall decorations may not cover more than 50% of wall space.
5. Tapestries, flags, etc. may not be hung from the ceilings.
6. Curtains are permitted and should not hang lower than the base of the window (54 inches in length); no curtain rods are provided.
7. Floor-length curtains are not permitted.

Christmas Lights

Students may have "Christmas" lights in their residence hall rooms. All Christmas lights must be UL approved. There may be no more than 2 strands of Christmas lights per room and they may not be plugged into any extension cords.



Students must not use nails, duct tape, or anything that will damage the walls when hanging the lights. Lights may not be hung on smoke detectors, water pipes, or fire sprinkler pipes. Lights are expected to be turned off when the room is not occupied. Students are reminded that live and artificial Christmas trees are prohibited in the residence halls. Violations of the Christmas Light policy can result in confiscation, or additional sanctions as determined by the Office of Student Life.

ELECTRICAL APPLIANCES & EQUIPMENT

Appliances and equipment for the preparation and storage of food are permitted only in the kitchen area of each residence hall. Use of small appliances and equipment in any other area is not permitted. Refrigerators and microwaves are not permitted in the residence halls, with the exception of Dominican Hall, as they are safety hazards.

The following appliances are prohibited in the residence halls: coffee pots/makers (Keurig-style coffee makers are permitted), broilers, electric frying pans, George Forman grills and similar items, heating coils, hot plates/hot pots and immersion coils, space heaters, and toasters, toaster ovens, griddles and similar items.

Water coolers, electric blankets, power towels and multi-outlet adapters are also not permitted in the halls. All power/extension cords must be U.L. approved with a surge protector and internal circuit breaker.

Extension cords and surge protectors are permitted provided that they are UL approved and have an internal circuit breaker. A maximum of one extension cord or one surge protector may be used per duplex outlet. Outlets must not be overloaded with multiple cords, protectors, adapters, etc. Overloading outlets is a serious safety concern and is prohibited. Residents are asked to evenly distribute electrical use between all available outlets. Students can be held responsible for any electrical shortages or circuit damage caused by overloading outlets.

NON-COLLEGE FURNITURE

Students are encouraged to make their rooms as comfortable as possible to promote social and academic interactions. Each room is provided with: a bed, dresser, desk, chair, and closet space. Outside furniture is not permitted.

For additional storage space, students may bring plastic containers/drawers into their rooms.

SMOKE DETECTORS/SPRINKLERS

Smoke detectors and fire sprinklers are in each room for the students' safety. Do not hang items from it. Tampering with a detector or sprinkler is a federal offense and will result in disciplinary action and a damage charge. All fire alarms are hardwired and if one smoke detector is activated it will set off the entire building. Students who discharge a sprinkler may be held responsible for all replacement and damage costs.

FIRE



Fires in residence halls at other institutions have proven to be disastrous. A large number of those fires have been caused by human actions, such as misusing electrical appliances or using paper decorations. Many people have died because they panicked in response to a fire and opened the door to a smoke filled hallway; jumped from a window instead of waiting rescue; ran, rather than rolled on the ground when their clothing caught fire. Although the fire may not be widespread, it is well to remember that 95 percent of all deaths connected with fires are caused by smoke inhalation.

Fireplace Boards and Screens

Screens and fireplace boards may not be removed. They are for your protection and safety. If removed, the screens and boards will be replaced by College personnel and the charges will be added to the student's account.

Fire Drills

Fire drills shall be held as often as the College deems necessary. Each fire alarm must be treated as a real fire. The building must be evacuated quickly and completely. Sanctions will be levied against students who do not comply with Fire Drill Procedures.

Fire Escape (Nilan Hall Rm. 10 and 21, McAuliffe Hall Rm. 13b and 19)

Fire escape access is strictly prohibited in non-emergency situations. Any resident who occupies a room with access to a fire escape must sign a Fire Escape Contract.

Fire Extinguishers

Each building is equipped with fire extinguishers. Students should only use an extinguisher in the event of an actual fire. Students found tampering with Fire extinguishers in a non-emergency situation will be sanctioned a \$100.00 fine and face other disciplinary sanctions.

FIRE EVACUATION PROCEDURE

In the event of an alarm or a fire:

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

-Dominican Hall- In front of the Athletic Center

-McAuliffe Hall- Across the track on the Athletic field

-Siena Hall – Sansbury Hall Parking Lot



- Sansbury Hall- Siena Hall Parking Lot
- Nilan Hall- On the opposite side of East Rock Road
- All Academic buildings- a minimum of 100 feet away from each building

Fire Evacuation & Disabilities

If you have a documented physical disability and cannot use the stairs to exit the building during a fire alarm, the student should exit the room and wait in the stairwell landing of their floor. Fire Department personnel will be notified and a member of the Fire Department will assist in evacuating you.

GUEST POLICIES

Guests are defined as:

1. A guest in a residence hall (common area or room) is any person who does not reside in that residence hall.
2. A resident may have no more than 2 guests at any given time.
3. All guests must follow the established sign-in procedures.
4. All guests are subject to residence hall rules, regulations and policies and are required to comply with all directives of Residential Life Staff and College Administration.
5. The host is responsible for the behavior of his/her guest(s) and must accompany guest(s) at all times.
6. It is understood that a guest may not move into a residence hall room with the purpose of living there.
7. Overnight guests are accorded a full house/floor privilege which means the use of all areas within a residence hall when escorted by the host student. However, it is expected the guest of the opposite gender will use appropriately designated bathroom facilities. In single gender buildings, minimal lavatory facilities are available for members of the opposite gender.
8. **Guests must be 16 years of age or older.**
9. Family Members – considered guests and must be signed in and escorted at all times.

Sign-In Procedures

Host students must be present with their guest when signing them into the building. The guest must present a valid photo ID or Falcon Student ID to the R.A. on-duty upon entering the residence hall. Students without appropriate ID will not be permitted to enter the residence hall. A valid photo ID is defined as a driver's license, state ID card, passport, or Permanent Resident Alien Card. Non-Albertus Magnus College student ID cards will not be accepted or honored if the date of birth is not printed on the card.

Guests are expected to present their photo ID card to any residential life staff member or College official when asked. Guests are not permitted to eat in the dining hall unless he or she pays for their meal with the Dining Hall staff.



Overnight Guests

No overnight guest may spend longer than **two (2) consecutive nights** on campus per week (seven days). The host student may request in writing permission to have a guest longer than two (2) consecutive nights. This request must be filed at least 48 hours in advance with the Residential Life Coordinator. **A request does not automatically mean permission will be granted.**

Guests who are signed in with one resident for two (2) consecutive nights are NOT allowed to sign out and then sign in again with the same and/or a different host. Violations of this policy can result in the guest being banned from campus and the loss of guest privileges for the resident.

Registration Procedures

You must register your overnight guest with the appropriate Residential Life Staff member.

If you do not live in a single room, you must get written permission for an overnight guest from your roommate(s). A roommate has the right to decline permission. It is the responsibility of the host student to get this permission. **No guest is allowed to occupy a room without the host present.**

At no time should College-issued keys (includes student ID) for residence halls be given to a guest for use.

Host Responsibilities

Each host is responsible for any violation of residence hall and/or College regulations or policies by his/her guest(s). The host student is responsible for informing his/her guest(s) of the residence hall and College regulations and policies.

Roommates must respect the rights of each other when following the guest policy. Any disputes must be resolved between/among the roommates. If an agreement cannot be reached, then an agreement will be made with the assistance of a Resident Assistant or other Student Services Staff.

Residents must grant written permission for the use of their bed(s) by a guest.

Sanctions:

Visitors

The student host is responsible for the conduct of his/her guest(s) and sanctions may be levied stemming from the behavior of his/her guest(s). All guest(s) must comply with the College's rules and regulations.

Typical sanctions may include a warning, community service, letter(s) of apology to specific individual(s) and a minimum of a \$50 fine. Sanctions may be as severe as suspension or expulsion from College housing. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

HOUSING DAMAGES



The residence hall is a home away from home. Its comfort, attractiveness and state of upkeep reflect upon those who reside within the College community. Acts of vandalism are strictly forbidden. The effort to keep costs as low as possible is severely hampered by deliberate damage done to the facility.

A maintenance deposit of \$350 is required of each student. This deposit is a one-time deposit in addition to room and board charges established by the College. If a student has no balance on his/her account, the deposit will be returned to the resident student within two months after the student withdraws or graduates from the College. Students who leave housing and change their status "commuter" will not be refunded the deposit until withdrawal or graduation from the College.

Room Condition Report Forms

Students are not responsible for any pre-existing damages to the room as indicated on the Room Condition Report form which is signed by each resident upon moving into his or her room. Any damages (i.e. broken furniture, holes in walls, broken blinds etc.) found in the room at the end of the semester/year will be billed to the residents of that room.

Any damages that are found in the room upon moving-in that were not indicated on the Room Condition Report must be submitted in writing to the Residential Life Coordinator within five (5) days of assuming occupancy. Students who move-into a room after the first five (5) days of the semester are given three (3) days to notify the Director of any damages. If a student does not submit a written record of these damages within the allotted time frame, he or she will be responsible for the damage and billed accordingly.

Students are responsible for making an appropriate appointment to complete and sign a Room Condition Report form upon moving-out of the residence hall in May. Students who do not sign the form or go through the formal check-out process with a member of the residential life staff will forfeit their right to appeal any damage charges billed to the individual room.

Damage Classifications

Students are billed for three types of damages on a semester basis unless otherwise noted.

General Damages: these damages are defined as any damage done to common areas of the residence hall including stairwells, common rooms, bathrooms on floors with no resident rooms, elevators, immediate grounds of the residence hall etc. These damages are billed to each student in that particular residence hall.

Individual Damages: these damages are defined as any damage done to the student's personal residence hall room including personal bathrooms (if applicable). Damages are billed to each room occupant unless the damage is done to specific furniture assigned to the resident per the Room Condition Report form. Individual Damages are only billed at the end of the academic term or when a student moves out of housing or changes room.

Floor Damages: these damages are defined as any damage done to a particular floor of the residence hall including the general bathrooms. These damages are billed to each resident of that particular floor.



Damage Billing Process

Residence hall damages will be assessed on a semester and annual basis by the Facilities Supervisor. The Office of Residential Life will then determine damage classifications and charge accordingly. The Business Office will post the amount payable to each student account. Students who wish to know the damage the damage billing details may submit a request in writing to the Residential Life Coordinator within five (5) business days of the date the charge was posted to the account. .

If there is a clear and consistent report as to specific individuals who caused the damage, charges will be assigned; however, when it is unclear who caused the damage each resident of the room will be charged equally. If damage occurs in hallways, lounges, etc. of the residence hall and persons responsible for the damage choose not to identify themselves, the charge will be equally distributed between the residents of that residence hall or of that floor. Students are responsible for damage caused by their guest(s). Any students who would like to report damage in the residence halls must do so within 5 days of the incident, in writing to the Residential Life Coordinator.

Students are required to leave their residence hall room in a condition that is comparable to the condition in which the student moved in upon vacating the residence hall for the year. Rooms that are left in disarray (i.e. trash not removed, dirty or stained floors, rooms that require excessive cleaning, etc.) will be charged an excessive cleanup charge of \$75.00.

Damage Charge Appeals

If a student wishes to appeal the damage charges billed to their account, he or she must submit in writing to the Residential Life Coordinator the reason for such appeal and on what grounds he or she believes they should not be charged. This notification must be received within seven (7) business days of the date in which the charges are posted to the account. The decision of the Residential Life Coordinator is final and binding.

Structural Changes and Moving of Furniture

Each student is provided with a bed, mattress, dresser, desk and chair. These items must not be changed, damaged, or redesigned in any way. All furniture that is provided by the College must remain in the assigned room. Students will be charged replacement cost for any furniture that is missing. College furniture in common areas, living rooms, kitchens, halls and basements is not to be moved under any circumstances. Fines will be assessed for an inappropriate amount of furniture at the time of room inspection.

Students may not bring furniture from home to supplement any College-provided furniture, especially mattresses.

The following is a list of replacement costs:*

Blinds: Dominican: \$25.00



Mansions:	\$75.00
Box Spring:	\$160.00
Chair:	\$125.00
Closet Curtain:	\$50.00 (\$70.00 if rod needs replacement)
Desk:	\$310.00
5 Drawer Dressers:	\$300.00
3 Drawer Dressers:	\$240.00
Head/Footboard :	\$125.00 each
Mattress:	\$110.00
Wardrobe:	\$425.00

**prices subject to change without notification*

Sanctions:

Damage and/or destruction and/or theft of College property or property belonging to others on the College campus; failure to maintain a residential area at an acceptable standard as defined by the Department of Residential Life; failure to report accidental damage of College property or property belonging to others on the College campus; possession of property on the College premises allegedly stolen from the College or from others is subject to disciplinary action.

Typical sanctions may include reimbursement, a \$100 fine, letter(s) of apology to specific individual(s), community service and banning from a specific area of campus. Sanctions may be as severe as suspension, or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participating in Housing Selection.

BUILDING/FLOOR MEETINGS

Resident students are required to attend all building/floor meetings and will be responsible for material reviewed if that student failed to attend. Floor Meetings will be held on an as needed bases. Students who fail to attend house/floor meetings will be subject to disciplinary action. There are a minimum of two mandatory Residential Life meetings. All students are required to attend. Failure to attend these meetings will result in a \$50.00 fine. Students that are unable to attend must notify the Residential Life Coordinator in writing at least 24 hours in advance. All APPROVED absences will be notified in writing.

INCIDENT REPORTS

An Incident Report is a written record of all policy infractions as well as incidents occurring in the residence halls. An incident report may be written by any member of the College community. The incident report is used only to report the



facts that should be brought to the attention of the Residential Life Coordinator, the Director of Community Standards, and the Vice President for Student Services.

KEYS & LOCKS

Keys for residence halls and rooms are distributed to students when they arrive at their residence halls. The assigned keys are for the individual assigned to those keys ONLY. Sharing, borrowing, or using another student's key or ID card will result in a sanction, up to removal from the Residential Life Program. Each student must sign the appropriate receipt when receiving keys. Should a key be lost or stolen, they must make a request for replacement with the Office of Residential Life. Payment for key replacement can be made by check and brought to the Residential Life Coordinator's office.

A student will be fined if one fails to return one's keys upon withdrawal, specified vacation periods, graduation, or at the end of the school year. Failure to do so will result in a \$200 fine. Price is subject to change without notification.

Lock Outs

If a resident student is locked out of their room they may contact the Resident Assistants in the residence hall for assistance. If a Resident Assistant is not available and you cannot wait for your roommate(s), call the Residential Hall Director on weekdays, and on nights and weekends contact an Assistant Hall Director. Students with continuous lockouts may subject to disciplinary actions.

LAUNDRY ROOMS

Washers and Dryers are available in each of the residence halls. Washing machines and dryers are free to use in the residence halls. Students may report issues with any MACGRAY machine to 1-800-MACGRAY (622-4729) or notify your building R.A. or the Residential Life Coordinator.

Students are asked to make sure that they remove their laundry from the Laundry Room in a timely manner. Clothing left in the laundry will be discarded or donated to charity if left in the room for an extended period of time. Albertus Magnus College is not responsible for any items discarded or stolen from the laundry room.

MAINTENANCE

Any maintenance problem should be reported to the Resident Assistant or the Office of Residential Life. Resident Assistants are responsible for monitoring the needs of their facilities.

The Office of Residential Life will handle emergency requests during regular office hours. After office hours and on Saturdays, Sundays and holidays all emergency requests will be handled by the AHD, RHD, Residential Life Coordinator, Director of Community Standards and/or Vice President for Student Services.



Housekeeping

Cleaning staff service personnel are assigned to each building and are responsible for the cleaning of all common areas excluding the students' rooms. Students are responsible for the housekeeping of their own rooms; for the emptying of trash from their own rooms into the proper receptacles in trash rooms on a regular basis; washing glasses and dishes after each usage; and emptying cans, bottles, cartons etc. into proper receptacles in trash rooms. Excessively dirty common rooms and floors will be assessed a cleaning fee that will be billed out at the end of each semester.

Personal Bathrooms

Certain residence hall rooms have personal bathrooms in the room. Residents in these rooms are responsible for cleaning the facility and providing their own toilet paper, paper towels, etc.

Heating

Report heat concerns to the Resident Assistant. If he/she is not available, call the Office of Residential Life (203-773-4477) weekdays, or after 4:30 PM and on weekends contact the AHD Staff (203-675-5407).

NOISE/ LOUD MUSIC

Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standard of quiet conducive to study or sleep is not permitted in the residence halls. The blasting of personal stereos is not allowed in any of the College's Residence Halls. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space. Equipment that is considered to be "DJ" equipment or large floor speakers are not allowed in the College's residence halls. Failure to be respectful of your neighbors may result in the confiscation of stereo equipment and college conduct sanctions.

Stereos

Placing stereo speakers in such a manner that allows sound to be carried out of windows or into halls demonstrates a serious disregard for members of the administration, faculty, staff and students. Such behavior violates the rights of others who wish to attend classes, study, sleep, or merely enjoy a quiet atmosphere. You have a right to enjoy your stereo, but not to impose your tastes and listening times on others. Please use headphones whenever possible. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space. Subwoofers, amplifiers, bass equipment is prohibited in the residence halls.

Sanctions:

Noise and general disorderliness – Students shall not be disorderly at any time. Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd or indecent behavior, and/or any reckless behavior.

Typical sanctions may include a warning (separate from a warning issued by a Resident Assistant), community service, a minimum fine of \$100, housing reassignment, banning from specific areas and letter(s) of apology to specific



individual(s). Sanctions may be as severe as suspension or expulsion from housing. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

PETS

Pets and animals of any kind (with the exception of non-carnivorous fish kept in a maximum 10 gallon tank) are prohibited in all campus buildings (including residence halls) for health, safety and sanitation reasons.

Sanctions:

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

QUIET HOURS

As an educational institution, the college expects the environment in the residence halls to be conducive to academic pursuits. The guidelines concerning QUIET HOURS on weekday nights assure that study has priority. Those students who are inclined toward noisy recreation should go elsewhere. The same rationale underlies other rules pertaining to playing of loud stereos, noisy gatherings, and other acts that infringe on the privacy and rights of others.

Each residence hall will establish QUIET HOURS. While the college recognizes that individual habits vary, QUIET HOURS will be observed Sunday through Saturday. Radio, television and stereos should be played only when room doors are closed and consideration for others should prevail. Noise from your room is not to enter the hallways, as the College expects the environment in the residence halls to be conducive to academic pursuits. The Resident Assistant, along with the residents, are expected to help monitor this environment.

Student-sponsored events may not be scheduled in the residence halls during exam weeks of each semester or the nights of the reading days. All residence halls observe a 24 hour quiet zone during finals.

Courtesy Hours

Throughout the day, there are courtesy hours that are in effect in which volume must not disturb others and be kept a reasonable level; if not, students may be asked to lower their volume etc. and can be held accountable for failure to comply with staff directives. During the designated quiet hours, the buildings must be quiet.

Scope of Quiet and Courtesy Hours

Quiet Hours and Courtesy hours extend to the immediate area surrounding each residence hall including but not limited to: front entrances/stoops, walkways between buildings, the Dominican basketball court, and the Athletic Field.



STORING FOOD

The storing of food in residence hall rooms is not encouraged. All food stored must be in airtight containers to prevent insects and small animals from entering the residence hall. Any violation will result in a fine and disciplinary action. No bottles or food may be stored on windowsills or outside ledges.

WINDOW AREAS

Do not leave anything on window sills that could fall and injure anyone passing below. The projection of objects from residence windows leads to disciplinary action. Do not drill or nail anything into the window casement. Air conditioners are not permitted in the residence halls. Any violations will result in a fine and disciplinary action.

Screens

Window screens are not to be removed from the windows at any time for any reason. Students who remove their screens will be fined. Lost or damaged screens will result in damage charges as outlined in this Handbook.

ALBERTUS MAGNUS COLLEGE CONDUCT SYSTEM

The tradition of honor guides every aspect of college life at Albertus Magnus College. Each member of the College community is expected to assume personal responsibility for complying with federal, state and local laws as well as all rules and policies of the College. For acts of misconduct, members of the community, including student organizations, are subject to the Albertus Magnus College Conduct System, through which the Student Body, the Faculty, and the Administration jointly share responsibility for implementing rules of conduct and promoting cooperative campus living.¹

PUNISHABLE MISCONDUCT

Students are admitted to the College with the understanding that they will abide by the College's basic principles and rules of behavior. Violation of any policy or regulation promulgated by the College in a manual, handbook, bulletin, catalog, residential life contract, or other form, may result in appropriate penalties, including suspension or expulsion from the College.

Academic Misconduct: For rules and standards applicable to academic misconduct, see "Academics."

Non-Academic Misconduct:

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.



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.
4. Hazing – meaning any action that recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission or membership in a student organization. Prohibited actions include requiring indecent exposure of the body, requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact, confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas, any assault upon the person, or requiring the ingestion of any substance or any other physical activity that could adversely affect the health or safety of the individual. Hazing is a crime in violation of Connecticut General Statute 53-23a as well as a violation of College policy.
5. Commission of any act on College premises or at a College-sponsored or supervised activity that is a violation of federal, state or local law, or conduct unbecoming a member of the Albertus Magnus College Community.



6. Complicity – meaning involvement with and responsibility for the misconduct of others. Students who are present during misconduct should intervene and stop the rule violation if it is safe and feasible to do so. If a student cannot do this, however, the student must LEAVE the area where the violation is taking place and contact College staff (an R.A., Security, AHD, or Residential Life). STUDENTS WHO DO NOT LEAVE THE AREA WHERE THE VIOLATION IS TAKING PLACE WILL BE CONSIDERED COMPLICIT IN THE VIOLATION AND THEREFORE SUBJECT TO PENALTIES FOR IT.

7. Any misuse of computer systems, including:

- a. Any unauthorized use of College computer facilities or computer system time.
- b. Any unauthorized attempt to modify College computer equipment or peripherals or to modify software components, such as operating systems, compilers, utility routines, etc.
- c. Any unauthorized use of another individual's identification or password, or use of an account, either College funded or externally funded, for a purpose other than for which funds have been authorized.
- d. Any unauthorized reading or use of private files, including the College's administrative or academic files, or unauthorized changing or deleting files of any other user.
- e. Any use of College computer facilities to violate property rights or copyrights.
- f. Any use of College computer facilities to send abusive, offensive or obscene messages.
- g. Any use of College computer facilities to interfere with the work of another student, faculty or staff member or College official, or in the commission or attempted commission of a crime.
- h. Any use of College computer facilities to knowingly introduce or attempt to introduce a computer virus or otherwise to interfere with normal operation of the College computing system.
- i. Any illegal downloading of files (music, video, software, etc.).
- j. Any posting or publication on social networking web sites, blogs or the like that violate College policies and regulations.

8. Damage or destruction or theft of College property or property belonging to others on the College campus.

- a. Failure to report accidental damage of College property or property belonging to others on the College campus.
- b. Possession of property stolen from the College or from others.

9. Possession, use or sale of drugs or drug paraphernalia.



- a. Possession, use, storage or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit or illegal drugs not prescribed for a student's personal use by a licensed physician.
 - b. Possession, use, storage or sale of drug paraphernalia.
10. Failure to respond to a reasonable request or order issued by a College official in the scope of his/her duties, or failure to produce student identification when requested by a College official or security personnel.
11. Falsely reporting a fire, bomb or other emergency through the use of telephone, pull stations, smoke detectors, e-mail or other means.
12. Any physical, spoken or written action taken with intent to harass, annoy or alarm another person, including physical contact and communications by telephone, telegraph, mail, facsimile, e-mail or computer network, in a manner likely to cause annoyance or alarm.
13. Any unauthorized entry into or presence in College classrooms, laboratories, offices, buildings, residence halls or other areas of College property.
14. Disrupting or interfering with teaching, classes, research or other educational services of the College, or any other College function.
15. Any theft, alteration, mutilation or concealment of library material.
16. Disrupting or interfering with others' enjoyment of the living environment of the College through excessive noise, general disorderliness, unreasonable disturbance, infringement on the rights of others, recklessness or any conduct that could be interpreted as lewd or indecent.
17. Occupying or obstructing access to any College building or any portion of College facilities, inciting or participating in unauthorized activities resulting in destruction or damage to property, hampering or preventing any College function, limiting freedom of anyone to go about in a lawful manner, or attempting to compel or prevent any activity related to the College.
18. Misappropriation or misuse of College property or services, or attempt to do so, by using such property or services in a manner inconsistent with their designated purpose.



19. Possession or use of a weapon or any other dangerous article or substance on College property with the potential to injure, threaten or alarm any person or cause damage to property or the community.

20. Providing false information to any College official in the scope of his/her duties, or to any College office or agency, or making a false statement in any College disciplinary proceeding.

21. Refusing to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized employee of the College having reason to order the areas to be vacated (for example, during a fire alarm, utilities problem, disturbance, security concern, etc.).

22. Rioting, or aiding abetting, conspiring, encouraging, or participating in a riot.

23. Fire Safety violations.

- a. Unauthorized ignition of a fire in any College facility or anywhere on College property.
- b. Tampering with, disturbing or rendering useless any form of fire safety equipment, including smoke detectors, fire alarm systems, hoses, fire extinguishers, sprinklers, exit signs and emergency lighting.
- c. Creating a fire hazard or possessing hazardous materials in a College facility.
- d. Blocking fire exits or the path or egress from a College building.

24. Sexual harassment – meaning unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature.

25. Misconduct of visitors: A student host is responsible for ensuring that the student's guest complies with the College's rules and regulations. The student may be brought up on charges and disciplined based upon any misconduct by the guest.

26. Possession or use of firearms, ammunition, explosives or any dangerous weapon on College premises.

27. Misconduct committed off College property that relates to the safety, security or property of persons and/or of the College and/or the College community, the integrity of the educational process, the good name of the College, or the general welfare of the College.

ROLE OF VICE PRESIDENT FOR STUDENT AFFAIRS AND VICE PRESIDENT FOR ACADEMIC AFFAIRS IN CONDUCT SYSTEM

Imposition of Discipline:

The Vice President for Student Affairs, 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 Affairs, 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 Affairs, 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 Affairs, 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 Affairs in the case of non-academic violations, with a copy to the offending party. In the case of academic offenses, the resolution must be approved and reported by a faculty member. In the case of non-academic offenses, the resolution must be approved and reported by relevant administrative and/or student services personnel. If the offending party has been involved in three academic violations during his/her term as a student at Albertus Magnus College, and none of them has been heard by the College Conduct Board, the resolution of the third offense shall be rendered void, and there must be a meeting between the offender and the College Conduct Board concerning it.

COLLEGE CONDUCT PROCESS

The College Conduct System is thus arranged in ascending levels as follows:

Faculty and Administration

PA 14-11 Report, 2024



ALBERTUS MAGNUS COLLEGE
We have faith in your future.

STUDENT LIFE ADMINISTRATIVE MEETING

When the Office of Student Life receives an incident report, a meeting request is sent to the student (s) involved in the incident in order to gather as much information and details regarding the alleged violations. The student(s) has 5 business days to respond to this request. Once the Director of Community Standards meets with all individuals involved, a determination will be made if there were any violations of the College Code of Conduct. Should the student(s) be found responsible of violating the Code of Conduct, sanctions and fines commensurate with the violations will be levied. Students will then receive findings and sanctions of the administrative meeting within 5 business days.

Failure to Respond

The student(s) must respond to the request either in person, writing or by phone within three days of receiving the request from the Office of Student Life. If a student fails to meet with the Office of Student Life and Community Standards, a determination of responsibility will be made in their absence. By failing to respond to the Office of Student Life and Community Standards, the student(s) waives their right to appeal.

Administrative Hearing Appeals

After the Office of Student Life and Community Standards has made a determination in regard to an incident, the student(s) has a right to appeal the decision by submitting a request through the Vice President for Student Services.

The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below.

Each student shall be limited to one appeal. The request must be made by submitting the Appeal Request Form to the Vice President for Student Services within 5 business days after the date on which notice of the decision is sent to the student.

A student may request an appeal based on the following criteria:

1. The existence of relevant new evidence not available at the time of conduct meeting, which could have affected the decision of the hearing body
2. The sanctions are grossly disproportionate to the violation
3. The occurrence of a substantive violation, mistake or error during the conduct meeting that could have significantly altered the outcome of the decision.

Non –attendance by the accused student are not grounds for an appeal. Dissatisfaction with a decision is not grounds for appeal.

Appeals Process

If an appeal is granted, the Vice President for Student Services will review all information regarding the incident, including all information used to determine the original findings. They may request to meet with the students involved as well as the Director of Community Standards to ask any questions or clarifications. The Vice President for Student Services may affirm, reduce, increase or remove the decisions and or sanctions made by the Office of Student Life and Community Standards.



Students must abide by all sanctions until the outcome of the appeal.

If the Student(s) is dissatisfied by the outcome of the appeal from the Vice President for Student Services, they may respectfully request that College Conduct Board be convened. In cases appealed to the College Conduct Board from a decision or sanction determined by the Vice President for Student Services or the Vice President for Academic Affairs, the penalty may be affirmed, reduced, removed or increased. A written request for the appeal must be submitted to the Vice President for Student Services within five (5) College business days of when the decision that is being appealed was given. The Vice President for Student Services will convene the College Conduct Board on the students' behalf and notify the student(s).

COLLEGE CONDUCT BOARD MEMBERSHIP

The College Conduct Board shall be composed of two regular members of the administration appointed by the President of the College or by his/her designee, two faculty members appointed by the Chair of the Faculty Assembly, and two students appointed by the Student Government Association. There shall also be one administrator appointed as an alternate by the President of the College or designee, one faculty member appointed as an alternate by the Chair of the Faculty Assembly, and one student appointed as an alternate by the Student Government Association. The student Conduct Board appointee may not be elected to serve as Chair of the College Conduct Board.

Both regular and alternate appointments are ordinarily made in September. Administrative and student appointments are made for a one-year term. Faculty appointments are made for a two year term. Those appointed to the College Conduct Board should possess qualities of integrity, wisdom, judiciousness, equanimity and confidentiality.

JURISDICTION

Original:

The College Conduct Board shall have original jurisdiction over violations of the regulations of the College.

Appellate:

The College Conduct Board shall hear and decide appeals from decisions made and sanctions imposed by the Vice President for Student Affairs 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 Affairs or his/her designee will serve as Chair for non-academic offenses. The Vice President for Academic Affairs or his/her designee will serve as Chair for academic offenses.



When the College Conduct Board is convened for an appeal on a decision or sanction made by the Vice President for Student Services or the Vice President for Academic Affairs, an ad hoc Chair shall be selected from the membership of the Conduct Board.

The Chair of the College Conduct Board is responsible for compiling the summaries of the meetings, transmitting reports to the Registrar's Office, and posting the decisions in the appropriate venues.

Filing of Complaint and Appeals:

Any member of the College community, or the College itself, may file a complaint with the College Conduct Board alleging a violation of a College rule, policy or regulation. Upon receiving a formal complaint, the Chair of the College Conduct Board will, within ten (10) College business days, notify the complainant and the respondent in writing. The Chair of the Conduct Board will be the Vice President for Student Services or his/her designee in cases pertaining to non-academic matters, the Vice President for Academic Affairs or his/her designee in cases pertaining to academic matters, or the President of the College in cases pertaining to the administrative staff and the faculty. The respondent must sign the accusation upon its presentation as acknowledgment of its receipt. Both the respondent and the Chair will retain a copy of the complaint.

Any member of the College community who is aggrieved by a disciplinary decision or sanction of the Vice President for Student Services or the Vice President for Academic Affairs may file an appeal with the College Conduct Board by filing it with the College Registrar within five (5) College business days from when the decision or sanction appealed from was given. In the case of an appeal of a decision or sanction by the Vice President for Student Services or the Vice President for Academic Affairs, the ad hoc Chair will, within ten (10) College business days, notify the appellant and the administrator whose decision has been appealed, in writing. The administrator will sign the appeal upon its presentation as acknowledgment of its receipt. Both the administrator and the Chair will retain a copy of the appeal.

Complaints:

The Chair of the College Conduct Board or his/her designee shall meet in private conference with the complainant and the respondent individually to review the background of the complaint and determine if the matter can be settled by administrative disposition without College Conduct Board procedures being initiated.

If the matter is to be handled by the College Conduct Board, the Chair should schedule a meeting as early as reasonably possible.

To insure confidentiality for all involved and to guarantee a fair and unbiased procedure, the matter should not be discussed by the parties or by the members of the Conduct Board outside the meeting. Both the complainant and the respondent may, however, consult with and address concerns to the Chair of the Conduct Board.

Once the matter is referred to the College Conduct Board, the Chair shall inform the complainant and the respondent of the meeting procedures. The Chair shall inform the parties of their right to be accompanied by a legal advisor or any



member of the College community. The legal advisor or the member of the college community may consult with and advise the complainant or respondent, but shall not address the Conduct Board, raise objections or otherwise participate in the meeting.

College Conduct Board Meetings on Complaints:

In order for a meeting to take place, all members of the College Conduct Board or their respective alternates must be present. In the event that the Chair of the Board is unable to attend a meeting, another member of the Board shall assume the duties of the Chair and the Chair's alternate will serve in the place of the substitute Chair.

- College Conduct Board meetings are closed to spectators.
- The Chair of the Board invites the complainant and the respondent respectively to present their information, with or without witnesses.
- Following the individual presentations, the College Conduct Board members may pose questions for clarification purposes.
- The Chair invites closing statements from both the complainant and the respondent.
- The College Conduct Board convenes for discussion without the presence of the complainant or the respondent.
- The Chair votes only in the event of a tie vote.
- Matters are decided by a majority vote.
- The College Conduct Board makes recommendations and sets sanctions.

Specific minutes of all meetings are to be filed by the Chair. Files shall be kept in the Registrar's Office. General summaries of the matters heard by the Conduct Board involving a student in non-academic matters are filed with the Vice President for Student Services, with the Vice President for Academic Affairs in cases involving faculty and/or academic matters, and with the President of the College in matters involving the faculty or administrative staff.

SANCTIONS AND PENALTIES

Sanctions may be imposed by an administrator or by the College Conduct Board upon students or student organizations found responsible for violating the College's policies and/or regulations. The sanctions listed below are the ones generally employed, but they serve only as guidelines and do not limit the administrator or the Conduct Board from imposing other sanctions as they deem appropriate. When imposing sanctions, an administrator or the Conduct Board may take into consideration the presence or absence of prior violations of similar or different types. Repeat violations generally result in the imposition of harsher sanctions. Within the sound discretion of the administrator or the Conduct Board, sanctions may be imposed in any combination and in any order.

The administrator or the Conduct Board generally imposes these sanctions:

- A. **No action.**
- B. **Admonition:** An oral statement to the offender.
- C. **Warning:** Written notice to the offender that continuation or repetition of the conduct found to be in
 - a. violation of College policies and/or regulations may be the cause for more severe disciplinary action.
- D. **Censure:** Written reprimand for violation of the specific policy and/or regulation and required
 - a. maintenance of exemplary conduct for a specific period of time. Censure includes the possibility of



- b. more severe disciplinary sanctions in the event that the offending party is found responsible for the
 - c. violation of ANY College policy and/or regulation within a period of time stated in the letter of
 - d. reprimand.
- E. **Restitution:** Reimbursement for damages to property or for the misappropriation of property. Reimbursement may take the form of appropriate service, repair or financial compensation.
- F. **Monetary fine** or commutation of a monetary fine to performance of services: Amount of money assigned to be paid on account of the violation of the College policy and/or regulation. Fines may be commuted to services as determined by the administrator or the Conduct Board.
- G. **Probation:** May include exclusion from participation in specified activities of the College including athletics, as well as the requirement that the student maintain exemplary conduct for a specific period of time as set forth in the notice of probation. Probation is designed to serve as a serious warning that further violations of the College's policies and/or regulations will result in more serious sanctions. The length of probation will be determined by the administrator or by the Conduct Board. If, during a student's period of probation, no further violations occur, then the student is returned to good standing. Probation may contain no restrictions or it may contain one or more restrictions. Restrictions during probation may include but are not limited to the following:
 - a. That the student may not hold a student leadership position or office within a student organization.
 - b. That the student may not participate in the intercollegiate sport program.
 - c. That the student may not participate in certain activities as determined by the board or by the administrator.
 - d. That the student may not use certain facilities and may be banned from being present in certain locations as determined by the board or by the administrator.
 - e. That the student lose priority in or be eliminated from the housing selection process. (Housing Selection).
- H. **Suspension:** Exclusion from living in the residence halls, attending classes and/or other activities of the College, including athletics, for a definite period of time as set forth in the notice of suspension. The notice will specify whether the suspension applies only to housing or also to other College resources and activities. Suspension from housing is defined as involuntary removal from housing for a specific period of time (usually not less than ten academic days). Expulsion from housing is an involuntary permanent removal from housing. When suspended or expelled from College housing, a student will not receive any financial refund of room charges that were pre-paid to the College. Students suspended or expelled from College housing are also banned from all residential areas. A suspended student will be subject to arrest for trespass if he or she enters any part of a banned area without special, written authorization from the College.
- I. **Required Withdrawal:** Termination of student status with the privilege of applying for re-admission. Conditions for re-admission may be stated in the notice of required withdrawal.
- J. **Expulsion:** Permanent termination of residential and/or student status. Suspension and expulsion are the only disciplinary sanctions that become part of a student's permanent academic record. Whereas



suspension from the College is an involuntary removal from the College for a specific period of time, after which the student is eligible to return with the approval of the Vice President for Student Services or the Vice President for Academic Affairs, expulsion (non-academic dismissal) is permanent involuntary separation of the student from the College.

INTERIM SUSPENSION FROM HOUSING OR THE COLLEGE

The Vice President for Student Affairs 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 Affairs will base this decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any person, College property or any College function. A decision to impose a temporary suspension from housing or from the College will be communicated to the student in writing and will become effective immediately. Notice will be hand-delivered or sent by certified mail and e-mail. Failure or refusal to take receipt of such notice will not negate or postpone such action.

OTHER ACTIONS AND PENALTIES

Other actions that an administrator or the Conduct Board may take with respect to students accused of violating the conduct code include, but are not limited to:

- a. Required assessment and counseling, such as for anger management, substance abuse, and similar issues.
- b. College Service.
- c. Limitation or Ineligibility for Housing Selection: In every instance the Vice President for Student Services has the right, within the Vice President's discretion, to limit or revoke any and all privileges regarding residency on campus or participation in Housing Selection.
- d. No Contact Orders. A "No Contact Order" is a directive that mandates the student is not to contact you in any way, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of the Code of Student Conduct and that the violation could be grounds for further action under the Code of Student Conduct.
- e. Privileges to use College resources may be suspended. For example, a student's privileges to use the computer area or computer system may be suspended, especially if the misconduct interfered with the proper functioning of the system, impinged on another user's rights, or involved an illegal act using any part of the College's computer systems and networks.

CONTEMPT

Contempt (Sanctions): Students or organizations that do not fulfill the terms and conditions of sanctions imposed by administrative disposition or the Conduct Board may be found in contempt. An additional sanction, deemed appropriate by the Vice President for Student Services (or designee) or the Vice President for Academic Affairs (or designee) will be imposed. Students or organizations in contempt for this reason do not have a right to a further Conduct Board hearing. Thus such contempt sanctions cannot be appealed.



Contempt (Inappropriate Conduct): A person exhibiting contemptuous or disruptive behavior during a disciplinary meeting, either with a single administrator or with the Conduct Board, may be held in contempt, expelled from the meeting, or both. A contempt finding and the imposition of an appropriate penalty shall be made by the Chair of the College Conduct Board upon conferring with the members of the Conduct Board in private. During such conference the proceedings shall be recessed or suspended. In the discretion of the Chair, an individual who exhibited contemptuous behavior may be banned from the meeting when it resumes. The chair of the College Conduct Board at that hearing shall certify in writing the facts constituting the contempt action and the sanctions imposed. In the case of contemptuous conduct during an Administrative Disposition, the administrator will make the determination regarding the finding of contempt and the sanctions imposed.

CONSTITUTION OF THE ALBERTUS MAGNUS

COOPERATIVE COUNCIL

The administration, faculty, and students of Albertus Magnus College hereby establish the ALBERTUS MAGNUS COOPERATIVE COUNCIL, with the authority and organization set out below.

ARTICLE I: ORGANIZATION

A. The Council shall be composed of equal numbers of representatives to be designated by the administration, faculty and students in the following manner:

1. Administration representatives shall be designed by the President of the College or his/her representative from among the administrative officers and staff, or, at the discretion of the President, from the faculty or other parts of the College community.
2. Faculty representatives shall be designated by the faculty from among the members of the faculty.
3. Student representatives shall be designated by the Student Government Association in accordance with its constitution and bylaws.
4. A representative shall serve for a term of 12 months, unless a shorter term is prescribed by the group that designated him/her for membership or s/he is recalled by his/her group pursuant to procedures prescribed by it prior to his/her term of office.
5. Vacancies in the membership arising from resignation, recall, withdrawal from the College community, death or other cause shall be filled by the administration, faculty, or student body, as the case may be, in the same manner as an original appointment.

A. The Council shall consist of 9 members: 3 each to be named by administration, faculty, and student body, which includes the alternates. In the event of an increase, the additional members shall be named, in equal numbers, by



administration, faculty, and student body, subjected to the rules set out in Section A of the Article. Any such increases may be rescinded by a two-thirds vote of the entire membership of the Council, but the number shall not be decreased to less than 9 members, which includes alternates.

- B. The officers of the Council shall be a Chair and a Vice-Chair and, in the discretion of the Council, such other officers as it may deem desirable. Officers may be selected by the Council from within its membership (in which event the officer shall retain their power to vote) or from other parts of the College community (in which the officers shall have no power to vote).
- C. Meetings of the council shall be held as needed or meetings shall be held (with at least 48 hour notice) when called by the Chair or by the written request of one-third of the membership submitted to the Chair.
- D. If a member is unable to attend a meeting of the Council, the group by which s/he was designated (administration, faculty, or student body, as the case may be) may designate a substitute with power to vote in place of the absent member. The substitute may be any person designated by the President from the College community.
- E. The Council may adopt such by-laws as it may deem desirable for the conduct of its meetings and discharge of its responsibilities.

ARTICLE II: AUTHORITY AND JURISDICTION

The Council's authority should be legislative, consultative, and judicial as follows:

- A. The Council shall have the power to legislate by establishing student social regulations in the following areas: 1. guests; 2. alcohol; 3. drugs. Areas may be changed on the basis of recommendations made by a simple majority of the Council, subject to the approval of the President.
- B. The Council shall have the power to consult (on its own initiative, or upon request by the administration, faculty, or student body) with respect to all other matters affecting the College Community, and to make recommendations thereon to the group (administration, faculty or student body) having primary responsibility for action thereon.
- C. The Cooperative Council Judicial Board is composed of 6 permanent members: two students appointed by the Student Government Association; two members of the faculty appointed by the Chair of the Faculty Assembly; two representatives of the administrative staff, and one alternate from each group.

The Judicial Board shall have original jurisdiction over areas designated by the Council. The Judicial Board shall have referral and appellate jurisdiction in all cases with power to affirm, reduce, or increase the penalty ordered by the Vice President for Student Services. The Council shall have the power to establish standards of fairness and procedural due process.



ARTICLE III: AMENDMENTS

This constitution may be amended by a two-thirds vote of the entire membership of the Council at any meeting, provided that written notice of the proposed amendment shall have been given to all members in the call of the prior meeting, and provided further that no amendment altering the tripartite equality of the representation of the administration, faculty, and students, or altering the authority of the Council or terminating the Council shall be effective unless ratified by the administration, the faculty, and by the student body, each acting separately (and in the case of the faculty and student body, by a two-thirds vote at a meeting specially called for this purpose).

The tradition of honor guides every aspect of college life at Albertus Magnus College. This tradition requires that each member of the College community assume personal responsibility for upholding the policies of the College. To facilitate this and to appropriately address infractions by any member of the College community, the College, through the authority of the Cooperative Council, has established the Albertus Magnus College Conduct System. The Student Body, the Faculty, and the Administration share joint responsibility for implementing the college conduct system and for promoting cooperative campus living.

In a spirit of honor and integrity, any person cognizant of failure to abide by a College policy should take appropriate action as outlined in this conduct system. As a guiding principle, every effort should be made to resolve the case to the mutual agreement of the parties concerned. Whenever possible, claims should be settled at the level at which the offense occurs.

STUDENT CONDUCT RECORDS

The Office of Community Standards and Student Life maintains all student conduct files (paper and electronic formats) for matters involving code of conduct violations. Files are maintained separate from academic transcripts, but are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA) and University policy. As such, Student Conduct may disclose information related to student conduct records to Albertus Magnus College officials with legitimate educational interests. All student conduct files are maintained as required by law and/or university policy (generally seven years).

A student wishing to view his or her conduct file should contact the Director of Community Standards to schedule an appointment. Federal law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents.

With appropriate permission from the student, code of conduct violations resulting in sanctions of **Disciplinary Suspension** or **Permanent Separation** will be reported externally or outside the University (such as transfer applications, graduate schools, employers, or licensing agencies) for five years from the date of the incident.



With appropriate permission by the student, code of conduct violations resulting in sanctions of **Suspension in Abeyance** or **Disciplinary Probation** will be reported externally during the probationary period. Following the probationary period, code of conduct violations will not be reported externally unless required by law.

Code of conduct violations resulting in sanctions of **Official Warning**, **Academic Censure** or **Reprimand** will not be reported to external third parties unless required by law.

Charges of code of conduct violations or assigned sanctions that remain unresolved at the time a student leaves or withdraws from the College may be kept indefinitely and reported externally. Once resolved, these records are kept and maintained according to the policies stated above.

Any response to a request for student disciplinary records will include a statement explaining the College's policy regarding retention and reporting of disciplinary records.



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:

The Vice President for Student Affairs, Director of Community Standards, Residential Life Coordinator, Residential Hall Director, and Assistant Hall Directors (AHD) are to be notified immediately in the event of an emergency. If other College officials must be contacted the Director of Community Standards or Vice President for Student Services will make the necessary calls. S/he can be contacted in the following manner:

1. Weekdays 8:30 am to 4:30 p.m. Vice President for Student Affairs: 203-773-8542\8550
2. Weeknights and Weekends through Assistant Hall Directors: cell # 203-675-5407
3. The following situations are considered emergencies:
 - a. FIRE ALARM
 - b. BOMB SCARE
 - c. PHYSICAL ASSAULT
 - d. MEDICAL EMERGENCIES
 - e. ATTEMPTS TO COMMIT SUICIDE
 - f. IF THERE IS ANY QUESTION IN YOUR MIND, CALL FOR ASSISTANCE.

Important Telephone Numbers:

Emergency Only - Police, Fire, and Ambulance: 911

Assistant Hall Director: Cell Number 203-675-5407

Security: cell phone 203-507-5204 office 203-773-8509

Vice President for Student Affairs: 203-773-8542

Director of Community Standards: 203-773-8577

Residential Life Coordinator: 203-773-4477

Residential Hall Director: 203-773-8584

Associate Dean of Campus Activities: 203-773-8541

Director of Physical Plant: 203-773-8506



APPENDIX A

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 Academic Affairs
Discipline (Files concerning extracurricular and non-academic correspondence along with confidential disciplinary files)	Office of Student Life/Office of the Vice President for Student Services
Financial Records (Maintaining financial aid files)	Business Office/Financial Aid Office
Medical Records (Medical Records that are submitted to the College are held for 7 years from when a student graduates or leaves the College)	Health Center

Access to Educational Records

If a student wishes to inspect and review his/her educational records, he/she should make a request in writing to the custodial office of the specific record he/she wishes to review. See the table above for the correct custodial office for a specific record. If a student does not know to which custodial office to make the request, he/she may contact the Registrar. The custodial office must respond to the written request within 45 days. When a record contains information about more than one student, the requesting student may inspect and review only the portion of the record which relates to him/her. The College reserves the right to charge the student for copying, copying time, and postage should such services be requested.

The College may refuse access to the following records:

- Financial statement of the student’s parent(s)
- Letters and statements of recommendation for which the student has waived his/her right of access or which were placed in file prior to January 1, 1975
- Records connected with an application to attend Albertus Magnus College or a component unit of Albertus Magnus College if that application was denied
- Those records which are excluded from the FERPA definition of education records

Amendment of Education Records

If a student believes that his/her education record is inaccurate or misleading, he/she may make a request in writing to the appropriate custodial office, identifying which records he/she wishes to have amended and providing supporting documentation as to why he/she desires the amendment. Albertus Magnus College may comply with the request to amend or it may decide not to comply.

If it decides not to comply, the Registrar will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights. Upon request by the student for a hearing, the Registrar will arrange for a hearing and notify the student of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the education record. The student may be assisted by one or more individuals, including an attorney.

Filing a Complaint

If a student feels that the College has failed to comply with FERPA requirements, he/she has the right to file a complaint with the U.S. Department of Education's office that administers FERPA at:

Family Policy Compliance office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Directory Information/Privacy Blocks

Albertus Magnus College designates "directory information" as: student ID number, first name, last name, class, major, AMC email address, and AMC mailing address. For varsity athletes, "directory information" also includes: height, weight, hometown, and home state. If a student does not wish to have his/her directory information released, he/she must complete within two weeks of the beginning of the academic term a nondisclosure form available in the Registrar's Office in Aquinas Hall. Once a student completes and submits this form, his/her directory information will be withheld for life, even after he/she is no longer a student, unless he/she rescinds the request.

- If a student blocks directory information, it may still be inspected by those College officials authorized by FERPA to inspect education records without consent.
- Blocking directory information does not allow a student to be anonymous within the classroom.
- If a student blocks his/her directory information, it cannot be released to friends, family, prospective employers, the news media, student activities and honor societies.
- Some reasons for considering a privacy block on directory information may include harassment, or the advice of a legal or medical professional.

- If a student would like to keep “directory information” private, but release information so it can be published in commencement programs and honor lists, he/she must contact the Registrar’s Office in Aquinas Hall.

College Officials with Legitimate Educational Interests

A student’s education records may be disclosed, without consent, to College officials with legitimate educational interests. These include, but are not limited to other than as limited by FERPA policy, people employed by the College in administrative, supervisory, academic, research, or support staff roles (including Campus Security and Health Center Staff); people contracted by the College as an agent for the College to perform particular services (such as an attorney, auditor or collection agent); people serving on the Board of Trustees; students serving on official committees or assisting other school officials in performing tasks, or volunteers or other non-employees with legitimate educational interests. A legitimate educational interest is present if the College official needs to review an education record in order to fulfill professional responsibilities.

Reports of Academic Progress, Status and Disciplinary Action to Parents

It is College policy to send academic progress and status reports directly to students. If parents or guardians wish to receive correspondence about academic progress, status and disciplinary actions (usually grade reports, letters relating to dean’s list, probation), requests can be made to the Office of the Registrar by:

- The student who completes the Parental release Form in the Office of the Registrar requesting reports be sent to parents or legal guardians;
- Parents or guardians who make a written request to the Office of the Registrar indicating that the student is a dependent and providing evidence that the parents or guardians declared the student as a dependent on their most recent Federal Income Tax form.

Release of confidential information to parents and disclosure of 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 of the official needs to review an educational record in order to fulfill his or her professional responsibility.

As provided by FERPA, the College may also disclose education records or components thereof without written consent of students to designated persons and agencies including but not limited to:

- Authorized representatives of certain federal, state and local agencies in connection with certain state or federally supported education programs;
- Officials of other institutions in which a student seeks or intends to enroll, in which case a reasonable attempt will be made to inform the student of disclosure;
- Persons or organizations providing financial aid to students or determining financial aid decisions;
- State and local officials to whom disclosure is required by State statute adopted prior to November 19, 1974;
- Organizations conducting certain studies for, or on behalf of, educational agencies or institutions;
- Accrediting organizations carrying out their accrediting functions;
- Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1986, Section 152;
- Persons in compliance with a judicial order, lawfully issued subpoena, or IRS Summons in which case a reasonable attempt will be made to inform the student of the disclosure except when required by law or court order;
- Persons in an emergency, if the knowledge of information is necessary to protect the health or safety of students or other persons;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense (as defined in 34 CFR Part 990, the final results of the disciplinary proceeding conducted by the institution with respect to the alleged crime or offense;
- Interested individuals, subject to the requirement of 34 CFR Part 99, the name, violation committed, and sanction imposed by the institution against a student who has committed a violation of the institution's rules or policies in connection with the alleged perpetration of a crime of violence or a non-forcible sex offense;
- Parents regarding the student's violation of any federal, state or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to the use or possession, and the student is under the age of 21 at the time of the disclosure to the parent.

Appendix B



Albertus Magnus College

Title IX Policy

Reflecting 2024 Policy

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ALBERTUS MAGNUS COLLEGE EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION POLICY FOR ALL
FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES (Hereinafter, “the Title IX Compliance Policy”)

Purpose



Albertus Magnus College is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

Albertus Magnus College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Albertus Magnus College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment or allegations of retaliation.

Notice of Nondiscrimination

Albertus Magnus College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private post-secondary education institutions.

Albertus Magnus College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- Age
- Citizenship status
- Color
- Creed
- Disability (physical or mental)
- Domestic violence victim status
- Ethnicity
- Family responsibilities
- Gender expression
- Gender identity
- Genetic information (including family medical history)
- Height
- Marital status
- National origin (including ancestry)
- Personal appearance
- Place of business
- Political belief or affiliation
- Pregnancy or related conditions
- Race
- Religion
- Residence
- Sex



- Sexual orientation
- Source of income
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- Weight
- or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Albertus Magnus College community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the Albertus Magnus College community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

Albertus Magnus College will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process in this policy.

Reporting Contact Information

Albertus Magnus College has appointed the following individual(s) as reporting contacts, to coordinate the Albertus Magnus College's compliance with federal, state, and local civil rights laws and ordinances:

For discrimination and harassment allegations [not based on sex or disability]:

Dr. Matthew Lavery
 Assistant Dean for Student Affairs and Title IX Coordinator
 Hubert Student Center
 Suite 102 C
 700 Prospect Street, New Haven, CT 06511-1189
 (203) 672-1056
 mlavery@albertus.edu
<https://www.albertus.edu/student-life/title-ix/>

For sex discrimination and sex-based harassment allegations:

Dr. Matthew Lavery
 Assistant Dean for Student Affairs and Title IX Coordinator
 Hubert Student Center
 Suite 102 C
 700 Prospect Street, New Haven, CT 06511-1189
 (203) 672-1056
 mlavery@albertus.edu
<https://www.albertus.edu/student-life/title-ix/>



For disability-based allegations:

Mr. Joel Copperthite

Coordinator of Accessibility Service and Student Success

Rosary Hall

Room 32

700 Prospect Street, New Haven, CT 06511-1189

(203) 672 - 6671

disabilityservices@albertus.edu

<https://www.albertus.edu/academicservices/accessibility-coordination-services/Applying-for-Accommodations.php>

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating the Albertus Magnus College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Title IX Compliance Policy; and monitoring the effectiveness of this Title IX Compliance Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

Albertus Magnus College recognizes that allegations under this Policy may include multiple forms of discrimination and harassment as well as violations of other Albertus Magnus College policies; may involve various combinations of students, employees, and other members of the Albertus Magnus College community; and may require the simultaneous attention of multiple Albertus Magnus College departments. Accordingly, all Albertus Magnus College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable Albertus Magnus College policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

External Contact Information

Concerns about Albertus Magnus College's application of this Title IX Compliance Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481

Facsimile: (202) 453-6012

TDD: (877) 521-2172

Email: OCR@ed.gov

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

For Complaints involving employee-on-employee conduct: [Equal Employment Opportunity Commission](#).



Mandated Reporting and Confidential Employees

All Albertus Magnus College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, retaliation, and/or Other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal Albertus Magnus College action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Title IX Compliance Policy violations, and these employees will immediately pass Notice to the Title IX Coordinator (and/or Public Safety or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe Albertus Magnus College's reporting options for a Complainant or third party (including parents/guardians when appropriate):

Confidential Employees

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; 2) Those whom Albertus Magnus College has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by Albertus Magnus College's Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

To enable Complainants to access support and resources without filing a Complaint, Albertus Magnus College has designated specific employees as Confidential Resources. Those designated by Albertus Magnus College as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or Albertus Magnus College official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

- On Campus Health providers
- On-Campus Counseling and Mental Health Providers
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination

The Employee Assistance Program is available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who have confidentiality as described above, and who receive Notice within the scope of their confidential roles will timely submit anonymous statistical information for Cleary Act statistical reporting purposes unless they believe it would be harmful to their client, patient, or parishioner.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of Albertus Magnus College Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Title IX Compliance Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with Albertus Magnus College without concern that this policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

Disability-based Grievances and Complaints

Grievances related to disability status and/or provision of accommodations are addressed using the procedures in the Office of Accessibility Services. However, allegations of discrimination on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has a discriminatory effect, will be resolved under the Accommodation Grievance procedure which is initiated by contacting the Vice President for Student Affairs / Dean of Students.

For details relating to disability accommodations in the Office of Accessibility Services' Resolution Process, <https://www.albertus.edu/academicservices/accessibility-coordination-services/Applying-for-Accommodations.php>.



Implementation Scope

This Title IX Compliance Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator and at <https://www.albertus.edu/student-life/title-ix/>.

This Title IX Compliance Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in Albertus Magnus College's program or activities, including education and employment.

This Title IX Compliance Policy prohibits all forms of discrimination on the basis of the protected characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

Jurisdiction

This Title IX Compliance Policy applies to Albertus Magnus College's education programs and activities (defined as including locations, events, or circumstances in which Albertus Magnus College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where Albertus Magnus College has disciplinary authority, and to misconduct occurring within any building owned or controlled by an Albertus Magnus College-recognized student organization. A Complainant does not have to be a member of the Recipient community to file a Complaint, at the discretion of the Title IX Coordinator.

This Title IX Compliance Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to Albertus Magnus College's education program or activities. Albertus Magnus College may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial Albertus Magnus College interest.

A substantial Albertus Magnus College interest includes:

- 5) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- 6) Any situation in which it is determined that the Respondent poses an imminent and serious threat to the health or safety of any student, employee, or other individual.
- 7) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 8) Any situation that substantially interferes with the Albertus Magnus College's educational interests or mission.

For disciplinary action to be issued under this Title IX Compliance Policy, the Respondent must be an Albertus Magnus College faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the Albertus Magnus College community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive

measures and/or remedial actions (e.g., trespassing a person from campus). Albertus Magnus College can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving Albertus Magnus College through third-party contracts are subject to the policies and procedures of their employers and/or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When a party is participating in a dual enrollment program, Albertus Magnus College will coordinate with the party's home institution to determine jurisdiction and coordinate providing supportive measures and responding to the complaint under the appropriate policy and procedures based on the allegations and identities of the Parties.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Albertus Magnus Colleges where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

Supportive Measures

Albertus Magnus College will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to Albertus Magnus College's education program or activity, including measures designed to protect the safety of all Parties and/or Albertus Magnus College's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the Title IX Coordinator will inform the Complainant, in writing, that they may file a Complaint with the Title IX Coordinator either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

Albertus Magnus College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair Albertus Magnus College's ability to provide those supportive measures. Albertus Magnus College will act to ensure as minimal an academic/occupational impact on the Parties as possible. Albertus Magnus College will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Title IX Compliance Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of Albertus Magnus College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures. Albertus Magnus College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. Albertus Magnus College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the Title IX Coordinator.

Online Harassment and Misconduct

Albertus Magnus College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on an Albertus Magnus College's education program and activities, or when they involve the use of Albertus Magnus College networks, technology, or equipment.



Although Albertus Magnus College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to Albertus Magnus College, it will engage in a variety of means to address and mitigate the effects. These means may include the use of the Community Standards process to address off-campus conduct whose effects contribute to limiting or denying a person access to Albertus Magnus College's education program or activity.

Nothing in this Title IX Compliance Policy is intended to infringe upon or limit a person's rights to free speech. Any online posting or other electronic communication by students, including technology-facilitated bullying, stalking, harassment, etc., occurring completely outside of Albertus Magnus College's control (e.g., not on Albertus Magnus College networks, websites, or between Albertus Magnus College email accounts) will only be subject to this Title IX Compliance Policy when such online conduct can be shown to cause (or will likely cause) a substantial in-program disruption or infringement on/harm to the rights of others. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Albertus Magnus College only when such speech is made in an employee's official or work-related capacity.

Inclusion Related to Gender Identity/Expression

Albertus Magnus College strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by Albertus Magnus College. If a member of the Albertus Magnus College community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, Albertus Magnus College supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

Albertus Magnus College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. Albertus Magnus College will administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so does Albertus Magnus College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to Albertus Magnus College's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may

constitute a Policy violation if the effect is greater than *de minimis* harm. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender diverse, their cisgender identity may be something that is in their past — dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can often be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender-diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the Albertus Magnus College community

Albertus Magnus College uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, Albertus Magnus College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, Albertus Magnus College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

Prohibited Conduct

Students and employees are entitled to an educational and employment environment that is free of discrimination, harassment, and retaliation. This Title IX Compliance Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation that are also prohibited under Albertus Magnus College's Title IX Compliance Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of the Title IX Compliance Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other Albertus Magnus College policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

Discrimination

Discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

Disparate Treatment Discrimination:

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived protected characteristic and that:
 - Excludes a person from participation in;
 - Denies the person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in an Albertus Magnus College program or activity.

Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
 - Excludes a person from participation in;
 - Denies the person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in an Albertus Magnus College program or activity.

Discriminatory Harassment

- unwelcome conduct on the basis of actual or perceived protected characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from Albertus Magnus College's education program or activity

Sex-based Harassment

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

3) Quid Pro Quo:

- an employee agent, or other person authorized by Albertus Magnus College,
- to provide an aid, benefit, or service under Albertus Magnus College's education program or activity,
- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

4) Hostile Environment Harassment:

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from Albertus Magnus College's education program or activity

Albertus Magnus College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under Albertus Magnus College's Title IX Compliance Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Coordinator.

4) Sexual Assault:

e. Rape:

- Penetration, no matter how slight,
- of the vagina or anus,
- with any body part or object, or

- oral penetration by a sex organ of another person,
- without the consent of the Complainant.

f. Fondling:

- The touching of the private body parts of the Complainant (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental incapacity.

g. Incest:

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

h. Statutory Rape:

- Sexual intercourse,
- with a person who is under the statutory age of consent of 16.

4) Dating Violence, defined as:

- e. violence,
- f. on the basis of sex,
- g. committed by a person,
- h. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - ii. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - c) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - d) Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence, defined as:

- h. violence,
- i. on the basis of sex,
- j. committed by a current or former spouse or intimate partner of the Complainant,
- k. by a person with whom the Complainant shares a child in common, or
- l. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- m. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Connecticut, or



- n. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Connecticut.

6) **Stalking**, defined as:

- d. engaging in a course of conduct,
- e. on the basis of sex,
- f. directed at the Complainant, that
 - iv. would cause a reasonable person to fear for the person's safety, or
 - v. the safety of others; or
 - vi. Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

8) **Sexual Exploitation:**

- a person taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) a person's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection



- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

Other Prohibited Conduct

7) Bullying:

- repeated and/or severe aggressive behavior
- that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,
- that is not speech or conduct that is otherwise protected by the First Amendment.

8) Endangerment:

- threatening or causing physical harm;
- extreme verbal, emotional, or psychological abuse; or
- other conduct which threatens or endangers the health or safety of any person or damages their property.

9) Hazing:

- any act or action
- which does or is likely to endanger the mental or physical health or safety of any person
- as it relates to a person's initiation, admission into, or affiliation with any Albertus Magnus College group or organization.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered hazing.

- Hazing is not confined to the student group or student organization with which the person subjected to the hazing is associated.

10) Retaliation:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by Albertus Magnus College, a student, employee, or a person authorized by Albertus Magnus College to provide aid, benefit, or service under Albertus Magnus College's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Retaliation Procedures, including an Informal Resolution process, or in any other appropriate steps taken by Albertus Magnus College to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for Albertus Magnus College to pursue Community Standards Policy violations against those who make materially false statements in bad faith in the course of a resolution under this Title IX Compliance Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

11) Unauthorized Disclosure:

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by Albertus Magnus College; or
- publicly disclosing institutional work product that contains personally identifiable information without authorization or consent.

12) Failure to Comply/Process Interference

- Intentional failure to comply with the reasonable directives of the Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an Informal Resolution agreement
- Intentional failure to comply with mandated reporting duties as defined in this Policy
- Intentional interference with the Resolution Process, including, but not limited to:
 - Destruction of or concealing of evidence
 - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - Intimidating or bribing a witness or party



Sanction Ranges

The following sanction ranges apply for Prohibited Conduct under this Title IX Compliance Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative conduct record.

- **Discrimination:** warning through expulsion or termination.
- **Discriminatory Harassment:** warning through expulsion or termination.
- **Quid Pro Quo Harassment:** warning through expulsion or termination.
- **Hostile Environment Harassment:** warning through expulsion or termination.
- **Rape:** suspension through expulsion or termination.
- **Fondling:** warning through suspension (termination for employees).
- **Incest:** warning through probation.
- **Statutory Rape:** warning through suspension (termination for employees).
- **Stalking:** probation through expulsion or termination.
- **Dating/Domestic Violence:** probation through expulsion or termination.
- **Sexual Exploitation:** warning through expulsion or termination.
- **Bullying:** warning through expulsion or termination.
- **Endangerment:** warning through expulsion or termination.
- **Hazing:** warning through expulsion or termination.
- **Retaliation:** warning through expulsion or termination.
- **Unauthorized Disclosure:** warning through expulsion or termination.
- **Failure to Comply/Process Interference:** warning through expulsion or termination.

Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

4) Consent

Consent is defined as:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable



person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to be kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on Albertus Magnus College to determine whether its Title IX Compliance Policy has been violated.

The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.

5) Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain



point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

6) Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Title IX Compliance Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Unethical Relationships

Expectations Regarding Unethical Relationships

There are inherent risks in any romantic or sexual relationship between persons in unequal positions, such as faculty member-student or supervisor-employee. In reality, these relationships may be less consensual than perceived by the person whose position confers power or authority. Similarly, each of the Parties may view the relationship differently, particularly in retrospect. Circumstances may change, and once welcome conduct may become unwelcome at some point in the relationship.

Even when the Parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Title IX Compliance Policy violation still exists. Albertus Magnus College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with Albertus Magnus College’s goals and policies. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must promptly inform their supervisor and/or the Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an applicable relationship existed prior to adoption of this Title IX Compliance Policy or prior to employment, the duty to notify the appropriate supervisor still pertains.

This type of relationship includes Resident Assistants (RAs) and students for whom the RA has direct responsibility. While no relationships are specifically prohibited by this Title IX Compliance Policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. The Associate Director for Residence Life and Community Standards will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under this Title IX Compliance Policy, based on the circumstances of the allegation.

Standard of Proof

Albertus Magnus College uses the preponderance of the evidence standard of proof when determining whether a Title IX Compliance Policy violation occurred. This means that Albertus Magnus College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Title IX Compliance Policy violation(s).

Reports/Complaints of Discrimination, Harassment, and/or Retaliation

A Report provides notice to Albertus Magnus College of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to Albertus Magnus College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a formal Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 4) File a Complaint with, or give verbal notice directly to, the Title IX Coordinator. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator.
- 5) Anonymous notice is accepted, but the notice may give rise to a need to try to determine the Parties' identities. Anonymous notice typically limits Albertus Magnus College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous notice. Anonymous reports can be made through the Title IX webpage or Livesafe app.

Reporting carries no obligation to initiate a Complaint, and in most situations, Albertus Magnus College is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where Albertus Magnus College may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, Albertus Magnus College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving notice that allows Albertus Magnus College to discuss and/or provide supportive measures, in most circumstances.

- 6) A Complainant can make notification to any Albertus Magnus College Mandated Reporter.

Time Limits on Reporting



There is no time limitation on providing Notice/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Albertus Magnus College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Title IX Compliance Policy) is at the Title IX Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this Title IX Compliance Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Title IX Compliance Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate Albertus Magnus College policies.

Confidentiality/Privacy

Albertus Magnus College makes every effort to preserve the Parties' privacy. Albertus Magnus College will not share the identity of any individual who has made a Complaint of discrimination, harassment, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from disclosing information obtained by Albertus Magnus College through the Resolution Process, to the extent that information is the work product of Albertus Magnus College (meaning it has been produced, compiled, or written by Albertus Magnus College for purposes of its investigation and resolution of a Complaint), without authorization. It is also a violation of Albertus Magnus College Policy to publicly disclose institutional work product that contains a party or witness's personally identifiable information without authorization or consent. Violation of this Title IX Compliance Policy is subject to significant sanctions.

Emergency Removal/Interim Actions/Leaves

Albertus Magnus College can act to remove a student Respondent accused of Sex Discrimination or Sex-based Harassment from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an imminent and serious threat to the health or safety of any student or other individual justifies removal. This risk analysis is performed by the Behavioral Intervention Team using its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.



Federal Timely Warning Obligations

Albertus Magnus College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the Albertus Magnus College community.

Albertus Magnus 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 in light of the potential danger.

Amnesty

Albertus Magnus College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to Albertus Magnus College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Albertus Magnus College community that Complainants choose to give Notice of misconduct to Albertus Magnus College officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, Albertus Magnus College offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the Assistant Dean for Student Affairs and Title IX Coordinator, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

Students

Albertus Magnus College also maintains an amnesty policy for students in addition to witnesses who offer help to others in need.

Employees

Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. Albertus Magnus College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. Albertus Magnus College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).



- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
- Seeking medical treatment can be essential, even if it is not for the purpose of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 5) All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 6) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 7) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking
- 8) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with the Director of Public Safety for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, public safety, coaches, athletic directors, residence life staff, student activities staff, Human Resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

Independence and Conflicts of Interest



The Title IX Coordinator manages the Reporting Contracts and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the Vice President for Student Affairs and Dean of Student (afoster@albertus.edu). Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Resolution Pool member should be raised with the Title IX Coordinator.

Revision of this Policy

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for incidents occurring before August 1, 2024. The Title IX Coordinator reviews and updates these policies and procedures regularly. Albertus Magnus College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

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

This Policy is effective August 1, 2024.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF TITLE IX COMPLIANCE POLICY (Hereinafter the “Resolution Process”)

Overview

Albertus Magnus College will act on any Notice, Complaint, or Knowledge of a potential violation of the Title IX Compliance Policy that the Title IX Coordinator or any other Mandated Reporter receives by applying the Resolution Process below.

The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct involving students, employees, or third parties.

Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Title IX Compliance Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine Albertus Magnus College’s next steps. The Title IX Coordinator will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

Collateral Misconduct

Collateral misconduct is defined to include potential violations of other Albertus Magnus College policies not incorporated into this policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Title IX Compliance Policy, to be resolved jointly under these Procedures. In such circumstances, the Title IX Coordinator may consult with Albertus Magnus College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of the Title IX Coordinator. All other allegations of misconduct unrelated to incidents covered by the Title IX Compliance Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

Initial Evaluation

The Title IX Coordinator conducts an initial evaluation, typically within seven (7) business days of receiving Notice/Complaint/Knowledge of alleged misconduct. The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Title IX Compliance Policy.
 - If the conduct may not reasonably constitute a violation of the Title IX Compliance Policy, the matter is typically dismissed from this process, consistent with the [dismissal provision](#) in these procedures. It may then be referred to another process, if applicable.
- Determining whether Albertus Magnus College has jurisdiction over the reported conduct, as defined in the Title IX Compliance Policy.
 - If the conduct is not within Albertus Magnus College jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate Albertus Magnus College office for resolution.
- Offering and coordinating supportive measures for the Complainant.



- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to initiate a Complaint.
- Notifying the Respondent of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Resolution Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator will help to facilitate the Complaint, which will include working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:

- a supportive and remedial response, and/or
- Informal Resolution, or
- the Resolution Process described below.

The Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and the Title IX Coordinator has determined the Title IX Compliance Policy applies and that Albertus Magnus College has jurisdiction, they will route the matter to the appropriate Albertus Magnus College members, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

Title IX Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if Albertus Magnus College cannot ensure equal access without initiating a Complaint. The Title IX Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to initiate a Complaint.
- The Complainant's reasonable safety concerns regarding initiating a Complaint.
- The risk that additional acts of discrimination would occur if a Complaint is not initiated.

- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence.
- The age and relationship of the Parties, including whether the Respondent is an Albertus Magnus College employee;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred;
- Whether Albertus Magnus College could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator may consult with appropriate Albertus Magnus College employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

Dismissal

Albertus Magnus College **may** dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

- 5) Albertus Magnus College is unable to identify the Respondent after taking reasonable steps to do so
- 6) Albertus Magnus College no longer enrolls or employs the Respondent
- 7) A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Title IX Coordinator declines to initiate a Complaint
- 8) Albertus Magnus College determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven

In addition to other members of the Reporting Contract, as authorized by the Title IX Coordinator, a Decision-maker can recommend dismissal to the Title IX Coordinator if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, Albertus Magnus College will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, Albertus Magnus College will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

Appeal of Dismissal

The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.



The Title IX Coordinator will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the Title IX Coordinator must then provide the Respondent with a NOIA and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, Albertus Magnus College will:

- Implement dismissal appeal procedures equally for the Parties.
- Assign a trained Dismissal Appeal Officer who did not take part in an investigation of the allegations or dismissal of the Complaint.
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal.
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

- 5) Procedural irregularity that would change the outcome.
- 6) New evidence that would change the outcome and that was not reasonably available when the dismissal was decided.
- 7) The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
- 8) The dismissal was erroneously granted or denied.

The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. Upon receipt of a written dismissal appeal request from one or more Parties, the Title IX Coordinator will share the petition with all other Parties and provide three (3) business days for other Parties and the Title IX Coordinator to respond to the request. At the conclusion of the response period, the Title IX Coordinator will forward the appeal, as well as any response provided by the other Parties and/or the Title IX Coordinator to the Dismissal Appeal Officer for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the Dismissal Appeal Officer will deny the request, and the Parties, their Advisors, and the Title IX Coordinator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the Title IX Coordinator, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Officer has seven (7) business days to review and decide on the appeal, though extensions can be granted at the Title IX Coordinator's discretion, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.



The Dismissal Appeal Officer may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

Emergency Removal/Interim Suspension of a Student

Albertus Magnus College may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of Notice/Knowledge, a Complaint, or at any time during the Resolution Process. Prior to an emergency removal, the Behavioral Intervention Team will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or lifted. When this meeting is not requested within two (2) business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable for them to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

Placing an Employee on Leave

When the Respondent is an employee, or a student employee accused of misconduct in the course of their employment, existing provisions (<https://my.albertus.edu/human-resources/index.php#hr-section-3>) for interim action are typically applicable instead of the above emergency removal process.

Counter-Complaints

Albertus Magnus College is obligated to ensure that the Resolution Process is not abused for retaliatory purposes. Although Albertus Magnus College permits the filing of counter-complaints, the Title IX Coordinator will use an initial



evaluation, described above, to assess whether the allegations in the counter-complaint are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Title IX Compliance Policy.

Counter-complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Title IX Coordinator's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

Advisors in the Resolution Process

Who Can Serve as an Advisor?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and follow ups within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

The Title IX Coordinator will offer to assign a trained Advisor to any party if the party chooses. If the Parties choose an Advisor from the pool available from the Albertus Magnus College pool, Albertus Magnus College will have trained the Advisor and familiarized them with Albertus Magnus College's Resolution Process.

Albertus Magnus College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, Albertus Magnus College is not obligated to provide an attorney to advise that party.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

Albertus Magnus College may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Title IX Coordinator. The decision to grant this request is at the Title IX Coordinator's sole discretion and will be granted equitably to all Parties.

If a party requests that all communication be made through their attorney Advisor instead of to the party, Albertus Magnus College will copy both the party and their Advisor on all communications.

Advisors appointed by the institution cannot be Confidential Employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-makers absent an emergency, they are still reminded of their Mandated Reporter responsibilities.

Advisor's Role in the Resolution Process



Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The Parties are expected to ask and respond to questions on their own behalf throughout the Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any Resolution Process meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

Advisors are expected to maintain the confidentiality of the records Albertus Magnus College shares with them, per [Section 17](#) of the Policy addressing Confidentiality. Advisors may not disclose any Albertus Magnus College work product or evidence Albertus Magnus College obtained solely through the Resolution Process for any purpose not explicitly authorized by Albertus Magnus College.

Albertus Magnus College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Albertus Magnus College's confidentiality expectations.

Advisor Expectations

Albertus Magnus College generally expects an Advisor to adjust their schedule to allow them to attend Albertus Magnus College meetings and interviews when planned, but Albertus Magnus College may change scheduled meetings and interviews to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Albertus Magnus College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting or interview by telephone, video conferencing, or other similar technologies.

All Advisors are subject to the same Albertus Magnus College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by Albertus Magnus College. Advisors are expected to advise without disrupting proceedings.

Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Title IX Compliance Policy, who shares information or evidence in a manner inconsistent with the Title IX Compliance Policy, or who refuses to comply with Albertus Magnus College's established rules of decorum will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended, or other appropriate measures implemented, including Albertus Magnus College requiring the party to use a different Advisor or providing a



different Albertus Magnus College-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

Resolution Options Overview

This Resolution Process, consisting of Informal Resolution or Administrative Resolution, or scheduled Administrative Hearings is Albertus Magnus College's chosen approach to addressing all forms of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Conduct under the Policy. The process considers the Parties' preferences but is ultimately determined at the Title IX Coordinator's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with Albertus Magnus College Policy.

Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator at any time prior to a final determination, or the Title IX Coordinator may offer the option to the Parties, in writing. Albertus Magnus College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, the Title IX Coordinator will provide the Parties with a NOIA that explains:

- The allegations.
- The requirements of the Informal Resolution process.
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume Albertus Magnus College's Resolution Process.
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the Resolution Process arising from the same allegations.
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties.
- What information Albertus Magnus College will maintain, and whether and how it could disclose such information for use in its Resolution Process.

Albertus Magnus College offers four categories of Informal Resolution:

- 5) **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- 6) **Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.



- 7) **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Title IX Compliance Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and the Title IX Coordinator are agreeable to the resolution terms.
- 8) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution Process, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Categories of Informal Resolution

Supportive Resolution

The Title IX Coordinator will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to Albertus Magnus College's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Title IX Coordinator may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Title IX Coordinator does not initiate a Complaint.

Educational Conversation

The Complainant(s) may request that the Title IX Coordinator address their allegations by meeting with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX Coordinator may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of the recurrence of any behaviors that may not align with Policy.

Accepted Responsibility



The Respondent may accept responsibility for any or all of the alleged Title IX Compliance Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Title IX Compliance Policy violations, the ongoing process will be paused, and the Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Title IX Coordinator will determine whether all Parties and Albertus Magnus College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Albertus Magnus College Title IX Compliance Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the discrimination or harassment, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Alternative Resolution

Albertus Magnus College offers a variety of alternative resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX Coordinator or other appropriate Albertus Magnus College officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an alternative resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

The Title IX Coordinator may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the Parties:

- The Parties' amenability to alternative resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed

- Skill of the alternative resolution facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in alternative resolution (e.g., time, staff)

The Title IX Coordinator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). The results of Complaints resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, Albertus Magnus College will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

Administrative Resolution Process (see [Section 22](#) below)

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

At the discretion of the Title IX Coordinator, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Team, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the Title IX Coordinator, if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be regularly updated on the timing and any significant deviation from this typical timeline.



Resolution Process Pool

The Resolution Process relies on a pool of administrators (“the Pool”) to carry out the process.

Pool Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the discretion of the Title IX Coordinator:

- Appropriate intake of and initial guidance pertaining to Complaints
- Advisor to Parties
- Informal Resolution Facilitator
- Perform or assist with initial evaluation
- Investigator
- Hearing Facilitator
- Decision-maker for challenges to emergency removal and supportive measures
- Decision-maker
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

Pool Member Appointment

The Title IX Coordinator, in consultation with senior administrators, appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints, Albertus Magnus College can also designate permanent roles for individuals in the Pool.

Notice of Investigation and Allegations (NOIA)

Prior to an investigation, the Title IX Coordinator will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures



- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to notify the Title IX Coordinator of any conflict of interest that the Investigator(s) may have in advance of the interview process,
- A statement that Albertus Magnus College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share Albertus Magnus College work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that Albertus Magnus College's Title IX Compliance Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations or other support assistance during the Resolution Process
- A link to Albertus Magnus College's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address(es) as indicated in official Albertus Magnus College records, or emailed to the Parties' Albertus Magnus College-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

Resolution Timeline

Albertus Magnus College will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, Albertus Magnus College reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

Albertus Magnus College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. Albertus

Magnus College will promptly resume its Resolution Process as soon as feasible. During such a delay, Albertus Magnus College will implement and maintain supportive measures for the Parties as deemed appropriate.

Albertus Magnus College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Albertus Magnus College will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the progress and timing of the process.

Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeal Decision-makers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Vice President for Student Affairs and Dean of Students.

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Title IX Compliance Policy violation and evidence that supports that the Respondent did not engage in a Title IX Compliance Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

Investigator Appointment

Once an investigation is initiated, the Title IX Coordinator appoints an Investigator(s) to conduct it. These Investigators may be members of the Resolution Process Team, or any other properly trained Investigator, whether internal or external to Albertus Magnus College's community.

Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in Albertus Magnus College's investigation and Resolution Process. Student witnesses and witnesses from outside Albertus Magnus College community cannot be required to participate but are encouraged to cooperate with the Albertus Magnus College investigations and to share what they know about a Complaint.



Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx), or, in limited circumstances, by telephone. Albertus Magnus College will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

Interview Recording

It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process. The Parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

All interviews are recorded, and all involved persons should be made aware of the audio and/or video recording. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

Evidentiary Considerations

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible.

Relevant Evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of the Title IX Compliance Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct occurred between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would waive the Respondent's right to appeal. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion. The Complainant retains their right to appeal a determination when a Respondent admits responsibility.

Investigation

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviewing all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

Albertus Magnus College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all offenses implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Title IX Compliance Policy violation.
- Work with the Title IX Coordinator, as necessary, to prepare the initial NOIA. The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct any necessary follow-up interviews with each.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document which questions were asked with a rationale for any changes or omissions in the investigation report.

- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- The Investigator may share the investigation report with the Title IX Coordinator and/or legal counsel for their review and feedback.

Administrative Resolution Process

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in the Title IX Compliance Policy) or when Informal Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

At the discretion of the Title IX Coordinator, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Team, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the Title IX Coordinator, if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be regularly updated on the timing and any significant deviation from this typical timeline.

Investigator-led Questioning Meetings

- The Title IX Coordinator provides the Draft Investigation Report to the Decision-maker and the Parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.

- To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
 - All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.
 - The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed.
 - For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an appendix to the Final Investigation Report).
- Typically, within five (5) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose any follow-up questions for the Investigator to ask.
- The Investigator will review the proposed questions with the Decision-maker to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last round permitted, unless permission is granted to extend by the Decision-maker.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the Final Investigation Report with the Title IX Coordinator and legal counsel for their review and feedback.
- The Investigator will then provide the Title IX Coordinator with the Final Investigation Report and investigation file.

The Decision-maker's Determination

- The Title IX Coordinator will provide the Decision-maker, the Parties, and their Advisors with the Final Investigation Report (FIR) and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
- The Decision-maker will review the FIR, all appendices, and the investigation file.
- If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informal meetings with the Parties or any witnesses, if needed.
- Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:
 - To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded, and the recording or transcript will be shared with the Parties.



- At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded, and the recording or transcript will be shared with the Parties.
- The Decision-maker will then apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any associated sanctions.
- **Timeline.** The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables. The Parties will be notified of any delays.
- **Impact Statements.** Prior to a determination, the Title IX Coordinator will also provide the Parties with an opportunity to submit a written impact and/or mitigation statement. The Title IX Coordinator will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the Title IX Coordinator and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

Sanctions

Factors the Decision-maker may consider when determining sanctions and responsive actions include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- The Respondent's acceptance of responsibility
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this Title IX Compliance Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:



- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any Albertus Magnus College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either Albertus Magnus College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations.
- *Probation / Deferred Housing*: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.
- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary. This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript, per institutional policy and/or state law.
- *Withholding Diploma*: The Albertus Magnus College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- *Revocation of Degree*: While very rarely exercised, Albertus Magnus College reserves the right to revoke a degree previously awarded from Albertus Magnus College for fraud, misrepresentation, and/or other violation of Albertus Magnus College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions*: In addition to, or in place of, the above sanctions, Albertus Magnus College may assign any other sanctions as deemed appropriate.

Student Group and Organization Sanctions

The following are the common sanctions that may be imposed upon student groups or organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Albertus Magnus College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Probation:** An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of Albertus Magnus College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student group or organization recognition and/or institutional support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in Albertus Magnus College-related activities, whether they occur on- or off-campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from Albertus Magnus College.
- **Expulsion:** Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- **Loss of Privileges:** Restricted from accessing specific Albertus Magnus College privileges for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, Albertus Magnus College may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in, discrimination, harassment, and/or retaliation include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to a New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*



- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, Albertus Magnus College may assign any other responsive actions as deemed appropriate.

Notice of Outcome

Within ten (10) business days of the conclusion of the Resolution Process, the Title IX Coordinator provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, all applicable sanctions that Albertus Magnus College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent that Albertus Magnus College is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals.

The Title IX Coordinator will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official Albertus Magnus College records, or emailed to the Parties' Albertus Magnus College-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

Withdrawal or Resignation Before Complaint Resolution

Students

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from Albertus Magnus College, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, Albertus Magnus College will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, Albertus Magnus College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to Albertus Magnus College in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Title IX Coordinator has discretion to dismiss the Complaint. The Registrar, Office of Admissions, and Human Resources Department may be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to Albertus Magnus College unless and until all sanctions, if any, have been satisfied.

Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent leaves their employment with Albertus Magnus College with unresolved allegations pending, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, Albertus Magnus College may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to Albertus Magnus College in any capacity. The Registrar, Office of Admissions, and Human Resources Department will be notified, accordingly. A note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with Albertus Magnus College. The records retained by the Title IX Coordinator will reflect that status.

Appeal of the Determination

The Title IX Coordinator will designate an Appeal Decision-maker – an individual chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure challenge or dismissal appeal that may have been decided earlier in the process.

Appeal Grounds

Appeals are limited to the following grounds:

- 6) A procedural irregularity that would change the outcome.
- 7) New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility was made.
- 8) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific Complainant or Respondent that would change the outcome.
- 9) The Final Determination by the Decision-maker is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only).
- 10) The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only).

Request for Appeal



Any party may submit a written request for appeal (“Request for Appeal”) to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Decision-maker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the information in the Request for Appeal meets the grounds in this Title IX Compliance Policy, then the Appeal Decision-maker will notify all Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Appeal Decision-maker to determine if it meets the grounds in this Title IX Compliance Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties and their Advisors will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Decision-maker, who will promptly render a decision.

Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeal Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions apply the preponderance of the evidence standard of proof.

An appeal is not an opportunity for the Appeal Decision-maker to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).



The Appeal Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the Title IX Coordinator (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new determination with new members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter (“Appeal Outcome”) will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may result which Albertus Magnus College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent Albertus Magnus College is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the Parties’ local or permanent address s indicated in official institutional records, or emailed to the Parties’ Albertus Magnus College-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the five (5) available appeal grounds.

Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a “show cause” meeting on the justification for doing so must be permitted within two (2) business days of implementation.

Long-Term Remedies/Other Actions



Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the Albertus Magnus College community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the Parties even if no Title IX Compliance Policy violation is found.

When no Title IX Compliance Policy violation is found, the Title IX Coordinator will address any remedies Albertus Magnus College owes the Respondent to ensure no effective denial of educational access.

Albertus Magnus College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair Albertus Magnus College's ability to provide these services.

Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Panel or Decision-maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Albertus Magnus College.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator's satisfaction.

Recordkeeping

For a period of at least seven (7) years following the conclusion of the Resolution Process, Albertus Magnus College will maintain records of:

- 8) Each discrimination, harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation.
- 9) Any disciplinary sanctions imposed on the Respondent.
- 10) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to Albertus Magnus College’s education program or activity.
- 11) Any appeal and the result therefrom.
- 12) Any Informal Resolution and the result therefrom.
- 13) All materials used to provide training to the Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitators, and any person who is responsible for implementing Albertus Magnus College’s Resolution Process, or who has the authority to modify or terminate supportive measures. Albertus Magnus College will make these training materials available for review upon request.
- 14) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

Albertus Magnus College will also maintain any and all records in accordance with federal and state laws.

Accommodations and Support During the Resolution Process

Disability Accommodations

Albertus Magnus College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Albertus Magnus College’s Resolution Process.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will work with the Office of Accessibility as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

Albertus Magnus College will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

Revision of these Procedures

These procedures succeed any previous procedures addressing discrimination, harassment, and retaliation for incidents occurring on or after August 1, 2024. The Title IX Coordinator will regularly review and update these procedures. Albertus



Magnus College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws, regulations, or court holdings.

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

These procedures are effective August 1st, 2024.



VIOLENCE RISK ASSESSMENT (VRA)

Threat assessment is the process of assessing the actionability of violence by a person against another person or group following the issuance of a direct or conditional threat. A **Violence Risk Assessment (VRA)** is a broader term used to describe assessment of any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

Implementing a VRA requires specific training. It is typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct professionals, and/or other Behavioral Intervention Team (BIT) members.

A VRA occurs in collaboration with the Behavioral Intervention Team and must be understood as an ongoing process, rather than as a single evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations. It is supported by research from law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use(s) an evidence-based process consisting of:

- 5) An appraisal of **risk factors** that escalate the potential for violence.
- 6) A determination of stabilizing influences, or **protective factors**, that reduce the risk of violence.
- 7) A contextual **analysis of violence risk** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of the threat; fixation and focus on target; grievance collection; and action and time imperative for violence.
- 8) The application of **intervention and management** approaches to reduce the risk of violence.

To assess a person's level of violence risk, the Title IX Coordinator will initiate the VRA process through the Behavioral Intervention Team. The Behavioral Intervention Team will assign trained person(s) to perform the assessment, according to the specific nature of the complaint.

The assessor(s) will follow the process for conducting a VRA as outlined in the Behavioral Intervention Team manual and will rely on a consistent, research-based, reliable system that allows for the evaluation of the risk levels.

Some examples of formalized approaches to the VRA process include The NABITA Risk Rubric, The Structured Interview for Violence Risk Assessment (SIVRA-35), Violence Risk Assessment of the Written Word (VRAWW), Workplace Assessment of Violence Risk (WAVR-21), Historical Clinical Risk Management (HCR-20), and MOSAIC.

The VRA is conducted independently from the Resolution Process, informed by it, but free from outcome pressure. The person(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The Behavioral Intervention Team member(s) conducts a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or imminent and serious threat to the health and/or safety of a person or the community.

In some circumstances, the Title IX Coordinator may determine that a VRA should be conducted by the Behavioral Intervention Team as part of the initial evaluation of a Complaint under this Policy. A VRA can aid in critical and/or required determinations, including:

- 10) Whether to remove the Respondent on an emergency basis because of an immediate threat to a person or the community's health/safety (Emergency Removal)
- 11) Whether the Title IX Coordinator should pursue/initiate a Complaint absent a willing/able Complainant
- 12) Whether the scope of an investigation should include an incident, and/or pattern of misconduct, and/or climate of discrimination or harassment
- 13) To help identify potential predatory conduct
- 14) To help assess/identify grooming behaviors
- 15) Whether it is reasonable to try to resolve a Complaint through Informal Resolution, and if so, what approach may be most successful
- 16) Whether to impose transcript notation or communicate with a transfer institution about a Respondent
- 17) Assessment of appropriate sanctions/remedies (to be applied post-determination)
- 18) Whether a Clery Act Timely Warning/Trespass order/Persona Non Grata is needed

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Institutions may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

TITLE IX OFFENSE REGULATORY DEFINITIONS

5) Sexual Assault

Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.

b. Rape:

- o Penetration,
- o without the consent of the Complainant,
- o including instances where the Complainant is incapable of giving consent



- because of their age or
- because of their temporary or permanent mental or physical incapacity

g. Sodomy

- Oral or anal penetration
- Of the Complainant by the Respondent
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
 - because of their age or
 - because of their temporary or permanent mental or physical incapacity

h. Sexual Assault with an Object

- Respondent's use of an object or instrument
- to unlawfully penetrate, however slightly, the genital or anal opening
- of the body of the Complainant,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
 - because of their age or
 - because of their temporary or permanent mental or physical incapacity

i. Fondling:

- The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent
- or causing the Complainant to touch the Respondent's private body parts
- intentionally for a sexual purpose
- without the consent of the Complainant, including instances where the Complainant is incapable of giving consent
 - because of their age or
 - because of their temporary or permanent mental incapacity or physical incapacity.

j. Incest:

- Nonforcible sexual intercourse between persons who are related to each other
- within the degrees wherein marriage is prohibited by Connecticut law.

k. Statutory Rape:

- Nonforcible sexual intercourse with a person
- who is under the statutory age of consent of 16 in state of Connecticut

6) Dating Violence:

- Violence committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - length of the relationship
 - type of relationship
 - frequency of the interaction between the Parties involved in the relationship.



7) Domestic Violence:

- Felony or misdemeanor crimes committed by a person who:
 - is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Connecticut or a person similarly situated to a spouse of the Complainant;
 - is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
 - shares a child in common with the Complainant; **or**
 - commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Connecticut.

8) Stalking:

- engaging in a course of conduct on the basis of sex, that is,
- directed at a specific person that would cause a reasonable person to:
 - fear for the person's safety, or
 - the safety of others; or
 - suffer substantial emotional distress.



PREGNANCY AND RELATED CONDITIONS POLICY FOR ALBETUS MAGNUS COLLEGE

1. Non-Discrimination Statement

Albertus Magnus College does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). Albertus Magnus College prohibits members of the Albertus Magnus College community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

Definitions

- **Familial Status.** The configuration of one’s family or one’s role in a family.
- **Marital Status.** The state of being married or unmarried.
- **Parental Status.** The status of a person who, with respect to another person who is under the age of 18, is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- **Pregnancy and Related Conditions.** The full spectrum of processes and events connected with pregnancy, including pregnancy, childbirth, termination of pregnancy, or lactation; related medical conditions; and recovery therefrom.
- **Reasonable Modifications.** Individualized modifications to Albertus Magnus College’s policies, practices, or procedures that do not fundamentally alter Albertus Magnus College’s education program or activity.

Information Sharing Requirements

Any Albertus Magnus employee who becomes aware of a student’s pregnancy or related condition is required to provide the student with the Title IX Coordinator’s contact information and communicate that the Title IX Coordinator can help take specific actions to prevent discrimination and ensure equal access to Albertus Magnus College’s education program and activity. If the employee has a reasonable belief that the Title IX Coordinator is already aware of the pregnancy or related condition, the employee is not required to provide the student with the Title IX Coordinator’s contact information.

Upon notification of a student’s pregnancy or related condition, the Title IX Coordinator will contact the student and inform the student of Albertus Magnus College’s obligations to:

- Prohibit sex discrimination.
- Provide reasonable modifications.
- Allow access, on a voluntary basis, to any separate and comparable portion of the institution’s education program or activity.

- Allow a voluntary leave of absence.
- Ensure lactation space availability.
- Maintain a Resolution Process for alleged discrimination.
- Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or policy purposes.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

Reasonable Modifications for Students

Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to Albertus Magnus College's education program and activity. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on their individual needs. Students are encouraged to request Reasonable Modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable Modifications are voluntary, and a student can accept or decline the offered Reasonable Modifications. Not all Reasonable Modifications are appropriate for all contexts.

Reasonable Modifications may include:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- Elevator access
- A larger uniform or other required clothing or equipment
- Other changes to policies, practices, or procedures determined by the Title IX Coordinator

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and Albertus Magnus College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.



Supporting documentation for Reasonable Modifications will only be required when it is necessary and reasonable under the circumstances to determine which Reasonable Modifications to offer to determine other specific actions to take to ensure equal access.

Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the Reasonable Modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The Title IX Coordinator will consult with The Office of Accessibility staff to ensure the student receives reasonable accommodations for their disability as required by law.

Certification to Participate

All students should be informed of health and safety risks related to participation in academic and co-curricular activities, regardless of pregnancy status. A student may not be required to provide health care provider or other certification that the student is physically able to participate in the program or activity, unless:

1. The certified level of physical ability or health is necessary for participation;
2. The institution requires such certification of all students participating; and
3. The information obtained is not used as a basis for pregnancy-related discrimination.

Lactation Space Access

Albertus Magnus College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others.

Lactation space is located in the following location:

Aquinas Hall, Room G-7

To gain access to the lactation room, please contact either Dr. Matthew Lavery (mlavery@albertus.edu) or the Director of Human Resources, Mrs. Renee Sullivan (rsullivan@albertus.edu).

Leaves of Absence

Students

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity. Students who take a leave of absence will vacate their residential space on campus and be prorated from the date that the student vacates.

To the extent possible, Albertus Magnus College will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same or an equivalent course catalog that was in place when the leave began.

Continuation of students' scholarships, fellowships, or similar Albertus Magnus College-sponsored funding during the leave term will depend on student registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar Recipient-supported funding by exercising their rights under this policy.

The Title IX Office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least 30 calendar days prior to the initiation of leave, or as soon as practicable. The Title IX Coordinator will assist the student in completing any necessary paperwork.

Employees

Information on employment leave can be found on the Human Resources Department webpage.

If an employee, including a student-employee, is not eligible for leave under the aforementioned leave policy because they either (1) do not have enough leave time available under that policy, or (2) have not been employed long enough to qualify for leave under that policy, they are eligible to qualify for pregnancy or related condition leave under Title IX. Pregnancy and related conditions will be regarded as a justification for a leave of absence without pay for a reasonable period of time.

Employees who take leave under Title IX must be reinstated to the status held when leave began or a comparable position without a negative effect on any employment privilege or right.

Policy Dissemination and Training

A copy of this policy will be made available to faculty and employees in annually required training and posted on the Title IX website. Albertus Magnus College will alert all new students about this Title IX Compliance Policy and the location of this Title IX Compliance policy as part of orientation. The Title IX Office will make educational materials available to all members of the Albertus Magnus College community to promote compliance with this policy and familiarity with its procedures.



