

# **Carlow University**

## **Student Handbook**

### **2018-19**

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

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# Chapter 1: CAMPUS RESOURCES AND CARLOW HERITAGE

## CARLOW HERITAGE

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

## CARLOW’S VISION

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

## CARLOW UNIVERSITY MISSION STATEMENT

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

## CORE VALUES

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

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

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

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

### ***Intellectual Integrity***

We speak the truth gleaned from our intellectual pursuits.

### ***Leadership***

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

### ***Hospitality***

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

### ***Service***

We engage in service to others with competence and compassion.

### ***Student Progress***

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

## DIVERSITY STATEMENT

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

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

## CARLOW UNIVERSITY ALMA MATER

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

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

## CARLOW HISTORY

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

—Catherine McAuley, 1778-1841

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

In 1969, Sister Kathleen Healy proposed to the College Board of Trustees and the faculty that the name Mount Mercy be changed to Carlow College because of the large number of “Mount Mercy” schools in the United States. On April 17, 1969, the Board of Trustees and the Pennsylvania Department of Education approved the change of name to Carlow College. The new name was in honor of the city in Ireland from which the Sisters of Mercy came to Pittsburgh.

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

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

## The HISTORY OF THE UNIVERSITY WRITTEN IN ITS NAME AND THE NAMES OF ITS BUILDINGS

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

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

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

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

### ***St. Joseph Hall (1932)***

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

### ***Aquinas Hall (1936)***

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

### ***Trinity Hall (1941)***

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

### ***Antonian Hall (1948)***

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

***Frances Warde Hall (1961)***

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

***Dougherty Hall (1966)***

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

***Curran Hall (1970)***

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

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

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

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

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

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

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

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

The former St. Agnes Church has been restored to its original grandeur and splendor with respect to its spiritual, artistic, and cultural heritage. Dedicated in 1917, this cathedral-style facility was the work of noted architect John T. Comes. The façade of the building features an enormous, recessed Rose window. Inside, a 185-foot center aisle leads to an altar made from Boticino, Italian, and other imported marbles.



The vaulted ceilings are decorated with a series of intricately hand-painted designs, including a majestic mural over the altar. Today, the church houses the St. Agnes Center of Carlow University.

## CAMPUS RESOURCES AND CARLOW HERITAGE

Carlow University offers many opportunities to all of our students—to learn in and out of the classroom, to engage with our diverse community, and to grow in our values. On this campus, we live our values every day, and they are expressed in our friendly atmosphere, in our valuing of each individual student, and in the amount of time and resources we make available to support your success!

### ***VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS***

***University Commons, Room 218 412.578.2026***

The Division of Student Affairs works to support learning both in the classroom and through engagement in experiential opportunities. The Vice President for Student Affairs and Dean of Students serves as Carlow’s chief student affairs officer and an advocate for student needs and concerns. Any student with a concern is welcome to visit Student Affairs at any time; if we can’t help you, we can help you find the person who can!

### ***CAMPUS MINISTRY***

***University Commons, Room 208 412.578.6651***

The Department of Campus Ministry at Carlow serves the pastoral and spiritual needs of the University community and provides a variety of opportunities for service, reflection, prayer, and worship, which support and reflect the core values of the University. Students are encouraged to tend to their spiritual well-being, development, and maturity by participating in a variety of faith formation and spiritual development opportunities both on the Carlow campus and throughout the Oakland area. As members of St. Paul Cathedral Parish, Catholic students are welcomed and encouraged to fully participate in the life of the Cathedral parish. In addition, Sunday night Mass and regular opportunities for the Sacrament of Reconciliation take place in the Chapel in the University Commons 5<sup>th</sup> Floor on Carlow’s campus. Daily and Sunday Mass are also available at the Sisters of Mercy Motherhouse Chapel located on Carlow’s campus.

All students are invited and encouraged to participate in various service, service-learning, and reflection opportunities provided through the Department of Campus Ministry. In addition to opportunities sponsored by Campus Ministry, the department also collaborates with various academic and co-curricular offices and departments to enhance and support a variety of learning opportunities across a variety of disciplines.

### ***ATHLETICS***

***St. Agnes Center (Temporary-- 2018-19; Permanent--St. Joseph Hall) 412.578.8826***

Athletics and intercollegiate sports are an integral part of the University program. Carlow University is a member of the Kentucky Intercollegiate Athletics Conference of the National Association of Intercollegiate Athletics (NAIA) and also participates in the United States Collegiate Athletics Association (USCAA). Carlow University competes toward championships in women’s soccer, women’s volleyball, men’s and women’s basketball, softball, men’s and women’s cross country, women’s tennis, and men’s

and women's track and field. Teams and individuals have opportunities to advance into regional and national tournament play and gain national rankings and All-American honors.

### **COUNSELING CENTER**

**Frances Warde Hall, Rooms 409-411 412.578.6306 and 412.578.8731**

**Hours: Monday-Friday, 9:30 a.m.-4:30 p.m., evening hours by appointment**

The Counseling Center provides counseling, crisis intervention, and referral services to Carlow University students. We offer consultation, education, and prevention strategies to the University community. We seek to encourage an environment of inclusion and personal development.

Students come from diverse backgrounds and seek our services when they are experiencing stress, hopelessness, loneliness, anxiety, depression, adjustment challenges, relationship difficulties, or many other issues. The Counseling Center provides a safe atmosphere where you can consider your current situation in the context of your personal history and life experiences. Through receiving counseling and psychological services, you can come to see yourself, your relationships, and the world in a different way.

The Counseling Center is free to all students, including part-time, weekend, graduate, and CAP students. The Counseling Center is staffed by licensed professional counselors who abide by Pennsylvania state laws which provide for privileged communication. Our services are confidential and do not become a part of the University records.

The Counseling Center's Resource and Waiting Room contains a variety of educational materials on psychological issues and wellness, which may be borrowed. The best way to make an appointment is to call our office at 412.578.6306 or 412.578.8731. Our counselors are also available for walk-in appointments as available and by telephone for urgent consultations. You may also call the Resolve Crisis Network 24 hours a day at 1.888.796.8226 or call 911 if you need emergency mental health assistance.

### **DIVERSITY & INCLUSION INITIATIVES**

**University Commons, Room 208 412.578.6104**

The Office of Diversity and Inclusion Initiatives is committed to serving as the University's lead advocate and resource on cultural, ethnic, and social diversity issues. As an integral member of the Division of Student Affairs, creating a campus community that welcomes, embraces, and affirms each individual is our goal. The fabric of everything that we do is threaded in student learning, empowerment, leadership, and success. Some of the primary areas of focus include:

1. Enhancing the potential for campus programs that celebrate the cultural richness of the campus community as well as enrich our collective learning, including our annual Dr. Martin Luther King, Jr. celebration.
2. Creating effective channels of communication that inform the campus community on diversity research, issues, and trends, both in higher education and within the Pittsburgh community.
3. Planning and facilitating diversity training, workshops, and dialogues with students, staff, and faculty. Advising the student officers of Carlow's historic Black Student Union and other student initiated groups.
4. Encouraging students to engage in leadership opportunities that allow them to share their

- talents and include their diverse perspectives in campus decision-making.
5. Fostering a positive spirit of engagement that enables successful collaboration among student groups, staff departments, and faculty initiatives.
  6. Maintaining a flexible, visionary approach to new diversity initiatives that can strengthen and support the University's growth and development.
  7. Providing creative leadership in exposing students to service- learning as an integral part of their academic experience and a valuable approach to understanding diversity, locally and globally.

### **WELLNESS AND FITNESS SERVICES**

***St. Agnes Center (Temporary-- 2018-19. Permanent: St. Joseph Hall) 412.578.6042***

Wellness and Fitness Services provides healthy lifestyle strategies and wellness education to the Carlow community through special events, classes, and workshops. Individualized exercise programs are available to the students, faculty, and staff. These programs improve cardiovascular endurance, flexibility, and muscular strength and also promote a positive body image.

#### WELLNESS AND FITNESS SERVICES INCLUDE:

1. CPR/First-Aid certification—fee charged
2. Fitness testing/equipment orientation/exercise programs
3. Non-credit fitness classes—Pilates, yoga, step aerobics, water aerobics, self-defense, kick-boxing, and Zumba. All free for students and Carlow University employees.
4. Nutrition consultations
5. Physical education classes—physical education classes are offered as one-credit electives. These include: Weight Training, Fitness and Weight Control, Aerobics, Walking for Wellness, Self-Defense for Women, Healthy Lifestyle Strategies, Triathlon, and Aquatic Fitness. These courses require registration through the registrar's office.
6. Therapeutic massage—fee charged
7. Wellness consultations to help improve body image, reduce stress, quit smoking, and improve life balance
8. Wellness initiative (personal wellness profile)
9. The annual Wellness Fair is held every fall. The Wellness Fair brings together approximately 40 vendors, local hospitals, and Carlow departments to provide free health screenings, information, cooking demonstrations, health lectures, and massages.

### **ALUMNI ASSOCIATION**

West Wing, Third Floor 412.578.6274

Carlow University Alumni welcome you to our proud network that connects alumni from the first graduating class of 1933 to our most recent class.

As Carlow alumni, we support you on your academic journey as mentors to help you prepare for your professions and careers, as colleagues working together in organizing and participating in Carlow events, as contributors to the Annual Fund, and as donors of endowed scholarships to help fund your education. We are organized officially as the Alumni Association with an elected board of directors, which includes the president and vice present of the Student Government Association. The Carlow University Alumni Association is also organized by graduating classes and programs such as the Adult Degree Center graduates and alumni with graduate degrees from Carlow. Each of these classes and programs has a representative who is the liaison between Carlow and the class or program. In addition, the board

includes alumni representatives from cities and regions throughout the country where a significant number of alumni reside and work.

Carlow alumni join students and the entire Carlow community in the following traditional events:

- Memorial Mass for the deceased members of the Carlow Family
- Christmas celebration
- Legacy Luncheon for student recipients of endowed scholarships, donors, and members of the Callaghan Society
- Regional alumnae/i reunions—bringing together alumnae/i throughout the country
- Alumnae/i travel program—alumnae/i have traveled together to Italy, Ireland, Germany, and Caribbean

The Mission of the Carlow University Alumni Association is to encourage the lifelong learning of its members, to recognize and affirm the mission and values of the University as they are lived by alumni, and to promote ongoing, mutually life-giving relationships between Carlow alumni and the present University community, including the development of mentor relationships, alumni networks and fundraising efforts for the University.

#### **HEALTH SERVICES**

##### ***The Frances Warde Wellness Center Frances Warde Hall, Fourth Floor 412.578.6174***

The Department of Health Services at Carlow University is nurse-directed and functions under the supervision of physicians from the University of Pittsburgh Medical Center Adolescent Medicine practice. The services of a registered nurse are free of charge to all University students- residential, commuter, adult, and graduate.

#### ***OUR PHILOSOPHY***

In the Department of Health Services, we view each individual as a physical, social, intellectual, emotional, and spiritual being with unique needs. We understand the direct relationship of the whole person's wellness to academic success and lifelong learning and are here to support these aspects of growth and development. Realizing this, we strive to maintain a professional, caring atmosphere where health services are delivered in an effective and timely manner.

#### ***PHYSICIAN SERVICES***

Physician appointments will be scheduled for four hours each week, and walk-in visits with the physician are available if no appointments are scheduled upon arrival. Physician hours are posted on the health services Web site, sent out via e-mail, and posted on bulletin boards throughout campus. The fee to see the physician is \$10 and is billed directly to student accounts. Students can also work with Health Services to get a referral to the UPMC Adolescent Medicine practice on Forbes Avenue and use their own health insurance.

#### **CONFIDENTIALITY**

Except in emergencies, or when required by law, no medical information will be given to parents or guardians without the written or verbal permission of the student. No medical information will be shared with Carlow professors or staff without the written consent of the student. Medical information will be released to other health professionals, potential employers, insurance companies, etc., only with the written consent of the student.

#### ABSENCE FROM CLASS POLICY

Health Services does not issue medical excuses covering absences, missed classes, examinations, etc. The director will give the student a memorandum to show to the instructor stating that the student was seen in health services that day. No medical reasons will be written on the memo. The instructor can call Health Services to confirm that the student was seen, but any adjustments for missed assignments, etc., remain at the discretion of the instructor.

#### STAFF AND SERVICES

Director of Health Services, UPMC Adolescent Medicine Physicians

1. Evaluation, treatment, and referral of minor injuries and illnesses
2. Evaluation and referral to physician, and other health care professionals and facilities
3. Health education through discussion and literature
4. Blood pressure screenings, weight and BMI monitoring
5. Assistance in health maintenance with appropriate support of chronic conditions
6. Over the counter medications, first aid supplies for minor injuries and illnesses
7. Lactation room for nursing mothers who are students, staff, or faculty

#### HEALTH FORMS

Carlow University Department of Health Services requires all incoming, full-time, traditional students (first-year and transfer) to complete a Health History/Immunization Documentation form. The health history information is used by health services as an aid to providing necessary health care for students at Carlow. The immunization information allows health services to monitor the immunization status of our students to ensure that all are protected against vaccine-preventable diseases. The immunization documentation must be signed by a health care provider. These forms are included in the admission packet, and may also be downloaded from the Department of Health Services Web site.

#### PRE-MATRICULATION REQUIREMENTS

All full-time traditional students: Two doses of measles, mumps, rubella vaccine (MMR)

Additional requirements if living in University housing:

- Hepatitis B vaccination series
- Meningitis vaccination or signed waiver

Additional requirements for international students:

- Tuberculin skin test (PPD) within one year of enrollment (a chest x-ray is required if skin test is positive).
- Other immunizations are recommended and are listed on the Immunization Document form.

***NOTE: RESIDENT STUDENTS WHO HAVE NOT COMPLETED AND RETURNED HEALTH FORMS WILL NOT BE ALLOWED TO MOVE INTO THE RESIDENCE HALL ON MOVE-IN DAY.***

#### MENINGITIS INFORMATION

College students are at increased risk for meningococcal disease, a potentially fatal bacterial infection commonly referred to as meningitis. The General Assembly of Pennsylvania recently

passed legislation mandating the meningitis vaccine for all college students living on campus. The legislation (Senate Bill 955) states that students either have the vaccine or sign a waiver stating that the student has received and reviewed information provided by the school and have chosen not to be vaccinated. That information and waiver is located on the back of the Student Health form.

#### COMMUNITY HEALTH RESOURCES

There are many community health resources available for students if needed around Oakland. They include:

- Allegheny County Health Department 412.578.8026 (STD and TB testing, immunizations)
- Crisis Center North 412.364.5556
- CVS Pharmacy (Forbes Avenue) 412.687.4181
- Rite Aid Pharmacy (Forbes Avenue) 412.681.1332
- National Domestic Violence Hotline 1.800.799.7233
- Pittsburgh Action Against Rape 412.431.5655
- Quest Diagnostic Laboratories 412.621.5114
- Resolve Crisis Network 1.888.796.8226 (24 hr/day for mental health assistance)
- UPMC Magee-Women's Hospital of UPMC Outpatient Clinic/ER 412.641.4455
- UPMC Mercy Health Center 412.232.7887
- UPMC Presbyterian Emergency Room 412.647.3333
- UPMC Western Pennsylvania Psychiatric Institute 412.624.2100
- UPMC Internal Medicine South Montefiore Hospital 412.692.4888
- Women's Center and Shelter 412.687.8005

#### **EMERGENCY CONTACT NUMBERS**

Should students experience an emergency situation, they should call 412.578.6007 if calling from a campus phone to be connected to the Dispatch Center located in Frances Warde Hall. The dispatch officer will notify the Carlow Campus Police and any other essential personnel. The student may also call 911 in order to contact local emergency services.

#### **IDENTIFICATION CARDS**

All students are required to have a Carlow University identification card, called the Carlow Card. A Carlow Card is necessary for admittance to University activities, to check materials out of the library, to use the fitness center, and to gain entrance to University buildings. The Carlow Card is also used as a meal card for resident students.

*The Carlow Card Center is located at Dispatch, Frances Warde Hall 3rd Floor Entrance Monday—Friday 10 a.m. to 2 p.m. The replacement charge for a lost or stolen ID card is \$15. Visit [myportal.carlow.edu](http://myportal.carlow.edu) for information about your ID card and its advantages.*

#### **STUDENT ACTIVITIES**

University Commons, Room 219 412.578.6069

The Office of Campus Life supports all students' efforts to create activities, organizations, and co-curricular leadership opportunities, and by doing so serves as the hub of student involvement and leadership development. This office works with student leaders from the Student Government Association, the Campus Activities Board, , and a wide variety of other student organizations to offer

events and activities, leadership development, and co-curricular experiences to make the most out of a student's time at Carlow. This office strives to create an atmosphere where learning beyond the classroom is encouraged, and where students are challenged, supported, and heard as they maximize their potential and attain personal fulfillment.

### ***CAMPUS ACTIVITIES BOARD (CAB)***

CAB is a group of student leaders that plans programs, entertainment, and activities on campus. The committee designs new events each semester according to the interests of students. Program examples include movies, shopping, and ski trips, spring carnival sales of tickets to Pirates games and Kennywood Park, concerts, bingo nights, and the annual Student Leadership Dinner.

### ***EVENT PLANNING***

The Campus Life staff encourages students to plan events and activities that are of interest to them, and supports student groups as they plan successful events. Information about funding for collaborative programming with recognized student organizations and an event planning guide are available in the Office of Campus Life.

### **STUDENT GOVERNMENT ASSOCIATION**

University Commons, First Floor 412.578.8825

The purpose of the Student Government Association is to promote the general welfare of the students as partners with the administration, faculty, and staff in general governance. In promoting the general welfare of the students, the Student Government Association will advocate on behalf of the student body to ensure the achievement of academic, social, religious, and campus needs. The Student Government Association will also act as a student resource by being the voice of the students while upholding the mission and values of Carlow University. In addition, it reserves the right to charter any and all committees purporting to represent the students. The Student Government Association is composed of a leadership group of student officers elected by the student body and is recognized by the Carlow University Board of Trustees and administration as the governing body of the students. Positions are always available in the fall semester for new students.

SGA is able to advocate on behalf of students through the information shared by students in meetings of its subcommittees—academic affairs, allocations, campus services, and student affairs. Funding for recognized student organizations is managed by the Allocations Committee.

Get involved and be creative! SGA is what you make it...new initiatives are always welcome!

### ***SGA SUBCOMMITTEES***

#### **Academic Affairs**

This committee serves as a channel of communication between faculty and students. This subcommittee is headed by a chairperson, works with students and faculty to create a campus-wide understanding of the requirements of the curriculum, and strives to make the learning experience at Carlow fulfilling. Other topics discussed include the Center for Academic Achievement, the Office of Career Development, the Service-Learning and Outreach Center, and academic advising.

#### **Allocations**

The Allocations subcommittee, headed by a chair person, deals with issues concerning the budgets of each student organization. Budgets will be discussed at each meeting.

### **Campus Services**

This subcommittee is a group of staff and students that deal with campus facilities issues, including maintenance, food services, information technology, and the mailroom. Students can express their views of how the campus serves the students and work with the staff to come to a conclusion which benefits the Carlow community.

### **Student Affairs**

This subcommittee deals with issues of student life on campus. Areas of focus include student activities, diversity initiatives, health services, counseling services, residence life, campus ministry, athletics, and wellness. If you have an interesting view on any of these areas of focus, please think about joining this committee.

## STUDENT CLUBS AND ORGANIZATIONS

Ask any student what is special about Carlow University and they mention their professors, their classes, and their friends—but they also talk about how important their involvement is in the University's co-curricular student organizations. Carlow University's wide variety of campus organizations offers students a chance to become involved and make friends with others who share the same interests. The range of student organizations that exist on campus—from social and multicultural groups to service clubs and academic honorary societies—provides many leadership opportunities for students.

Students are always developing new things to do at Carlow. If you don't find what you're looking for, you can form your own group— just stop in at the Office of Campus Life. We're here to help!

**Alpha Phi Omega** is a national service fraternity that promotes leadership through involvement in service to others.

**American Chemical Society** focuses on promoting students in the field of chemistry by providing guest speakers in related fields and arranging off-campus experiences and exciting events.

**Beta Beta Beta (Tri-Beta)** is a biological and professional honors society dedicated to improving the understanding and appreciation of biological study, and extending the boundaries of human knowledge through scientific research.

**Black Student Union (BSU)** seeks to provide a support network for its members to adapt socially, emotionally, and academically to a predominantly white community; to promote the inclusion, integration, and exchange of ideas through programs, activities, and service; to establish and maintain a cultural presence and voice on campus; and to develop and build external coalitions that positively impact the Pittsburgh region.

**The Carlow Chronicle** is a student newspaper that is open to all students and allows some students to gain academic credit for writing for the paper. In addition, the Chronicle is always looking for dedicated students to photograph events, write, and work for the business office selling ads.



**Kappa Delta Epsilon (KDE)**, a national honorary organization, seeks to recognize outstanding students preparing to enter the teaching profession.

**LGBT & Allies** is an organization that represents the interests of gay, lesbian, bi-sexual, and transgender students, and the people who care about them.

**Pennsylvania State Education Association (PSEA)** is a pre- professional student association dedicated to advancing leadership skills and professional development among future educators.

**Psychology Club** is for students interested in the field or profession of psychology.

**Sociology Club** is for students interested in the field of sociology.

**Social Work Association** seeks to encourage students, primarily social work majors, to participate in activities that affect their community through community projects, including our annual Social Work Day.

**Strong Women, Strong Girls** is an organization whose mission is to build upon lessons learned from strong women throughout history to help girls and young women become strong women themselves. By building communities of women committed to supporting positive social change, Strong Women, Strong Girls works to create mutual empowerment for women and girls.

**Student Athlete Association (SAA)** unites the Carlow community and athletes through numerous exciting campus events.

**Student Promotion and Recruitment Team (S.P.iR.iT)** provides leadership through service in their work with the admissions office and other campus programs.

**Student Leaders in Communications (SLICIC)** is a professional organization for students in the field of communications.

**Carlow University Theater** promotes the art of theater through campus productions and extensive student involvement. (Contact: Theater Office, x6685)

**Carlow University Theater Dance Division** is a student-run sector of the theater department which teaches and explores a variety of dance styles to all who are interested. Those with extensive dance backgrounds as well as those who have no dance experience, are welcome to participate. (Contact: Theater Office, x6685)

**FYM Student Mentors** are upper-class students who serve as student facilitators during orientation and assist instructors in the Connecting to Carlow course—required of all first-year students. (Contact: Campus Life, x6069)

**Resident Assistants (RAs)** act as role models and provide support and mentoring to resident students. (Contact: Office of Residence Life, x8776)

**ATM**

The Carlow community has access to a PNC Bank ATM machine located in University Commons, First Floor. Please note: fees may be assessed to students' bank accounts if they do not have an account with PNC Bank.

### **CARLOW CASH**

Students may open a Carlow Cash account that allows them to make purchases at Tiernan Cafeteria, Frank's Café, the Celtic Café, and the Carlow Bookstore using their Carlow ID Card as a debit card. Money can be deposited into a Carlow Cash account in the Office of Student Accounts on the second floor of Antonian Hall. For more information, call 412.578.6389.

### **DISPATCH CENTER/SWITCHBOARD**

The Dispatch Center/Switchboard is located in the main lobby of Frances Warde Hall. The switchboard received all incoming inquiries and provides dispatch information for campus police, health services, and maintenance requests. The Dispatch Center also checks in Residence Hall guests and distributes temporary parking permits. The direct number for the switchboard is 412.578.6007.

### **LOCKERS**

Students and Organizations on campus can rent lockers but must provide their own lock. Lockers can be found at convenient locations around campus, and lockers may be reserved through Student Affairs on the second floor of the University Commons.

### **LOST AND FOUND**

Items found on campus should be turned into the Carlow Mailroom on the second floor of Frances Warde Hall. Anyone who has lost an item should check the Mailroom during business hours to see if it has been turned in. Students may also call the Mailroom at 412.578.6127.

## **Chapter 2: CARLOW UNIVERSITY POLICIES**

### **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY**

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

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

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

Director of Human Resources  
West Wing, 1st Floor 412.578.8897

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Under FERPA, Students are provided the right to inspect their own educational records, to sign a waiver allowing parents or others to have access to their records, and to correct errors of fact in their records. University employees who, in their administrative, supervisory, academic or support staff roles, may have access to student records if there is a legitimate educational need or interest in those records. Non-University personnel may only have access to student records under very specific and limited circumstances, including through court orders and often must sign non-disclosure agreements for review of those records.

There are specific instances under FERPA when University Personnel are allowed to communicate student information to parents of a dependent student. Those instances include in health/safety emergencies or regarding the student's violation of any federal, state, or local law or University rules governing the use or possession of alcohol or a controlled substance if Carlow determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

Identifiable student information considered "Student Directory Information" is not protected under FERPA. Directory information is personally identifiable information which may be disclosed without the student's consent. Carlow University designates the following information as directory information:

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

### Opting out of the Directory

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

#### **More information about FERPA**

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

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

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

#### **CHILDREN ON CAMPUS**

Carlow University is a diverse environment of classrooms, offices, laboratories, recreation and other common areas and the University is committed to the health and safety of all members of the Carlow Community and their visitors. While visitors to campus are generally welcome and encouraged, appropriate precautions and limitations on visitation are necessary to protect the health and safety of everyone on campus and to promote a positive University learning environment. With the exception of the spaces specifically designated for use by the Carlow Campus School, our facilities are not designed for occupancy by children. (For purposes of this Policy, "children" are defined as minors under the age of 18 who are not students enrolled in Carlow University). Carlow University has particular concern for the safety of visiting children and, therefore, has instituted this Policy to better promote and ensure the safety of our young visitors.

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

#### **GENERAL GUIDELINES FOR ALL VISITORS, STUDENTS, AND EMPLOYEES**

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

1. A parent or guardian shall provide direct supervision to their children or other children in their care when on campus. Line of sight supervision of children is required at all times when on campus.
2. Children may not be left unattended on campus.
3. Children shall not be left with Carlow University employees, students, or visitors who are not their parent or guardian without prior written approval of a President's Cabinet Level Administrator.
4. Children shall not interfere with educational or workplace activities.
5. Children shall not play or loiter in parking lots, entranceways, doorways, stairwells or balconies.
6. Children are prohibited in the following areas on the Carlow University campus:
  - a. All laboratories, shops, studios, mechanical rooms, power plants, garages and rooftops;
  - b. All kitchens and other food preparation areas;
  - c. Any areas where power tools or machinery with exposed moving parts are located;
  - d. Any areas where grounds equipment or other motorized equipment are parked, stored or maintained;
  - e. Any construction zone or other indoor or outdoor area under construction; and
  - f. Any other area on campus that could reasonably pose a unique danger to children or minors.

#### EMPLOYEE GUIDELINES

The following additional guidelines apply to employees:

1. Children shall not be brought to work in lieu of childcare.
2. Employees shall obtain supervisory approval prior to bringing children into the workplace. This approval shall be in writing and authorized by a President's Cabinet-level administrator for the employee's work area. Exceptions may exist for University wide events (e.g., Bring your Child to Work Day) or documented emergencies (identified by the University as an emergency situation).
3. Violation of this Policy may result in employee discipline.

#### STUDENT GUIDELINES

The following additional guidelines apply to students:

1. Children shall not be permitted in classrooms while classes are in session.
2. Children shall not be brought to class, labs, or other academic activities in lieu of childcare. In an emergency situation, written permission may be obtained from the Dean of the College in which the class is taught. If the child becomes disruptive or interferes with the learning environment for any member of the class, the child and his/her caretaker shall be removed from the class. Exceptions may be made for University wide events (e.g., Bring

your Child to Work Day) or documented emergencies (identified by the University as an emergency situation).

3. No child may be left unattended while the student parent/guardian is attending a class or social function, or conducting any other business, on campus.
4. Violation of this Policy may result in student discipline through the Student Code of Conduct.

#### CARLOW CAMPUS SCHOOL AND SPECIAL EVENTS/CAMPS GUIDELINES

The Carlow Campus School staff is responsible for the safety and supervision of the Campus School minor students in their care at all times when the Campus School is in session and any time those minor children are engaged in Campus School activities on or off campus. For purposes of this Policy, any Carlow Campus School staff or other person specifically responsible for the safety and supervision of children participating in any Carlow Campus School summer camps or other special events or programs on or off campus shall be considered to be *in loco parentis* (Latin for "in the place of a parent") with respect to the children in their care, and shall supervise such children at all times according to this Policy.

#### DISABILITIES SERVICES

Carlow University makes accommodations to provide qualified students with disabilities access Carlow's programs, activities, services, and facilities. Carlow does so in response to legal directives such as those set forth in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, but also as part of its mission to create a community of learners who "respond reverently and sensitively to God and to others and to render competent and compassionate service in personal and professional life."

DETAILED GUIDELINES FOR SEEKING ACCOMMODATIONS FOR DISABILITIES can be found on the Carlow website at [http://www.carlow.edu/Disabilities\\_Services.aspx](http://www.carlow.edu/Disabilities_Services.aspx)

For the University to respond appropriately to requests for accommodations, students are expected to follow certain guidelines and assume certain responsibilities. The University will engage in an interactive process with the student, carefully review information and documentation provided by a student, analyze each student's individual needs, and determine what accommodations may be reasonable and appropriate under the circumstances.

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

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

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

#### IMPLEMENTATION OF APPROVED ACCOMMODATIONS

The University has a reasonable amount of time to review documentation which is submitted seeking accommodation, to interview the student, and to take other necessary steps before approving and

providing accommodations. Documentation and information regarding a disability are considered confidential and will be revealed only with prior written student permission, unless otherwise required by law.

The University need not provide accommodations that would **fundamentally alter the essential characteristics or nature** of a program. The University may provide alternate accommodations as long as they are reasonable and appropriate to make the University's programs, activities, services, and facilities accessible to that individual.

Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student's submission of documentation and the University's determination of any necessary accommodations.

Students with disabilities have the same responsibility as other students to meet the University's academic, technical, and behavioral standards and to follow the University's general policies and guidelines regarding standards of conduct.

#### DISABILITY ACCOMMODATION APPEALS

Students have the right to appeal the University's decisions regarding requests for accommodation through the University's grievance procedures described below.

#### GRIEVANCE PROCEDURE POLICY

Faculty and staff cooperate with the Disabilities Services Office to provide authorized accommodations in a reasonable and timely manner and meet with the student who provides a letter of request for accommodations in order to determine the means of implementing the accommodation.

If the student does not have a letter of request for accommodation or if the student has not yet contacted the Disabilities Services Office, the faculty or staff member shall refer the student to that office for processing the student's request.

Students whose concerns about the application or administration of policies do not fall under any specific grievance procedure may file a general student grievance. In such cases, a complaint should be directed as soon as possible to the person(s) whose action or inaction has given rise to the complaint and not later than ten (10) business days after the event. Every effort should be made to resolve the problem fairly and promptly at this level.

If the issue cannot be resolved in this way, a student may bring the concern to the Vice President for Student Affairs and Dean of Students. The Vice President may or may not act directly to resolve the issue, but will assist the student in bringing the concern to the appropriate party for resolution.

#### DISABILITY AND DISCRIMINATION GRIEVANCE POLICY

Carlow has a complaint procedure to deal promptly and fairly with concerns and complaints about discrimination based on disability as well as other areas of discrimination. Anyone may bring forward information or a concern about discrimination or harassment. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused, consistent with an appropriate investigation. Retaliation against anyone who makes a complaint or participates in a complaint process will not be tolerated.

All Section 504 disability complaints, excluding those filed against the Disability Services Representative, should be addressed to:

Disability Services Director  
Carlow University  
3333 5th Avenue  
Pittsburgh, PA 15213

All complaints filed against the Disability Services Representative should be addressed to:

Vice President for Student Affairs  
Carlow University  
3333 5th Avenue  
Pittsburgh, PA 15213

Complaints must be filed in writing as soon as possible and not more than 30 days after the complainant becomes aware of the alleged violation. The complaint should contain the name and address of the person(s) filing the complaint and a description of the alleged violation.

An investigation, as may be appropriate, shall follow the filing of the complaint. The Disability Services Representatives or the Vice President for Student Affairs and Dean of Students, or their designees, depending upon the nature of the grievance, shall conduct the investigation. All interested persons will have an opportunity to share information relevant to the complaint with the investigator. The investigator can assist any party in finding a support person from the campus community to assist them with this process. Students are expected to speak on their own behalf with the investigator and to cooperate in any investigations.

The investigator will issue a written determination as to the validity of the complaint and a description of the resolution. A copy will be forwarded to the student who made the complaint no later than thirty (30) working days after receipt of the complaint. Likewise, persons accused of violating the University's policies will also receive notice of the conclusion of the investigation, where appropriate.

Upon receipt of the decision, if the student is not satisfied, he/ she may file a written appeal to the Vice President for Student Affairs and Dean of Students. (If the decision to be appealed was made by that Vice President, the appeal would go to the Provost). The Vice President for Student Affairs must receive the appeal within thirty working days after the date of the written determination. The Vice President for Student Affairs and Dean of Students, as may be appropriate, shall conduct an investigation and shall issue a written determination as to the validity of the complaint and a description of the resolution. A copy will be forwarded to the complainant no later than thirty (30) working days after receipt of the complaint. This decision will be final.

## SMOKE- AND TOBACCO-FREE CAMPUS POLICY

Carlow University strives to create and maintain a healthy, welcoming environment for all University students, Campus School students, staff, faculty, and visitors. We are committed to helping all members of our community make healthy choices that respect the rights of others.

Effective November 20, 2014, Carlow University is a smoke-free campus. This means that no tobacco or



other smokable products, including cigarettes, cigars, pipes, hookahs, chewing tobacco, cigarettes, and vapor cigarettes, will be permitted on campus. Members of the community must leave Carlow property before using tobacco in any form.

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

### STUDENT MEDICAL INSURANCE POLICY

Students at Carlow University are strongly encouraged to carry health insurance coverage. The University neither mandates this nor provides a health plan for its students. Student athletes are required to carry health insurance. For more information, contact the Athletics Department.

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

### INTERIM SUSPENSION POLICY

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

- Students whose behavior makes them unable to function effectively in the residence halls, or elsewhere on the University campus with harming themselves or others;
- Students whose presence during a pending disciplinary hearing is disruptive to the University;
- Students whose behavior makes them unable to function effectively in the residence halls or the University community without disrupting the educational pursuits of others; or
- Students who refuse or cannot be helped by medical or mental treatment.

The Vice President may require a student to obtain an assessment or evaluation from an external health provider before returning to classes or the residence hall. Such decisions will be made on an individual basis, after reviewing all aspects of the situation and always in consultation with the student if possible. An interim suspension cannot be imposed for more than three (3) business days without conduct and/or evaluation timelines established for the student to follow toward possible reinstatement. Conduct processes within the control of the University can be expedited where possible to minimize the time that a student will face interim suspension without a resolution.

### POSTING POLICY

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

Posting of information and materials on the Carlow University campus is limited to general purpose bulletin boards provided throughout campus which are designed for such purpose. Posters, flyers and other materials may not be placed on interior or exterior walls, floors, doors or windows of any building or on any utility poles, light poles, sidewalks, statues or public art located on campus. Use of masking or

duct tape, paste, glue, spray, rubber cement or other adhesives, or nails, heavy gauge staples or other metal fasteners for posting is prohibited. Other prohibited behavior includes posting messages or symbols on grassy areas, or hanging banners on external surfaces or across expanses without first obtaining permission from Student Affairs. Recognized student organizations and campus departments may request from Student Affairs to chalk (with water soluble chalk) outside on the non-brick sidewalk areas.

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

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

## Chapter 3: STUDENT CODE OF CONDUCT POLICIES

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

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

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

Director of Human Resources  
West Wing, 1st Floor 412.578.8897

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

### SEXUAL MISCONDUCT POLICY

Carlow University strives to create and maintain a safe and supportive climate in which the inherent

dignity of each individual is celebrated. Sexual misconduct in any form (harassment, rape, sexual battery, etc.) is completely at odds with Carlow's core values and will not be tolerated within our campus community. The University takes all allegations seriously and investigates them thoroughly. Students accused of sexual misconduct will face campus conduct proceedings in which the sanctions may include removal from the University or from specific residence halls or programs, as well as possible civil or criminal legal liability under federal and state laws, including Title IX. All Carlow University students and employees, regardless of gender or sexual orientation, are covered by this policy, as are third parties on Carlow property or participating in Carlow-sponsored or related activities.

Sexual misconduct is defined as unwelcome acts of a sexual nature committed by one person against another without consent. Sexual misconduct may include, but is not limited to:

- a. Sexual Assault- rape, attempted rape, or sodomy, or threats to commit these acts
- b. Unwelcome Touching or Sexual Contact- either of the complainant or by the complainant when forced by the accused assailant
- c. Sexual Harassment- unwelcome acts of a sexual nature that create a hostile or intimidating environment for a student or by which a student's academic or work status, advancement or evaluation is made conditional to submission to such conduct
- d. Unwelcome and persistent requests, propositions, or pressure for sex
- e. Unwelcome speech or gestures of a sexual nature or about sexual activities, body, or clothing, or comments that denigrate others based on gender or sexual orientation
- f. Consent is defined as a voluntary agreement to engage in sexual activity. Consent must be explicit; silence or lack of resistance should not be construed as consent. Consent can be withdrawn at any time, and is invalidated by coercion, force, or threats. Past consent does not imply future consent, nor does consent to engage in sexual activity with one person imply consent to engage in sexual activity with another person. An incapacitated or unconscious individual cannot give consent.

***Specific Sexual Misconduct Student Code of Conduct Violations May Include:***

- 02.01 Unwelcome Speech or Gestures of a Sexual Nature
- 02.02 Unwelcome and Persistent Requests, Propositions, or Pressure for Sex
- 02.03 Sexual Harassment
- 02.04 Unwelcome Touching or Sexual Contact
- 02.05 Sexual Assault
- 02.99 Other Sexual Misconduct Violation

## WAYS TO REPORT SEXUAL MISCONDUCT

You may report an incident of sexual misconduct or any other crime to:

- a. The University Police (412.578.6007)
- b. The Vice President for Student Affairs and Dean of Students (Title IX Coordinator) (412.578.2026)
- c. The Director of Campus Life (412.578.6069)
- d. The Assistant Director of Campus Life (412.578.8776)
- e. The Director of Human Resources (412.578.8897)
- f. Any member of the Residence Life staff (RAs and GRDs)
- g. Any Campus Security Authorities (CSAs). A list of CSAs is published each semester.. The President, all the members of the President's Cabinet, administrators at our Cranberry and

Greensburg sites, and several members of the Student Affairs staff serve as CSAs for this purpose.

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

## CONFIDENTIALITY AND REPORTING

The University encourages any individual who has experienced sexual misconduct to make a formal report and to fully pursue the matter through both campus conduct and external legal or law enforcement channels.

- Under Title IX, the University is obligated to investigate all reports of sexual misconduct we receive.
- Reporting sexual misconduct to the University Police or other campus authorities does not automatically require someone to pursue legal action.
- We encourage students to make a report as early as possible to facilitate the investigation and any future campus or potential legal processes.
- All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis.

The University Counselors, the Campus Minister, and the Special Assistant to the President for Mercy Heritage fall within the Clery Act reporting exemption for personal and pastoral counselors and are therefore not required to report crimes in the same way as the Campus Security Authorities. However, these individuals will encourage students to utilize campus reporting procedures and connect with other resources.

## PROCEDURES FOR HANDLING SEXUAL MISCONDUCT ALLEGATIONS ON CAMPUS

At all times, the University's paramount concerns are the physical and emotional welfare of all parties involved, as well as the safeguarding of the rights of both the complainant and the accused. Retaliation against anyone who makes a complaint of sexual misconduct or serves as a witness or otherwise participates in a conduct proceeding will not be tolerated and the University will investigate and strongly respond to any reports of alleged retaliation.

The University will respond to formal complaints with an investigation and student conduct proceedings.

The University encourages students who experience sexual misconduct to make a report and to seek help without the additional fear of consequences to their own conduct record. Therefore, no student making a sexual misconduct complaint will be subject to University discipline for the sole violation of having used alcohol on the occasion when the alleged misconduct took place.

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

When appropriate, residence hall assignments and class schedules may be modified to reduce or prevent contact between the complainant and the accused, and no-contact requirements or interim suspensions may be used to protect the safety of those involved.

Both the complainant and the accused are entitled to the assistance of an advocate from within the campus community to explain Carlow processes and provide ongoing advice and support.

While individuals from outside the campus community (i.e., advisors, parents or guardians, attorneys, advocates, etc.) are *not* permitted to actively participate in campus conduct proceedings, they may be present nearby, and both the complainant and the accused will be permitted to consult with their own external advisors, advocates and parents and guardians.

Both the complainant and the accused will be provided with a written outline of their rights and responsibilities and with written notice of the outcomes of any campus conduct proceedings.

The University Police will facilitate and support any complainant who wishes to file legal charges with the City of Pittsburgh Police in addition to or instead of campus conduct proceedings. Internal campus proceedings and external legal processes are conducted independent of each other and the outcome of one does not necessarily influence the other.

#### RESOURCES FOR DEALING WITH SEXUAL MISCONDUCT

Numerous resources are available to assist individuals dealing with sexual misconduct, both on and off campus:

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

Director of Health Services: 412.578.6174

University Counselors: 412.578.6306 or 412.578.8731

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

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

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

**The Investigations Bureau of the Pittsburgh City Police** investigates crimes including sexual misconduct. To report a crime in the City of Pittsburgh, call 911 or the number below. City of Pittsburgh Police Investigations Bureau- Sex Assault/ Family Violence: 412.323.7141

## HARASSMENT

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

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

- Name calling or slurs
- Joking or teasing
- Negative stereotyping
- Threats or intimidation
- Hostile written or graphic material posted on or circulated on campus
- Physical contact

## SEXUAL HARASSMENT

Sexual Harassment of any kind is explicitly prohibited at Carlow University and in the context of any of the University's programs, services or extended activities.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. Carlow University prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

### ***Specific Student Code of Conduct violations related to Harassment or Sexual Harassment May Include:***

- 01.01 Pushing/Shoving with No Injury
- 01.02 Unwanted Physical Contact or Threat of Such
- 01.03 Attempts to Cause Fear or Harm
- 01.04 Conduct with Threatens or Alarms
- 01.05 Direct Threat of Harm to Self or Another
- 01.06 Creating a Condition that Endangers

- 01.07 Confining an Individual Against Their Will
- 01.08 Harassment by Communication
- 01.09 Harassment of a Sexual Nature
- 01.99 Other Abuse/Endangerment/Harassment

## DRUG AND ALCOHOL POLICY

Carlow University is committed to promoting the health and well-being of all our students. As part of this commitment, Carlow complies with and upholds all federal, state, and local laws that regulate or prohibit the manufacture, possession, sale, use, abuse, or distribution of alcohol or controlled substances. Carlow University has adopted the following policy to help create an environment that promotes and reinforces healthy, responsible living, respect for community standards, the responsibility of the individual within the wider community, and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members. The University prohibits the manufacture, possession, use, or dispensing of alcohol by students, residents, or guests in University's residence halls, regardless of age. Violations of such laws and/or University policies that come to the attention of University officials will be addressed through the Student Code of Conduct process or through prosecution in the courts, or both. There may occasionally be University-sponsored events on or off campus at which alcohol is served. These events are conducted in accordance with federal, state, and local laws and must be specifically approved by the President or an appropriate member of the President's Cabinet. Events for which students are the primary participants or audience will not serve alcohol.

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

According to federal law, the University has the right to notify a student's parents whenever the University determines that a student has violated the University's alcohol and drug policy.

Please note that the policy and guidelines are applicable to the Carlow campus and to University activities off-campus.

### ***Specific Alcohol and/or Drug Student Code of Conduct Violations May Include:***

- 06.01 Unauthorized Possession and/or Use of Alcohol and/or Other Drugs
- 06.02 Open Container of Alcohol in Unauthorized Area
- 06.03 On Campus Possession of Kegs or Other Large Containers of Alcohol
- 06.04 Supplying Alcohol to Minors
- 06.05 Hosting Persons While in Possession and/or Use of Alcohol and/or Other Drugs
- 06.06 Excessive Consumption of Alcohol
- 06.07 Possession of Drug Paraphernalia
- 06.99 Other Alcohol and/or Other Drug Violation

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

### **SANCTIONS: DRUG AND ALCOHOL VIOLATIONS**

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

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

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

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

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

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

Students cited for a third drug and alcohol policy violation could face suspension from the University and removal from the residence hall. If the student remains in school (or, if suspended, upon the student's return from suspension), further consequences will be determined through the conduct process that must be met to remain enrolled. The University may notify a student's parents following determination that another violation of the University's drug or alcohol policy has occurred. For a third alcohol offense, a State citation also will be issued. See #1 above under Second-Time Offenders.

The Vice President for Student Affairs and Dean of Students has the discretion to impose more severe conduct action than described above, as he/she deems appropriate on a case-by-case basis.



## COMMONWEALTH OF PENNSYLVANIA SANCTIONS

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

- a. The penalty for the sale or delivery, or possession with the intent to deliver, of a Schedule I or II drug, which is a narcotic, includes up to 15 years imprisonment and/or a \$250,000.00 fine. (Pennsylvania follows the federal schedule for classification of controlled substances).
- b. The penalty for the sale, delivery or distribution of phencyclidines (PCP), methamphetamines, coca and its derivatives, and marijuana in excess of 1,000 pounds includes up to 10 years imprisonment and/or a \$100,000.00 fine. The penalty for the sale, delivery, or distribution of any other Schedule I, II, or III drug not listed above is up to five years imprisonment and/or a \$15,000.00 fine.
- c. The penalty for the sale, delivery, or distribution of any Schedule IV drug includes up to three years imprisonment and/or a \$10,000.00 fine.
- d. The penalty for the sale, delivery, or distribution of any Schedule V drug includes up to one year imprisonment and/ or a \$1,000.00 fine.
- e. Penalties for unauthorized possession of a controlled substance include up to one year imprisonment and/or a \$5,000.00 fine for the first offense. Penalties for possession of a small amount of marijuana for personal use or with the intent to distribute but not to sell or the distribution of a small amount of marijuana but not sale include up to 30 days in prison and/or a fine not to exceed \$500.00.
- f. Penalties for the intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device include up to three years imprisonment and/or a fine not to exceed \$5,000.00.

## FEDERAL SANCTIONS

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

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

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

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

## PERSONAL HEALTH AND OTHER RISKS ASSOCIATED WITH DRUGS AND ALCOHOL

Users may have impaired judgment, balance, coordination and/or sight, which may lead to increased risk of accidents and injuries. For example, alcohol-related traffic accidents are the leading cause of death for teens. Other risks include, dependence, hallucinations, fatal overdose, blacking out or becoming unconscious, nausea, vomiting and even death by aspiration of vomit.

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

## RESOURCES FOR SUBSTANCE ABUSE ISSUES

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

## DISORDERLY CONDUCT

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

### ***Specific Disorderly Conduct Student Code of Conduct violations May Include:***

- 03.01 Excessive Noise
- 03.02 Simple Fights, Mutual Consent without Injury
- 03.03 Localized Disturbances
- 03.04 Urination/Defecation in Public or in Inappropriate Locations
- 03.05 Throwing Objects
- 03.06 Exhibitionism (Non-Sexual in Nature)
- 03.99 Other Disorderly Conduct Violation

## WEAPONS, FIREARMS, AND/OR PROPELLANT DEVICES

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

### ***Specific Weapons, Firearms or Propellant Device Student Code of Conduct Violations May***

***Include:***

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

## FIRE SAFETY POLICY

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

***Specific Fire Safety Student Code of Conduct Violations May Include:***

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

## FALSE INFORMATION

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

***Specific False Information Student Code of Conduct violations May Include:***

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

## THEFT AND OTHER PROPERTY OFFENSES

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

***Specific Theft and Property Offense Student Code of Conduct violations May Include:***

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

## DISRUPTION OF OPERATIONS

All students are obligated to assure their behavior does not obstruct or disrupt classes, research

projects, or other activities or programs of the University; or obstruct access to University facilities, property, or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services.

***Specific Disruption of Operations Student Code of Conduct violations May Include:***

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

## FAILURE TO COMPLY

Students are expected to comply with reasonable directives from University or other officials when directed to do so. Failure to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave an area when directed to do so by properly authorized persons, including police and/or other University staff will constitute a violation. This charge may be added to other charges, e.g., when a student fails to voluntarily leave a residence hall during a fire drill and refuses to leave when specifically directed to do so by a University official.

***Specific Failure to Comply Student Code of Conduct violations May Include:***

- 11.01 Failure to Provide Proper Identification
- 11.02 Failure to Comply with Directive or Condition
- 11.03 Failure to Comply with Summons
- 11.04 Failure to Comply with Sanctions or Programs
- 11.05 Attempt to Escape or Leave When Approached
- 11.99 Other Failure to Comply

## FORGERY OR ALTERATION

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

***Specific Forgery or Alteration Student Code of Conduct violations May Include:***

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

## UNAUTHORIZED ENTRY OR USE

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

***Specific Unauthorized Entry or Use Student Code of Conduct violations May Include:***

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

## OTHER UNIVERSITY DIRECTIVES

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

***Specific University Directives Student Code of Conduct violations May Include:***

- 14.01 Visitation/Escort/Guest Policy Violation
- 14.02 General Housing and Residential Areas Rules Violation
- 14.03 Bicycle Policy Violation
- 14.04 Unauthorized Solicitation on Campus
- 14.05 Smoke and Tobacco Free Campus Policy Violation
- 14.06 In the Presence of Alcoholic Beverages
- 14.07 In the Presence of Illegal Drugs
- 14.08 Common Area Property in Residence Hall Room
- 14.09 Sports/Horseplay in Residential Areas
- 14.10 Lending IDs/Keys to Others for Entry to Residence Hall Room/Building
- 14.11 Quiet/Courtesy Hours Violation
- 14.99 Other University Regulations and Violation

## VIOLATION OF CITY ORDINANCES, STATE AND FEDERAL LAWS

Carlow University exists within a larger community context, and as such is governed and abides by City Ordinances, state and federal laws.. Carlow University reserves the right to adjudicate and issue a penalty for students found guilty of any violation of law as a university policy violation regardless of whether any legal action is taken in the courts. Court action and penalties will not pre-determine the outcome of an internal university proceeding related to such violations.

***Specific Violation of City Ordinances, State or Federal Laws Student Code of Conduct Violations May Include:***

- 15.99 Violation of Law Violation

## CONDUCT PROCESS

The Vice President for Student Affairs and Dean of Students is the University's designated Student Conduct Officer. In most cases, as outlined below, the Assistant Dean of Students serves as his/her designee in implementing this conduct process.

In general, the University's approach to student conduct is educational and restorative in nature. Minor violations of this Code are handled whenever possible through dialogue with the individuals involved, and sanctions for minor offenses are often developmental and intended to be learning experiences for the student.

## MAKING A REPORT

Any member of the University community may submit a written statement that a student(s) or student organization has violated the rules and regulations of the University. Such statements should be submitted to the Vice President for Student Affairs and Dean of Students or the Assistant Dean of Students, who will thoroughly investigate the matter. Matters that involve possible violations of the law should be reported to the Campus Police and the Vice President for Student Affairs.

The Assistant Dean of Students or his/her designee shall initiate a review of the facts and information pertaining to the incident. As part of this review, the Assistant Dean may meet with the person(s) involved as well as appropriate members of the Carlow community. The Assistant Dean will take one of the following actions:

- For relatively minor infractions of the Student Code of Conduct, and when the student's responsibility is agreed, the Assistant Dean will typically impose a consequence after meeting with the student and will notify the student in writing.
- For more serious infractions, or when the facts of the matter cannot be mutually agreed between the Assistant Dean and the student(s) involved, or when the potential consequences could include removal from the residence hall and/or the University, the matter will be referred to a Student Conduct Board.

Students who do not wish to resolve their conduct process by meeting with the Assistant Dean may ask for a full review by a Student Conduct Board. The Vice President for Student Affairs and Dean of Students or his/her designee has the discretion to grant such a review in any case he/she deems appropriate. Students are required to meet with the Assistant Dean, the Student Conduct Board, the Vice President for Student Affairs or their designees when asked to do so during a conduct process. If a student does not appear, the process will continue and decisions will be made without their input.

Whether an infraction is considered "minor" or "serious" under this process is determined by the Vice President for Student Affairs or her designee upon review of the circumstances, but as a general rule, the following are examples of minor infractions:

- Noise violations in the residence halls
- First alcohol violations

Any incidents involving violence or harassment of any kind, or repeated violations of this Code, will be considered serious violations and shall require a Conduct Board review.

## STUDENT CONDUCT BOARD

A Student Conduct Board is composed of two faculty members, two staff members, and a student. They are drawn from a pool of individuals trained in advance in their responsibilities, and the exact composition of the Board will change from case to case. Board members listen to all the facts of a case, including any information presented by the accused student(s), and render two decisions:

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

Students will be notified in writing of all Conduct Board proceedings at least three (3) days in advance. All Conduct Board proceedings will be audiotaped.

For Carlow University Student Code of Conduct matters that happen close to or during University breaks, the Vice President for Student Affairs will make a determination regarding whether a case may be held over until the University is back in session. If the VP determined that such a matter requires immediate hearing, the Vice President has the authority to either identify a designee from the faculty or staff to serve as the individual hearing officer, or to empanel an Interim Conduct Board composed of at least one faculty member and one staff member to hear the case. That Hearing Officer or Interim Conduct Board shall determine whether the student is responsible for the violation, and make a decision regarding the penalty. All appeals of hearings heard during breaks or summer session are eligible for the appeal process described below.

### ADVOCATES FOR STUDENTS IN THE CONDUCT SYSTEM

Students may bring an advocate from the University community with them to a Board proceeding. This advocate must be a Carlow faculty, staff, or student, and may not be a parent, guardian, attorney, or anyone else outside the University community. The advocate may support and advise the student but may not address any Board members or witnesses directly. Students who wish to do so may have parents, guardians, or outside advisors waiting nearby and will be given the opportunity to consult with them during the proceedings. Students who wish to have an advocate from the University community but who are unable to identify one will have one provided for them upon request.

### INFORMATION SHARING AND QUESTIONING OF WITNESSES

- Any accused student shall have the opportunity to review information that is given to members of the Conduct Board, and to question any witnesses who appear before the Board, or to request witnesses to appear on his/her behalf.
- The student shall have the opportunity to speak freely to the Board and share information s/he considers relevant to the Board's proceedings.
- Students shall be notified in writing of the results of all Conduct Board proceedings within 48 hours of the Board's conclusions.

Special procedures are used in the case of sexual misconduct; those can be found in the Sexual Misconduct Policy.

### APPEAL PROCESS

Conduct decisions of the Assistant Dean of Students or a Student Conduct Board may be appealed to the Vice President for Student Affairs and Dean of Students. Students who wish to appeal a penalty in a conduct matter must do so in writing within five (5) business days.

There are three grounds for appeal:

- A student believes that University policy and process were not correctly followed in a manner significant enough to deny her/him a fair hearing;
- New and different information has come to light since the conduct process;

- A student can clearly make a case that the sanction was excessive or unfair.

Disliking or disagreeing with a consequence or sanction is not sufficient grounds for an appeal. The Vice President for Student Affairs shall review the matter with all prior documentation, and will ordinarily meet with the student(s) involved. His/Her decision on the appeal is final. Appeals decisions will be provided to the student(s) within ten (10) days of receipt of the appeal.

## PENALTIES FOR VIOLATIONS OF STUDENT POLICIES

A violation of the rules and regulations of the University may result in disciplinary action up to and including expulsion from the University. The University will impose sanctions and consequences that are appropriate to the situation, and when possible will include educational or retribute sanctions from which the student may learn. All student conduct records are documented and filed in the Office of Student Affairs and are kept for seven (7) years. Sanctions and consequences may be imposed by the Assistant Dean of Students (Hearing Officer), the Vice President for Student Affairs and Dean of Students or his/her designee, the Student Conduct Board, or the President of the University.

Prior violations of University policy shall only be considered if relevant to the current violation or in any determination of the level of discipline to be imposed.

The list below includes educational and disciplinary penalties that may be used by University officials as penalties for violations of Student Code of Conduct Policies by individuals, groups, or organizations. This list should not be considered exhaustive, as circumstances vary from case to case, and the University reserves the right to impose additional sanctions, to issue more than one sanction for a particularly violation, or to deliver sanctions that are unique to and appropriate for the violation in question. While first and minor violations typically result in less punitive sanctions, severe and repeat offenses may result in more punitive sanctions up to and including suspension or expulsion from the University. In all instances, individual circumstances are used by University conduct personnel in determining specific penalties.

## POTENTIAL SANCTIONS FOR STUDENT VIOLATIONS OF THE STUDENT CODE OF CONDUCT OR UNIVERSITY POLICY

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

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

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

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

**Review Relevant Article, Book, Workshop, Program or Movie and Reflection Paper:** May be issued to



students whose behavior violated University Policy as a way of fostering exploration of a particular topic followed by reflection on the topic and how it relates to them.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Expulsion:** Expulsion (sometimes referred to as Dismissal) is permanent separation from the University. Notice of student expulsion will indicate a specific date at which the expulsion is in effect, and will

provide the student with specific information about how to collect his/her personal effects from campus and at what date/time. Students who are expelled will be involuntarily removed from University Housing, all coursework, and any other personal interactions with the University. Expelled students will be considered trespassers on University Property unless specific permission to be on University property is granted by the Vice President for Student Affairs. Students who are expelled are not eligible to participate in any University programs, coursework or services. No refunds of housing fees, tuition, dining or other matters will be provided to students who are expelled from the University.

## Chapter 4: RESIDENCE HALL POLICIES AND PROCEDURES

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

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

### SOCIAL MEDIA

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

### AIR CONDITIONERS

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

### ANIMALS

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

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

## BABYSITTING

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

## BICYCLES

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

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

## BOARD (MEAL) PLAN

Carlow University resident students are required to participate in one of the meal plans offered on campus. The three options of 150, 200, and 280 meals per academic term each have a flex dollar amount option. Flex dollars can be used at The Frank B. Fuhrer Commons Café (University Commons) and the Celtic Café (A.J. Palumbo Hall of Science and Technology). The meal plan is only available when the residence halls are open during the academic year. If you have classes scheduled during a meal, please talk to the Director of Food Service to make arrangements for getting a meal outside of that time frame. Exceptions to this policy are made for health reasons only and must be approved by the Vice President for Student Affairs. Related letters and medical documents should be submitted to the Vice President for Student Affairs.

## CLIMBING AND SCALING WALLS

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

## COHABITATION

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

## COMMON AREAS

There are lounges, laundry rooms, and bathroom facilities on each wing of the residence hall. Each floor has a common area with TV, lounge furniture, and basic kitchen facilities. Washers and dryers are located in the laundry rooms and are utilized by card access. Each wing has a common bath with a number of sinks, toilets, and showers. The shower stalls are single occupancy only. Under no circumstances may two or more people be in the shower together. Failure to comply with the policy shall result in disciplinary action.

## HOUSING CONTRACT/TERMINATION OF HOUSING CONTRACT

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

## DAMAGE ASSESSMENT FEES AND ROOM INSPECTION

Students are responsible for any damage that may occur in their room, and will be billed accordingly. University officials, including RAs, may enter a room for the health, safety, or welfare of students, the performance of maintenance, or the enforcement of University regulations. Announced or unannounced room inspections may be made throughout the year. Tampering with any residence hall door to hinder entry/exit is strictly prohibited, and will result in a charge for any resulting damage and/or disciplinary action. Students are not to enter someone's room without the resident's permission. Students in violation of this policy may be charged with trespassing. Students' rooms should be kept clean to preclude health hazards.

## DAMAGE TO UNIVERSITY PROPERTY

Damage or theft of University property occurring in common areas is the joint responsibility of the occupants sharing the facilities. Occupants will be billed for damage or theft. Damage or theft in lounges, study rooms, and bathrooms, etc., located on the living areas of the residence hall, will be billed to students living in that area. Misuse or abuse of facilities (i.e., TV lounges, study lounges, hallways, laundry rooms, elevators, etc.) may result in damage charges and/or result in the restriction of its use.

## DEPOSITS

Prior to moving into the residence hall, a \$100 room damage deposit is made to the Office of Student Accounts. Each residence hall student is required to maintain a balance of \$100 in this account. If the student's fines and/or damage assessments do not exceed the balance in the account, the remainder of the account will be refunded when a student fills out a residence hall withdrawal form located on the Portal under Student Life.

Returning students make a deposit during the spring semester to hold a space for the next fall. This deposit is \$100 for a double room and \$500 for a single room. Due to availability, a limited number of single room deposits are taken each year. These deposits are taken on a first come basis. This amount is

credited to the cost of the student's next semester housing charge. Further information regarding student financial obligations regarding housing can be found in the Housing Contract.

## DINING HALL REGULATIONS

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

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

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

## ELECTRICAL APPLIANCES

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

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

The following electrical appliances **are permitted** in the residence halls:

- Cooking appliances (only allowed in designated areas on each floor. Cooking is prohibited in residence hall rooms.)
- Irons (permitted only in laundry rooms)
- Televisions/DVD players/other small electronics
- Personal computers/printers
- Personal care appliances such as hair dryers, curling irons, and hair straighteners are permitted but must always be unplugged when not in use. Special caution should be used when using aerosol products with hair appliances, since they can easily trigger the fire alarms. A student who repeatedly sets off a fire alarm by using aerosol products or hair appliances may be assessed for the cost.

Residents are **not permitted** to use the following appliances:

- Electric mattress pads or electric blankets

- Electric potpourri pots
- Kerosene or electrical heaters
- Appliances with an open or exposed heating element
- Appliances that produce grease
- Octopus-type electric plugs
- Air conditioners
- Sun or halogen lamps

## FLOOR AND HALL MEETINGS

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

## CLOTHING AND FOOTWEAR IN PUBLIC AREAS

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

Hallways of the residence halls are considered common (public) areas, and students are expected to dress appropriately when outside their rooms. It is recommended that, at minimum, a bathrobe and footwear be worn in lounges, laundry rooms, elevators, halls, and stairwells of the residence hall. University personnel and contractors can be found in the building at all hours of the day for repairs and the checking of complaints or concerns.

## HALL SPORTS

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

## INSURANCE RESPONSIBILITY AND PERSONAL PROPERTY LIABILITY

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

## KEYS

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

## LAUNDRY ROOMS

Laundry rooms are located on each Dougherty floor section. These areas should be kept clean and neat. Please be considerate of others waiting to do their laundry. If students notice that a washer or dryer is

not working properly, he/she is encouraged to call National Laundry to report the problem. National Laundry can be reached by calling, 412.361.2222.

## LOFTS AND BEDS

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

## MAIL SERVICE

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

Name  
Carlow University  
3333 Fifth Avenue  
Pittsburgh, PA 15213

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

## PARKING

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

## QUIET AND COURTESY HOURS

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

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



## REGISTERED STATUS

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

## RESIDENCE HALL SECURITY

A Carlow ID card must be used to obtain access to the residence halls at all times. The main entrance to Frances Warde Hall is monitored by Police personnel 24 hours a day. In addition, this area is secured via a public surveillance system. An elevator card access system is in place for security reasons. There is a replacement fee of \$25 for lost or stolen cards.

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

## REPAIRS

When a room or other area of the residence hall needs to be repaired, requests for such work should be made through the RA or, in the event of an emergency, to the front desk at x6007. The facilities department receives all work orders.

## ROOM ASSIGNMENTS AND LOTTERY

All resident students are required to have a roommate or pay additional charges for a single room when available. Typically, first year students are not granted singles. Housing and roommate assignments are made during the summer months. The room lottery, held in the spring of each year, is for students returning to the residence hall to reserve a room. Students who reserve a double room and are unexpectedly left without a roommate are given the opportunity to find a new one by a specified date before they are charged for a single room or assigned a new roommate.

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

## ROOM VACANCIES

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

## SCREENS/WINDOWS/SIGNS

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

## SMOKING

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

## SOLICITATION

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

## STORAGE

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

## STUDY ROOMS

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

## VACATION PERIODS

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

## VISITATION POLICY AND PROCEDURES

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

- The host must escort his/her visitor at all times. The host will ensure that visitors do not violate the privacy of other residents on the floor.
- Guests are to enter the residence halls via the main driveway lobby entrance only and must remain in the lobby until their host arrives to sign them in at the dispatch desk prior to escorting them to their room.
- Each resident must sign in their guests upon their arrival and sign them out upon their departure. Each resident is responsible for the actions of their guests, including damage, noise or any other policy violation. Guests must be signed out by midnight on weeknights (Sunday – Thursday) and 2:00 a.m. on weekends (Friday and Saturday).
- The host will record the resident student's name, room number, and ID card, and the name and

ID of all guests, along with the date and time. Failure to provide complete information will result in a visitation violation.

- All guests must relinquish a picture ID when signing in. In the event a visitor does not have a picture ID, the host must leave an ID in order to sign the guest in. Only one guest may be admitted if the host's ID is used. Picture IDs will be returned upon signing out of the residence hall.
- Each resident may sign in three (3) guests at a time. Only one guest can be signed in if the host uses his/her Carlow University ID.
- If leaving the residence hall with the intent of returning after the posted sign-in time, the visitor's ID will be exchanged with the host's ID. The host and guest will then be admitted into the lobby on the extended visitation pass.
- Members of the opposite sex are not permitted in the common area restrooms on each floor.
- Compliance with the visitation policy is required of all students. Those who demonstrate an unwillingness to comply will be subject to visitation violation warnings, citations, or have visitation privileges revoked, based on the severity of the incident. Visitation violations are issued by RAs and followed up by a member of the Campus Life staff.

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

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

## OVERNIGHT VISITATION

Resident students are permitted to have two (2) overnight guests every week (Sunday – Monday). Students are not permitted to have overnight guests for more than two consecutive nights. Students must sign in their guests by 10:00 p.m. nightly and must sign out their guests by 12:00 p.m. Monday through Friday and by 2:00 p.m. on Saturday and Sunday. Students who do not comply with the visitation policy may lose their overnight visitation privileges. Permission to host overnight guests is at the discretion of the roommate(s).

## UNIVERSITY FURNITURE

All University furniture must remain in the room unless permission to remove it is granted by a member of the Campus Life staff. Lounge and other university furniture not designated to student rooms are not allowed in residence rooms. Furniture owned by students is not allowed in lounges or other common spaces without permission of the Campus Life staff.

## RESIDENCE HALL SAFETY

### EMERGENCY INSTRUCTIONS

Within the residence hall, any and all safety, medical, and/or security emergencies should be directed to 412.578.6007. There is an emergency dispatcher on duty 24 hours per day who can quickly contact

campus police, paramedics, and/or the first department. The dispatcher can provide emergency personnel with detailed directions to facilitate emergency assistance.

## FIRE PREVENTION

Violations of fire prevention regulations may result in damage charges and/or a conduct process. In order to reduce the chance of fire in our residence halls the following regulations are in place:

- Cooking is prohibited in student rooms.
- Any appliance with an exposed heating element is prohibited
- Surge protectors may only be used for computers.
- When the computer is not on, remove the plug from the receptacle.
- Electric circuits should not be overloaded.
- One three-way extension per two-plug outlet is the maximum allowed.
- All electrical appliances must be kept in good working condition and are subject to inspection by University officials.
- Metal wastebaskets are recommended in student rooms.
- The burning of candles and incense in the residence hall is strictly prohibited and will result in a conduct process.
- Smoking is not permitted in the residence hall.