

Student Conduct Policies

Alcohol Policy

Substance abuse is one of the major health and social problems in our nation. Young people, particularly, are vulnerable targets for those who would profit from widespread use of drugs and alcohol, although use and abuse extends into the adult population of all ages. Neumann College's rules and procedures regarding the use of alcohol and illegal drugs are based on its dedication to a holistic view of the person and its desire to help individuals achieve their optimum potential. Policies, therefore, are established and designed to facilitate its mission and objectives.

The College recognizes that its students are adults who are responsible for their own behavior. The College strives to provide a drug-free environment where students and members of the College community can fulfill their aspirations for developmental growth in academic, social, cultural, spiritual and professional settings free from the pressure to use, and potentially abuse, drugs or alcohol. Therefore, the College will enforce its alcohol and illegal drug related policies as well as the local, state, and federal laws pertaining to alcohol and illegal drug possession or use. The College cooperates with local and state authorities in such matters to assure the safety and security of the college community.

The College recognizes that those who use illegal drugs or abuse alcohol habitually are people who need intervention. Counseling and Health Services are established on campus where persons may seek direction for obtaining information, counseling and/or referral for treatment. All such referrals are viewed as aiding the individual. Counseling and health services maintain confidentiality at all times. The College is also committed to providing information and education regarding the health risks, symptoms, and treatment for substance abuse. Included in this education are training programs that enable people to detect problems of alcohol and illegal drug use and which familiarize people with problems related to substance abuse.

The possession, use, distribution, purchase or sale of alcohol is prohibited on college property and any college sponsored event or activity regardless of age. All NCAA guidelines will be followed with respect to athletic events. Conduct resulting from the abuse of alcohol is also considered to be a violation of the alcohol policy. Alcohol found in a room will be considered the responsibility of everyone in the room at the time it is found. Alcohol paraphernalia is prohibited in student rooms and may be removed

Pennsylvania law prohibits the sale, purchase, possession or consumption of alcohol by any person under the age of 21. It also prohibits:

- a. misrepresenting age to secure alcoholic beverages
- b. carrying a false ID card
- c. misrepresenting to another that a minor is of legal age
- d. inducing a minor to purchase, or offering to purchase alcohol for a minor
- e. manufacturing or selling false ID cards. The Codified Ordinances of Aston Township (Section 608.1(a)) provide for an open container law:

No person shall carry or possess an open container of beer, wine, liquor or other alcoholic beverage on the streets or other public ways of the Township, or on private property in the Township without the express permission of the owner or lessee of such private property.

Sanctions: The first violation of this policy will result in three points being added to the disciplinary record, a fine of \$300, parent/guardian notification and the requirement of successful completion of an alcohol education program provided by the college. The second violation of this policy will result in four points being added to the disciplinary record, a fine of \$400 and parent/guardian notification. An assessment /intervention plan may also be required at this time. Any further violations of this policy will result in five points being added to the disciplinary record, a \$500 fine, parent/guardian notification and a mandatory assessment/intervention program off-campus coordinated by the College's office of counseling.

Neumann College values include a concern for community building on campus and the importance of education. In light of our mission as a Catholic and Franciscan community in which we care for one

another and are socially responsible, student(s) may be found guilty by association for not upholding the Code of Conduct. This may happen when a student is present while other students (or their guests) possess or consume alcohol. A first offense will result in two points being added to the disciplinary record. A second offense will result in three points being added to the disciplinary record and the completion of an alcohol education program. Any further incidence would result in four points being added to the disciplinary record and a \$100 fine.

Neumann College will not approve the advertising of the availability of alcohol at any college event. Reference should also be made to the College's policy on "Illegal Drugs."

Babysitting Policy

For safety and liability reasons, college students may not baby-sit on campus or leave children unattended. Campus Safety will be notified and notify proper authorities if necessary. The exception to this is signed in visitors in the Living and Learning Center Complex or Annex. The visitors policy requires that visitors under the age of 18 must have permission from their parents or guardians. Permissions forms are available at the Living and Learning Center Complex Information Desks and from the Office of Residence Life.

Sanction: Violation of the babysitting policy will result in two points be added to the disciplinary record and a fine of \$25.00. Violation of children left unattended will result in immediate removal of the student from class and a fine of \$75.00. With repeated incidents, the fines will increase.

Bicycles, Skates, Skateboards

Bicycles, skates, skateboards and roller blades may be used on campus roadways at the student's own risk. They may not be ridden on sidewalks, lawns, near entrance areas or in the buildings. Bicycles may not be kept in apartments/suites/rooms. Bike racks have been provided for them. Bike storage is also available in the Living and Learning Center Complex. The College is not liable for damage, destruction or theft of bikes stored in the bike racks or storage.

Responsible Use of Computing and Information Resources including Electronic Mail

In response to the needs of its students, staff, faculty, and administration, Neumann College provides an extensive array of computer and information resources. Members of the community are encouraged to assist one another in the exploration and responsible use of these resources as they engage in learning, working, teaching, and research related to the College's mission. In general, responsible use of these resources must conform with and is subject to the standards and policies defined in the Student Handbook, the Faculty Handbook, and the Administrative Policy and Procedure Manual as well as local, state, and federal laws. To help the members of the community enjoy the benefits of these resources, the College further establishes the following Declaration of Computing and Information Rights and Responsibilities (DCIRR) and a corresponding ethic that reflects its Catholic Franciscan mission.

Declaration of Computing and Information Rights and Responsibilities

The latest version of this policy will be published on the Neumann web site (<http://www.neumann.edu>). Neumann reserves the right to update or revise the DCIRR at any time. Users are responsible for being aware of any changes to the DCIRR. The Neumann Network is provided to support Neumann College business and its mission of education, service and research. Any other use jeopardizes the integrity of the Neumann Network, the privacy or safety of other Users, or are otherwise illegal and are prohibited.

General Guidelines for acceptable use of the Neumann Network are based on the following principles:

Users are expected to:

- Behave responsibly with respect to the Neumann Network at all times.
- Respect the integrity and the security of the Neumann Network.
- Behave in a manner consistent with Neumann's mission and to comply with all applicable laws, regulations, and Neumann policies.
- Be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Neumann Network and to show restraint in the consumption of shared resources.

- Respect Neumann's principles regarding freedom of thought, inquiry, and expression.
- Respect the rights and property of others, including intellectual property rights.
- Respect the rights of others, specifically the right of privacy and of confidentiality.

The following activities are specifically prohibited:

- Use of the Neumann Network for private business, commercial or political activities, fundraising, advertising on behalf of non-Neumann organizations, unlawful activities or uses that violate other Neumann College policies.
- Disruption of or interference with the Neumann Network, including the distribution of chain mail, mail reflectors, listservs, mass emails, email bombs or any activities that create or propagate viruses, waste system resources or overload the Neumann Network with excessive data.
- Forging, altering or destroying communications, accessing or intercepting the accounts of other users, or intentionally compromising the privacy or security of electronic information passing through the Neumann Network.
- Intentionally or negligently revealing one's password or otherwise permitting another to use one's personal account.
- The intentional infringing upon the intellectual property rights of others or the unauthorized copying or distributing of Neumann owned or Neumann licensed software.

User Ethic and Responsibilities:

1. Ethic: As a diverse community of people, Neumann College encourages its members to embrace the Franciscan values of love, respect, reverence, integrity, and excellence. These communal values determine that which constitutes insensitive, abusive, harassing, offensive, and otherwise inappropriate behavior on the college systems and network. When sending email messages and downloading or using information, users are encouraged to ask themselves, for example, "Is this material reflective of the mission and values of the college," and are responsible for acting accordingly.

2. Responsibilities: In light of this ethic and these communal values, all users share the following responsibilities:

- a. To know and understand their computer and information rights and responsibilities as stated herein
- b. To respect the rights of others, including the rights to privacy, safety, and intellectual property
- c. To respect the common good of all by aiding others when possible and refraining from activities that harm or diminish the proper functioning of the network or other equipment.
- d. To refrain from the use of the Neumann Network to harass others, or to display to them verbal or visual communication that is offensive.

Neumann will not normally impose any restraints on, nor make any random efforts to monitor the content of communications. However, when required to do so by applicable Federal, State and local laws, including laws regarding the right to privacy and laws that prohibit defamatory material and to maintain the security and integrity of the Neumann Network, including the investigation of any DCIRR or other Neumann policy infractions, Neumann will impose restraints or monitor communication.

Sanction: Penalties for violating this policy may include restricted access or loss of access to the Neumann Network, termination and/or expulsion from the College and in some cases, civil and/or criminal liability.

Those who allegedly violate these rights and responsibilities shall be offered the following process:

1. To be notified of the alleged infringement in writing by a College official.
2. To have their account or access temporarily suspended until the process is complete.
3. To meet with the appropriate College official or adjudicating body who will consider the matter and make final recommendations regarding the appropriate correction or sanctions.
4. To receive a sanction ranging from the restriction or suspension of email and network access to dismissal from the College.
5. The College may report the events to governmental authorities or third parties.

Detailed Policies, Practices and Procedures

The following more detailed policies, practices, and procedures of the office of Information Technology & Resources are included herein by reference. Procedures may be added or amended.

- Email Accounts
- Official Email Address
- Mass Email
- Neumann Networks
- Administrative Systems
- Web Support
- Computing Classrooms and Consultant Services

Fire Safety Policy

Working fire safety equipment--smoke and fire alarms, extinguishers, sprinkler systems, water hoses, etc.--are a requirement of a safe environment. Tampering in any way with this equipment may endanger property and lives.

1. False alarms, which may take fire fighters from a real and dangerous situation, may also endanger property and lives. It is a violation of the fire safety policy to tamper in any way with fire pull stations.

Sanction: Violation of this policy will result in adding a minimum of eleven points to the disciplinary record.

2. Students are advised that immediate evacuation of College buildings is required when an alarm sounds or when told to evacuate a building by College officials for an emergency situation.

Sanction: Failure to evacuate when required will result in the addition of three points being added to the disciplinary record.

Fireworks Policy

The possession or discharge of fireworks on campus may endanger members of the College community and is, therefore, strictly prohibited.

Sanction: Violation of this policy will result in adding eleven points to the disciplinary record.

Gambling Policy

Any game played for stakes or item of tangible value is considered gambling and, therefore, not permitted on campus. Raffles and sales for charitable purposes must be approved by the Director of Student Activities.

Sanction: Violation of this policy will result in three points being added to the disciplinary record and a fine of \$50 for each offense.

With relation to athletic events, no staff members of the conference, staff members of the athletic department or student athletes shall knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competitions.
- Solicit a bet on any intercollegiate team.
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (i.e. cash, shirt, dinner) that has tangible value
- Participate in any gambling activity that involves intercollegiate athletics, through bookmaker, a parlay card or any other method employed by organized gambling.

Sanction: Subject to NCAA Guidelines and evaluation.

Hazing Policy

Neumann College students are expected to uphold an atmosphere of respect for and sensitivity to the dignity of every person, to promote character development, to enhance the integrity of higher education and to promote civility in society adhering to fundamental values of respect, fairness, civility, honesty and responsibility.

Hazing, whether by an individual, group, or organization, is defined as any action taken or situation created that might produce or does produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing violates the mission and values of Neumann College and is, therefore, strictly prohibited.

Sanction: Violation of this policy will result in a minimum of eleven points being added to the disciplinary record.

Illegal Drug Policy

1. The possession, use, distribution, purchase or sale of illegal drugs (controlled substances) is prohibited on college property. **All prescription drugs must be labeled with the student name, prescription ID, date, name of physician and pharmacy.**

Sanction: Violation of this policy will result in adding a minimum of eleven points to the disciplinary record.

2. Drug paraphernalia as identified by the office of campus safety (i.e. water bong, pipe, rolling papers, etc.) is also prohibited on college property.

Sanction: Violation of this policy will result in a minimum of eight points being added to the disciplinary record.

With the violation of either of the above, an assessment, by the campus counseling office, of whether substance abuse exists will be required. If the assessment does not occur by a stated date, further sanctions will be applied to the student's disciplinary record.

Reference should also be made to the College's policy on "Alcohol."

Littering Policy

Littering the campus with paper, trash, cigarette butts and other discarded objects detracts from the environment for learning. Littering on campus is, therefore, not permitted.

Sanction: Violation of this policy will result in a fine of \$25 and a campus clean-up.

Mental Health Policy

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any otherwise qualified individual because of a disability or handicap who is otherwise qualified. Handicaps are defined to include mental and psychological disorders. Neumann College does not discriminate against persons with diagnosed disabilities or handicaps. In accord with Section 504, however, in the event that a student demonstrates behavior that the Vice President for Student Affairs and the Director of Counseling are concerned may cause an undue disruption to the College community or any part thereof; makes it difficult or impossible for others to participate in the College community or any part thereof; or poses or reasonably appears to pose, a real or threatened danger to himself or herself or to others may effect the withdrawal, suspension, or dismissal such students. With appropriate documentation from a qualified physician, said student may receive a medical withdrawal for the current semester. In order to return the following semester, the student may have to demonstrate that appropriate support systems are in place.

Parking/Vehicular Safety Policy

Section 1. Philosophy

The Parking/Vehicular Policy has been established to protect the safety and security of faculty, staff, students and visitors while they are at Neumann College. The control of motor vehicle traffic and parking on the campus ensures that College business may be conducted in an orderly manner within a safe environment. The act of parking or driving a motor vehicle on campus is a privilege. The owners and/or operators of vehicles on campus accept the responsibility to see that their vehicles are operated nor parked in accordance with the regulations/laws of the Commonwealth of Pennsylvania. It is the responsibility of owners/drivers to maintain their vehicles in safe and operable condition.

Section 2. General Regulations

A. All members of the campus community and must register their motor vehicle (car, motorcycle) if they desire parking on College property. Failure to display a registration sticker on the vehicle will subject the vehicle to ticketing and/or towing. **All students, staff, faculty, and administrative personnel must register their motor vehicles. This requirement will be enforced at all times.** Failure to register a vehicle will result in a fine of \$20 for each ticketed offense.

B. Operators of vehicles on campus are expected to follow all traffic and parking signage, street markings, and curb markings.

C. Ignorance of the provisions of these regulations will not be accepted as a defense for violations. Specific questions relating to these regulations may be directed to the security department, located in Room 35 on the ground floor of the main building. The phone number for Security is 610-558-5555/ 5584.

D. In addition to the College's parking and traffic regulations, township ordinances and state laws relating to motor vehicles are also enforceable on the campus. The Aston Police maybe called onto campus as deemed necessary.

E. The registrant is held responsible for any violation involving the registered vehicle when the vehicle is operated on campus even if operated by another individual.

Section 3. Vehicle Registration

A. To register for a parking sticker, students must present a current valid college ID card and the license plate number for the vehicle they wish to register. New students may register their vehicles with a security employee at the College orientation session prior to the beginning of classes or with the Office of Campus Safety during normal working hours. Returning students can obtain their parking sticker, in person, from Rm. 35. The Campus Safety office is located on the ground floor of the main building.

B. There is no cost for registration and a vehicle is registered only when a valid parking sticker assigned to that vehicle is properly displayed.

C. Students must affix the College parking sticker to the back window of their vehicle on the lower left corner, so it is visible from the outside. Vehicles on campus without a visible parking sticker will be considered as trespassing. Vehicles found without a valid, visible parking sticker, within the first two weeks of the semester will first be issued a warning ticket that informs the owner to register the vehicle at once. **After the first two weeks of class, cars without visible stickers will be ticketed.** The College reserves the right to tow vehicles that are found without visible parking stickers. **The owner of the towed vehicle is responsible for paying the towing fee and storage fee imposed by the towing service.**

D. All students must register their vehicle each and every time information changes. Some examples include: a new license plate number, a change in resident/commuter student status, or a new vehicle. Valid stickers are a different color so that security personnel can readily identify your parking stickers. Students in non-credit courses or special programs must also register their vehicles at the Security office.

E. Faculty, staff, and administrative personnel are issued a parking sticker for parking on campus. These permits must be affixed to the back window of the vehicle, the lower left corner.

F. Neumann College is not responsible for damages or thefts that occur to vehicles parked on the campus. Vehicle owners park at their own risk.

Section 4. Parking Lot Guidelines

A. THE PARKING LOT NORTH CONVENT ROAD. The area near the Bruder Athletic Fields is open to anyone with a valid parking sticker. If this lot is filled, parking is then available in the Life center Parking Lot.

B. LIVING AND LEARNING CENTER PARKING. Residents will have access to park in the parking area next to the residence. Visitors will be allowed to park in this lot only for the duration of their visit. Visitors accompanied by their student sponsor may obtain a temporary parking pass from the security office during work hours or by calling the security phone number at (610)-558-5555.

C. FACULTY, STAFF, AND ADMINISTRATION PARKING. The areas around the main building (College Loop) and the lots by the tennis courts are reserved for faculty, staff, and administrative personnel from Monday through Friday, 7:00 AM-6:00 PM. **Students are not authorized to park in this area except after the above stated hours and on weekends.** Note: If the areas are reserved with cones, **do not** remove them. Please park elsewhere.

D. Restricted Parking areas on campus include:

1) HANDICAPPED SPACES. It is an official state-issued law that a handicapped license plate or placard must be displayed. Handicapped registration forms can be obtained from the Director of Safety and Security in Rm. 35. **The security department cannot issue temporary permits because they are not recognized by local and state municipalities.**

2) RESERVED PARKING ONLY SPACES. Those parking spaces marked "Reserved" are to be used by those who have official business with the College. Students and employees are not authorized to park in these areas at any time.

3) FIRE LANES. In order for fire and emergency vehicles to access the campus, roads and traffic lanes around the main building, the Life Center and the Child development Center cannot be blocked at any time. There must also be easy access to fire hydrants and entrances into buildings. **Any area marked as NO PARKING is a fire lane.** Vehicles that block fire lanes are subject to ticketing and/or towing.

Section 5. Violations and Penalties

Parking violations are subject to fines as follows:

Blocking a Fire Lane: \$100

Failure to register or to display registration of a vehicle: \$20

Parking in a handicapped area: \$75

Parking in unauthorized spaces: \$50

Reckless Driving: \$100

Parking in Reserved Spaces: \$50

Payment of fines must be made at the Business Office, Room 104. **Non-payment of fines by students may affect receipt of grades and transcripts as well as registration for further courses; non-payment by college faculty and employees may be reflected in evaluation summaries.** Tickets may be appealed in writing/email to the Director of safety and security within 5 working days from the issuance of the ticket. If no appeal is made within 5 working days, the business office is notified that payment is due. Fines will be doubled if not paid within the 30-day period.

Section 6. Appeals

An appeal of any penalty prescribed by these regulations must be made in writing/via email to the Director of Campus Safety within 5 working days from the day of issuance of the ticket. If the Director of Security and Safety does not uphold the appeal, students may ask the Vice President for Student Affairs to review the situation and College employees may ask the Vice President for Finance and Administration for a review. The Vice President's decision is final.

Section 7. Towing Policy

The College reserves the right to remove any vehicle found on College property that is parked illegally or in violation of college policy. The owner will be responsible for the towing cost and impounding and storing of such vehicle. The Director of Campus Safety will implement and enforce this policy.

Section 8. College Liability

No liability is created by the granting of parking or vehicle operating privileges on property owned, leased, or otherwise controlled by the college. The College assumes no responsibility for the care or protection of vehicles or their contents while operated or parked on College property. Employees of the security department and the Aston Police patrol College parking facilities and enforce parking regulations.

Posting Policy

Recognized Neumann College groups may hang posters and flyers on campus. The Office of Public Relations grants special permission for outside groups to post.

1. Postings must have the approval of the Director of Student Activities.
2. Posters advertising alcohol or the availability of alcohol at an event will not be approved.
3. **Do not hang posters on painted walls.** All posters must be hung on tile surfaces of bulletin boards. This includes the student lounge areas.
4. Posters may not be hung on the bulletin boards that belong to specific departments or groups unless you receive appropriate permission.
5. Posters are not to be hung on windows, doors, or glass. Please always use masking tape when hanging posters or flyers. Scotch tape and other adhesives are hard to remove and destroy the surface.
6. All organizations and departments must remove their own flyers, posters or banners when the advertised program is over. This will free up space for new postings to be made

If the above policies are not followed, your postings may be removed without notice.

Sexual Harassment Policy

Purpose

To stress the College's strong opposition to sexual harassment and identify the complaint procedures available to victims, as well as the disciplinary penalties that could be imposed for sexually harassing conduct or behavior.

Guidelines

1. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment. Such conduct is contrary to college policy (and may be unlawful) when (1)

submission to or rejection of such conduct by a student is used as the basis for any academic decision affecting the student, or (2) such conduct has the purpose or effect of substantially interfering with an individual's work or performance or otherwise creating an intimidating, hostile or offensive college environment.

2. The creation of an intimidating, hostile or college environment may include such actions such as persistent comments concerning a student's sexual preferences, lewd comments directed to a person of the opposite sex, or the display of obscene or sexually-oriented photographs or drawings. However, conduct that arises out of a personal or social relationship and does not have a discriminatory employment of academic effect may not necessarily be view as harassment, based on a review of the facts of such a situation.

3. Students who feel victimized by sexual harassment should report the alleged harassment to the hearing officer or any member of the college personnel immediately. College personnel who receive reports of sexual harassment should contact the hearing officer. If the hearing officer is the source of the alleged sexual harassment, then contact should be made with the Vice President for Student Affairs.

4. The student who feels victimized has the right to choose an informal meeting with the hearing officer or a formal hearing with the Judicial Board. If an informal meeting is requested, the hearing officer shall investigate the accusations. If a formal hearing is requested, the Judicial Board shall convene and shall investigate the accusations according to its guidelines, which can be found under the heading of **The Student Judicial System** on page 4 of [this document](#). If any student feels uncomfortable with the aforesaid reporting procedures or that proper action has not been taken by the hearing officer, counselor, supervisor, department head, or other college personal to whom the individual made the report, the individual should contact the Vice President for Student Affairs.

5. The accused and the accuser have the right to provide names of witnesses to aid in the investigation. It is up to the discretion of the hearing officer or the Judicial Board to determine the appropriateness of witnesses. At the conclusion of the investigation, the individuals involved will be notified of the results and are expected to keep all proceedings confidential.

6. The College will not condone any sexual harassment of its employees or students. All employees, including administration, faculty and staff, will be subject to severe discipline, up to and including discharge, for any conduct found to constitute sexual harassment.

7. The College will not take retaliatory or disciplinary action against any student or employee who reports conduct believed to constitute sexual harassment, except for false reports that are intentional, reckless or malicious.

Sanctions: Violation of this policy will result in the addition of up to and including twelve (12) points to the disciplinary record.

Neumann College further recognizes the following victims' rights when a sex offense is alleged: the right to immediate medical treatment; the right of access to the internal and/or external counseling resources of the College; the right to a disciplinary hearing to present his/her charges as soon as possible after a complaint has been made; the right, if requested by the alleged victim, to have academic and campus living situations changed as far as reasonably practical (such options as changing sections of classes, changing a class to directed study, or changing residences may be explored); the right to a counselor from college personnel of his/her choice to accompany him/her through the hearing and disciplinary process; the right to have a disciplinary hearing focusing only on the facts relevant to the accusation; the right to be informed of the college's final determination with regard to the alleged sex offense and any sanction that is imposed on the accused.

Sex Offenses Policy and Recommended Emergency Procedures

Sex offenses, including both forcible and non-forcible offenses, are serious crimes that violate the rights and dignity of others as well as the mission and values of Neumann College. The College presents educational programs each semester, open to the entire college community, that promote awareness of rape, acquaintance rape, and other sex offenses. Such programs may include speakers, safety programs, videotapes, or electronic messages/reminders.

The College encourages the reporting of any and all instances of sex offenses, which are defined as follows in the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

Sex Offenses-Forcible:

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape-The carnal knowledge of a person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With an Object-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of any person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses-Nonforcible

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

B. Statutory Rape-Nonforcible sexual intercourse with a person who is under the statutory age of consent.

If a sex offense is alleged to have occurred, the safety of the alleged victim is of paramount importance. In a threatening situation, it is recommended that the alleged victim get to a safe place at once, call **911** (or 9-991 if calling from a college extension), and then call **610-558-5555**, the emergency number for the office of safety and security. The alleged victim should remain in the safe place until help arrives. The alleged victim should also be very careful to preserve any and all evidence for the proof of a criminal offense. Washing or bathing, for example, should not take place.

While this is the recommended procedure, it is the option of the alleged victim whether or not to involve the law enforcement authorities, whether on-campus or public authorities. If the office of safety and security is notified of an alleged sex offense, it is the college's procedure for that office to immediately notify the local police of the alleged incident. However, the alleged may choose to speak with the college nurse, counselor, or housing officer about the matter. Any of these college personnel will assist the alleged victim in notifying authorities. Alleged victims will also be assisted in obtaining counseling services from internal or external sources, depending on the alleged victim's desire.

The rules of the college community and the laws of the community outside the college overlap in many instances, but operate independently of each other. The college may pursue enforcement of its own rules and regulations, where probable cause to do so is indicated, whether or not legal proceedings are underway.

Sanction: Violation of this policy will result in the addition of twelve points to the disciplinary record. Neumann College further recognizes the following victims rights when a sex offense is alleged: the right to immediate medical treatment; the right of access to the internal and/or external counseling resources of the College; the right to a disciplinary hearing to present his/her charges as soon as possible after a complaint has been made; the right, if requested by the alleged victim, to have academic and campus living situations changed as far as reasonably practical (such options as changing sections of classes, changing a class to directed study, or changing residences may be explored); the right to a counselor from college personnel of his/her choice to accompany him/her through the hearing and disciplinary process; the right to have a disciplinary hearing focusing only on the facts relevant to the accusation; the right to be informed of the college's final determination with regard to the alleged sex offense and any sanction that is imposed on the accused.

Smoking Policy

As a Catholic College in the Franciscan tradition, Neumann College is committed to care for the environment and to the values and standards that promote health and wellness on campus. The College recognizes that the practice of smoking is contrary to these values and has established the following policy for use of tobacco products on the Neumann College campus.

Smoking is prohibited on the Neumann College campus with the exception of "designated smoking areas" established for this purpose.

All members of the campus community share in the responsibility of enforcing this policy. Assistance is available from Campus Safety, Student Affairs and Campus Ministry throughout the campus.

Sanction: Violation of the smoking policy in which smoking occurs inside a college building or in a non-smoking area will result in a \$50.00 fine and one point to the disciplinary record. A second violation will result in one point to the disciplinary record, \$50.00 fine and attendance at a smoking education program. Any future violation will result in one point to the disciplinary record and a \$50.00 fine.

The College provides information and assistance to those who wish to stop smoking through cessation services. Additional information is available to all community members by contacting Counseling Services (ext. 5538) or Health Services (ext. 5540).

Solicitation/Canvassing Policy

Soliciting, peddling, or canvassing on the campus of Neumann College is prohibited. Violators should be reported at once to the office of campus safety. This policy does not prohibit prearranged deliveries to public areas. Registered student organizations that have obtained approval to conduct campaigns or sales in the halls may do so, but only in the public areas and with the approval of the Director of Student Activities and Leadership. All advertising for credit card companies is also prohibited on campus.

Sanction: Violation of this policy by students will result in a fine of \$25. Violation of this policy by people outside the Neumann College community will result in issuance of notice of trespass.

Student ID Card Policy

Students are required to carry their identification cards, which are issued free of charge when entering the college, at all times and to produce or surrender them when requested by College personnel. Student ID cards are the property of Neumann College and are a primary means of maintaining a secure campus environment. They may not be transferred to another person or possessed by another person. ID cards improperly used will be confiscated. Note: Student ID cards are valid only when a current registration sticker is affixed upon it. The replacement charge for lost ID cards is \$20. Broken or non-functioning cards are replaced free of charge.

Sanction: Violation of this policy will result in three points being added to the disciplinary record.

Weapons Policy

The possession of pellet guns, bows and arrows, slingshots, knives, weapons or facsimiles of weapons, combustibles or explosive items of any kind or the discharge of firearms on campus are strictly prohibited.

Sanction: Violation of this policy will result in adding up to and including twelve points to the disciplinary record