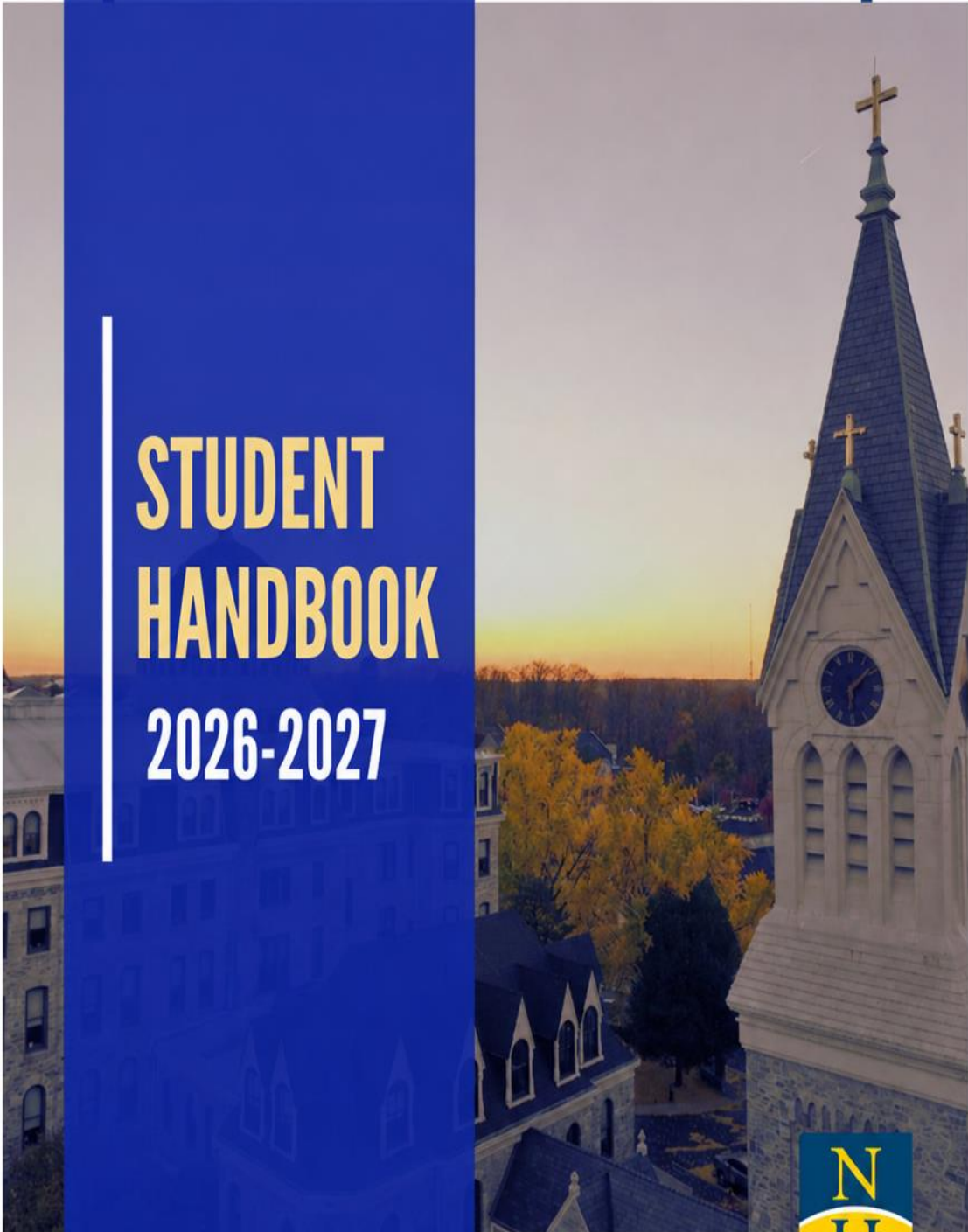




STUDENT HANDBOOK 2026-2027



DIVISION OF
STUDENT SUCCESS & STUDENT LIFE

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Reviewed July 2026 by:

Provost

Associate Provost, Student Success and Student Life

Associate Dean, Counseling

Associate Dean, Student Success and Retention

Assistant Dean, Residence Life and Community Standards

Assistant Dean, Student Transitions, Access, and Leadership Development

Executive Board, Student Government Association

Executive Director, Campus and Commuter Engagement

Coordinator, Title IX, and Coordinator, Employee Compliance

Campus Minister

Co-Directors, Student Well-Being, Alcohol, Tobacco, and Other Drug Program

Director, Accessibility Services Center

Director, Campus Safety

Director, Center for Career and Professional Development

Director, Community Standards

Director, Library Services

Director, Residence Life

Director, Service-Learning and Community Engagement

Director, TRIO/SSS

Purpose of the Student Handbook

The Student Handbook is designed to provide students with essential information about University policies, resources, expectations, and support services. It serves as a guide to help students understand their rights and responsibilities as members of the Neumann University community and to navigate academic, residential, and co-curricular life. Students are responsible for reviewing and complying with the policies and procedures outlined in this handbook.

About Neumann University

Neumann University is a Catholic institution of higher education in the Franciscan tradition. The University offers more than forty undergraduate degree programs across a broad range of disciplines, fourteen master's degree programs, three doctoral programs, and two accelerated bachelor's degree completion programs for adult and modern learners in public safety administration and business and organizational studies. Neumann fields 19 NCAA athletic teams, is home to eight arts groups, and has a residential population of more than 720 students. A student-to-faculty ratio of 13:1 allows professors to provide the personal attention for which Neumann is known.

Identity

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

Mission Statement

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

Vision Statement

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

University Goals

Always and everywhere, Neumann University strives to:

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

Living the Core Values

Neumann University's mission and core values shape daily life on campus and guide the way students are supported, challenged, and held accountable. Rooted in the Catholic Franciscan tradition, the University understands education as both a privilege and a responsibility. Knowledge is not pursued for its own sake alone, but as a gift to be shared in service to others and as part of a lifelong commitment to learning, reflection, and growth.

This understanding informs the University's goals and is reflected in the work of the Division of Student Affairs, The Learning Commons, and all areas of student life and student success. Together, these areas foster a campus culture that balances care and support with clear expectations. Students are encouraged to take responsibility for their choices while knowing they are part of a community that values compassion, respect, and personal dignity. This spirit of compassionate accountability helps students develop not only academically and professionally, but also personally and ethically.

The Franciscan tradition that inspires Neumann traces its roots to Francis and Clare of Assisi, whose way of life was modeled on the Gospel of Jesus Christ and grounded in the Jewish and Christian Scriptures. While these values cannot be reduced to a simple list, the University gives special emphasis to five [core values](#) that speak clearly to its mission and the needs of today's world: Reverence, Integrity, Service, Excellence, and Stewardship. These values, known collectively as RISES, provide a shared framework for decision-making, relationships, and community life.

From these core values flow other commitments that are central to the Neumann community, including hospitality, compassion, care for creation, peace-making, and a dedication to justice. These commitments are expressed in the way students are welcomed, supported, and challenged; in the resources provided to promote academic success and personal well-being; and in opportunities for leadership, service, and engagement both on campus and beyond.

In living the actions inspired by its values, Neumann seeks to integrate Catholic Social Teaching into the educational experience. Students are invited to reflect on the impact of their choices, to recognize the dignity of every person, and to contribute to the common good. In the spirit of Francis of Assisi, the University strives to “preach the Gospel always, and if necessary, use words,” embodying its mission and values through daily practice, authentic relationships, and a shared commitment to excellence in service of others.

Reverence

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

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

Integrity

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

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

Service

Inherent in the mission of Neumann University is the challenge to place knowledge at the service of others. The call to service invites us to be attentive to the needs of all, especially the least among us. Service flows from compassion, love and respect, and leads to identification with and understanding of those whom we serve. We serve those within our own community and reach out

to others in service that is respectful and mutually enriching. We seek concrete opportunities to serve others through volunteer and outreach activities and through academic service-learning.

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

Excellence

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

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

Stewardship

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

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

Student Success and Student Life

Student success at Neumann University is supported through an integrated structure designed to address students' academic, personal, and co-curricular needs. The Associate Provost for Student Success and Student Life provides leadership and oversight for both the Division of Student Affairs and The Learning Commons, ensuring a coordinated and student-centered approach to support, engagement, and accountability throughout the University experience.

This structure reflects Neumann's commitment to holistic student development, compassionate accountability, and shared responsibility for learning and well-being.

Division of Student Affairs

The Division of Student Affairs supports students outside the classroom by fostering personal growth, community engagement, well-being, and responsible citizenship. Through collaboration across offices, the Division promotes a campus environment grounded in care, respect, and clear expectations.

Counseling Center

The Counseling Center, located in a house at 603B Convent Road next to the Mirenda Center, provides in-person, confidential mental and emotional health support for students. Services include individual

counseling, group counseling, and educational programming focused on stress management, resilience, and overall well-being.

Services and staff include:

- Individual and group counseling
- Educational workshops and outreach
- Clinical interns
- Counselors
- Administrative oversight for counseling and student health services

Residence Life and Community Standards

The Residence Life and Community Standards Office, located on the ground floor between Cunningham Hall and O'Neill Hall, Room G37, supports students' development within residential communities and across campus. The office oversees residential programming and administers the student conduct process, emphasizing education, reflection, and accountability.

Areas of support include:

- On-campus housing and residential community development
- Student conduct processes and restorative practices
- Resident Assistant and professional live-in staff support
- Housing operations and community standards education

Campus and Commuter Engagement

The Office of Campus and Commuter Engagement, located in Room 114B of the Bachmann Main Building, promotes involvement, leadership development, and community building through co-curricular experiences. The office supports student organizations, campus programming, commuter engagement, and major University traditions.

Resources include:

- Student Government Association advisement
- Knights Programming Board support
- Major campus events
- Leadership development and commuter student initiatives
- Student organization registration, training, and resources

Student Organization Resources

- **Student Government Association (SGA) Office:** The Student Government Association (SGA) office is a valuable space with resources designed to support students in their governing and community-building efforts. The SGA office, located in Room 100 of the Bachmann Main Building, serves as a hub for student advocacy and leadership. Executive Board members and Senators hold weekly office hours there, providing opportunities for students to connect, share ideas, and seek support for their organization's needs.
- **Knights Programming Board (KPB) Office:** The Knights Programming Board (KPB) office space is valuable resources designed to support enhancing campus involvement. The Knights Programming Board operates out of Room 100 of the Bachmann Main Building. KPB plays a key role in fostering campus engagement by helping students get involved in late-night and weekend programming.
- **Resource Room:** Student organizations are encouraged to take advantage of the Student

Affairs Resource Room, located on the lower level of the Bachmann Main Building near the ITR Help Desk. This space is designed to support your events, meetings, and initiatives with helpful supplies and materials. To ensure availability, please submit your request for items at least three business days in advance by emailing engagenlead@neumann.edu. Resources are available on a first-come, first-served basis. We kindly ask that all items be returned in good condition. If something is damaged, the student organization may be responsible for the cost of repair or replacement.

Student Health Services

Student Health Services, located on the second floor of the Bachmann Main Building in Room 235, provides accessible, on-campus medical care to support students' physical health during the academic year. Services are delivered by a registered nurse, nurse practitioner, and medical director.

Services include:

- Care for minor illnesses and injuries
- Health assessments and referrals
- Coordination with campus wellness initiatives

All Neumann students, both graduate and undergraduate, also have 24/7/365 access to [TimelyCare](#), an online platform offering fully staffed, licensed physical and mental health support, providing on-demand and scheduled medical and counseling appointments as well as abundant self-care content.

Student Transitions, Access, and Leadership Development

The Office of Student Transitions, Access, and Leadership Development, located in Room 114A of the Bachmann Main Building, supports students during key transition points and promotes belonging, engagement, leadership growth, and care throughout the Neumann University experience. Serving as a bridge between the Division of Student Affairs and The Learning Commons, the office focuses on early engagement, access, and coordinated support to help students navigate their transition to the University and persist toward success.

Areas of support include:

- Oversight of New Student Orientation and transition initiatives for first-year, second-year, and transfer students that foster belonging, engagement, and academic momentum
- Coordination of campus-wide student leadership development efforts, including peer leadership programs and training aligned with University values and professional competencies
- Leadership of the University's CARE/BIT Team to support early intervention, coordinated response, and care for Students of Concern through a multidisciplinary approach

Student Well-Being

The Office of Student Well-Being, located in Room 100 and 114C of the Bachmann Main Building, focuses on health education, prevention, and wellness promotion. Through outreach, workshops, and peer education, the office supports informed decision-making and healthy lifestyles.

Areas of focus include:

- Mental health awareness and education
- Alcohol, tobacco, and other drug education

- Healthy relationships and violence prevention
- Peer education and campus-wide wellness initiatives

The Learning Commons

The Learning Commons serves as Neumann University's central hub for academic support and student success. Through integrated services and collaborative partnerships, the Learning Commons supports students in developing the skills, strategies, and confidence needed to succeed academically and persist toward degree completion. The Learning Commons works closely with faculty and Student Affairs to ensure students receive timely, coordinated support throughout their academic journey.

Student Success Center

The Student Success Center, located on the ground floor of the Bachmann Main Building in suite G-030, provides comprehensive academic support designed to meet students where they are and help them achieve their goals. Through personalized and skill-based services, the Center promotes academic confidence, independence, and persistence.

Resources within the Student Success Center include:

- **Success Coaching:** One-on-one support focused on goal setting, time management, study strategies, and academic planning
- **Tutoring Services:** Course-based tutoring and supplemental academic support across disciplines from both peers and professionals
- **Writing Center:** Individualized writing support at all stages of the writing process, including brainstorming, drafting, revision, and citation guidance, both in-person and online

Together, these services help students strengthen foundational skills, navigate academic challenges, and build habits that support long-term success.

TRIO Student Support Services (SSS)

TRIO Student Support Services, located on the ground floor of the Bachmann Main Building in room G-025, is a federally funded program that provides targeted academic and personal support to eligible first-generation, low-income, and/or students with documented disabilities. TRIO/SSS works closely with participants to support their efforts toward academic achievement, timely graduation, and economic mobility they may not have previously envisioned. As they achieve their goals, the program encourages graduates to inspire and support current TRIO students by sharing what they learned.

Support services include:

- | | |
|---------------------------------|---|
| • One-on-One Counseling | • Financial Aid and Literacy Counseling |
| • Academic Coaching | • Internship Support |
| • Individualized Tutoring | • Graduate School and Career Planning |
| • Unique Events and Programming | • Membership in a Legacy of TRIO Alumni |
| • Course Selection Assistance | |

Library Services

Library Services, located on the first floor of the Bachmann Main Building to the right of the lobby, supports student learning, research, and information literacy through access to resources, instruction, and personalized assistance. The Library is a welcoming, student-centered space for study, exploration, community, and academic inquiry.

Library resources include:

- One-on-one research assistance in-person, online, and by [appointment](#)
- 24/7 digital assistance via a robust collection of [Research Guides](#)
- Customizable in-person and online [information literacy instruction](#)
- Access to print and electronic collections: books, journals, newspapers, films, and popular reading
- Study spaces for individual and group work and 30 public computers
- Device chargers and board games available for check-out
- Unique programming in support of student academic success, intellectual curiosity, and general social and mental well-being
- Daily [hours](#) of operation

Accessibility Services

The Accessibility Services Center, located on the ground floor of the Bachmann Main Building in Room G-030 B/C, works to ensure equal access to academic programs and campus life for students with documented disabilities. The office partners with students and faculty to implement reasonable accommodations and promote inclusive learning environments.

Services include:

- Coordination of academic, housing, and dining accommodations
- Support for students with physical, learning, psychological, and chronic health conditions
- Consultation with faculty regarding inclusive practices
- Ongoing support to help students navigate their academic responsibilities and disability related needs

Office of Student Retention

The Office of Student Retention, located on the ground floor of the Bachmann Main Building in Room G-028, focuses on supporting student persistence through proactive outreach, data-informed interventions, and coordinated care. This office works collaboratively across campus to identify barriers to success and connect students with appropriate resources.

Areas of focus include:

- Early alerts and intervention strategies
- Case management and student follow-up
- Cross-campus collaboration to support persistence and completion
- Outreach to students experiencing academic or personal challenges

Mission and Ministry Resources

Neumann University's Catholic Franciscan mission calls the community to live with Reverence, Integrity, Service, Excellence, and Stewardship in both word and action. Mission and Ministry resources support students in living out these values through service, reflection, community engagement, and care for one another. These resources are available to students of all faiths and backgrounds and are intended to foster compassion, belonging, and responsibility for the common good.

Office of Service Learning and Community Engagement

The Office of Service-Learning and Community Engagement, located on the first floor of the Bachmann Main Building in Room 139, connects students with meaningful service opportunities that integrate academic learning with community involvement. Through service-learning courses, volunteer

experiences, and community partnerships, the office encourages students to apply their knowledge in service to others while reflecting on social responsibility, justice, and the Franciscan commitment to care for all people.

Areas of support include:

- Service-learning courses and community-based academic experiences
- Volunteer opportunities and community partnerships
- Reflection on social responsibility, justice, and Franciscan values
- Support for integrating service into academic and co-curricular learning

All Faiths Prayer Room

The All Faiths Prayer Room, located on the third floor of the Bachmann Main Building in Suite 305, provides a quiet, inclusive space for prayer, meditation, and reflection. Open to students of all faith traditions, the room supports spiritual well-being and offers a place for pause and reflection within the rhythm of campus life.

Features include:

- A welcoming space open to students of all faith traditions
- Opportunities for personal meditation and spiritual practice
- Support for students' spiritual well-being

Knights' Pantry & Closet

Located on the fifth floor of the Rocco A. Abessinio Building, the Knights' Pantry & Closet supports all Neumann University students, including full-time and part-time, undergraduate and graduate, residential and commuter students, by addressing basic needs in a confidential, welcoming, and dignified environment. The program reduces barriers to student success by providing access to essential resources that allow students to focus on their academic, professional, and personal goals.

Services include:

- Free, nutritious food and essential hygiene items; students can visit once per week
- Professional clothing available at no cost
- Confidential support in a welcoming and inclusive space
- Emergency food assistance through bundled food supplies in the residence halls and lockers

Ministry Center

The Ministry Center, located on the first floor of the Bachmann Main Building in Room 137, provides a welcoming and inclusive space that supports students' personal, spiritual, and community development. Open to students of all backgrounds and beliefs, the Ministry Center fosters belonging, reflection, and engagement consistent with Neumann University's Catholic Franciscan mission.

Areas of support include:

- Opportunities for prayer, reflection, and spiritual exploration
- Faith-based programming and inclusive community gatherings
- Service opportunities through local and global partnerships
- Space for dialogue, connection, and relationship-building
- Support for personal growth and values-based leadership

Additional Student Success Resources

The following centers play a vital role in supporting students' personal, professional, and global development and work collaboratively with both the Division of Student Affairs and The Learning

Commons.

Center for Career and Professional Development

The Center for Career and Professional Development, located on the ground floor of the Bachmann Main Building in Suite G-019, provides comprehensive resources to support students' professional development at all stages of their education. The Center supports students and alumni in career exploration and preparation for professional life after graduation. Staff members work with all majors, offering individualized guidance and experiential learning opportunities that help connect academic experiences to professional goals.

Services include:

- Career exploration and coaching
- Resume, cover letter, and interview preparation
- Internship and employment support
- Graduate and professional school preparation
- Employer engagement and networking opportunities

Center for Global Engagement

The Center for Global Engagement, located on the ground floor of the Bachmann Main Building in Room G-024, promotes intercultural learning and global awareness through education abroad, international student support, and campus programming. The Center fosters meaningful engagement with diverse cultures and perspectives.

Resources include:

- Study abroad and global learning opportunities
- Support services for international students
- Immigration advising and compliance support
- Intercultural programming and campus initiatives

Key Institutional Policies

This section summarizes key institutional policies that all students are responsible for understanding and following. The information provided reflects the current policies as of July 2026 and is reviewed and updated annually. For complete policy details, direct links to the full versions are provided beneath each summary and are also available in the [Policy Library on MyNU](#).

Americans with Disabilities Act Policy ([Policy #NE 1.01](#))

Neumann University is committed to providing equal access and opportunity for students with disabilities and prohibits discrimination on the basis of disability. In accordance with the Americans with Disabilities Act (ADA), the University works to ensure that qualified individuals with disabilities are able to participate fully in academic programs, services, and campus life.

Students with documented disabilities may request reasonable accommodations to support their access to courses, programs, and University activities. Accommodations are determined on an individualized, case-by-case basis and are designed to provide equal access without fundamentally altering academic standards or creating undue hardship for the University.

Students seeking accommodations should work with [Accessibility Services](#), which coordinates the accommodation process and serves as a resource for students and faculty. Documentation may be required to support accommodation requests. Students are encouraged to engage in this process early to ensure timely support.

Bias Incident Policy ([Policy #NE 1.10](#))

Our Commitment

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

What is a Bias Incident?

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

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

Reporting Bias

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

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

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

Bias Incident Management and Response

When a bias incident report is received, an initial assessment of the report is conducted to

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

The Bias Response Team includes, but is not limited to, individuals holding the positions of:

- Director, Human Resources
- Vice President for Mission and Ministry
- Chair/Co-Chairs, Belonging & Community Council

Contact information for individuals currently in those roles (subject to change, please refer to the University website or directory as needed):

Mallory Kravitz

Title IX Coordinator/Employee Compliance
Coordinator
Rocco Abessinio Building, Room 405
KRAVITZM@neumann.edu | 610-361-5352

Sister Kathy Dougherty, OSF

Vice President for Mission and Ministry
Bachmann Main Building
DOUGHERK@neumann.edu | 610-558-5511

Co-Chairs, Belonging & Community Council:

Dr. Amanda Breen
BREENA@neumann.edu | 610-361-2546

Dr. Jennifer Labowitz
LABOWITJ@neumann.edu | 610-361-5471

Equal Employment Opportunity Policy ([Policy #NE 1.00](#))

Neumann University has adopted this Equal Employment Opportunity (EEO) policy to reaffirm its long-standing philosophy and principles of non-discrimination, non-harassment, and non-retaliation for protected activity in the employment, education, and advancement of its students, faculty, and staff and to identify the complaint procedures available for those who believe that they have been subjected to discrimination, harassment, and/or retaliation.

It is the policy and practice of Neumann University to make all employment, educational, and academic decisions without regard to any individual's membership in a protected class. Protected classes are those classes that are legally protected or which the University has opted to protect by policy. These include, but are not limited to, race, color, creed, religion, gender, age, national origin, ancestry, disability, veteran status, sexual orientation, and pregnancy.

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

Neumann University complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. Under FERPA, students have the right to access and review their education records, request corrections to records they believe are inaccurate or

misleading, and control the disclosure of their educational information.

The University will not release education records, such as grades, transcripts, or academic performance information, to parents, guardians, or other third parties without a student's written authorization, except in situations permitted by law. Once a student enrolls at Neumann, FERPA rights belong to the student, regardless of age.

Certain information, known as directory information (such as name, major, enrollment status, honors, and participation in activities), may be released without prior consent unless the student submits a request to restrict disclosure. Students may choose to withhold directory information by notifying the University within the designated timeframe each semester.

Students may inspect and review their education records by submitting a written request to the appropriate office, typically the Office of the Registrar. Requests are fulfilled within the timeframe required by law. Students who believe their records are inaccurate may request an amendment and, if necessary, pursue a formal review process.

Questions about FERPA rights or education records should be directed to the [Office of the Registrar](#).

Infectious Disease and Community Health Policy (Policy #NE 1.08)

Neumann University is committed to protecting the health and safety of its campus community during outbreaks of infectious disease, including COVID-19 and other communicable illnesses. While the University strives to reduce health risks, it cannot guarantee a campus environment free from infectious disease.

All students are expected to comply with public health guidance and University directives that may be enacted in response to an infectious disease outbreak. These measures may include physical distancing requirements, face coverings, hand hygiene practices, participation in health screening or contact tracing procedures, and self-isolation or quarantine when required.

Students experiencing symptoms of an infectious or communicable disease, or who receive a diagnosis, must notify Student Health Services and follow University and public health instructions. Accommodations related to health requirements may be requested through [Accessibility Services](#).

The University may update or modify health and safety requirements as conditions change. Failure to comply with infectious disease and community health directives may result in disciplinary action.

Service and Assistance Animal Policy (Policy #NE 1.011)

Neumann University permits service animals that assist individuals with disabilities in all areas of campus where students are normally allowed access, including classrooms, residence halls, offices, and campus events. Service animals are defined under the Americans with Disabilities Act (ADA) as dogs, and in some cases miniature horses, that are individually trained to perform specific tasks directly related to a person's disability. Service animals may be restricted only in limited areas where their presence would pose a safety risk or fundamentally alter a program or activity. Students using service animals are responsible for the animal's care, supervision, and behavior at all times and are encouraged to coordinate with Accessibility Services for support and communication with campus partners.

Assistance animals, including emotional support animals, are not considered service animals under the ADA. Assistance animals may be approved only as a housing accommodation within University residence halls and are not permitted in classrooms, dining facilities, or other campus buildings. Approval is determined on a case-by-case basis through Accessibility Services and requires documentation from a licensed healthcare professional. Students approved for an assistance animal are responsible for meeting all housing, health, licensing, and care requirements and for any damage or disruption caused by the animal.

The University may require the removal of a service or assistance animal if the animal poses a direct threat to health or safety, is disruptive, or is not properly cared for. Questions or concerns regarding service or assistance animals should be directed to Accessibility Services. In situations involving safety or animal welfare, Campus Safety should be contacted.

Title IX and Community Standards Sexual Harassment Policy and Procedures ([Policy #NE 1.07](#))

Introduction

Pursuant to Title IX, this Policy provides that the University will respond promptly to claims of Sexual Harassment prohibited by this Policy, including sexual assault, dating violence, domestic violence, and stalking, that occurs in a University education program or activity, and is alleged to have been committed by a current Neumann University student, employee, or third party.

Policy Statement

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

Scope of Policy

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

Community Standards Sexual Misconduct that does not constitute Title IX Sexual Harassment and involves students will be resolved within the Student Conduct Process Policy and as outlined in the Student Handbook. Community Standards Sexual Misconduct that does not constitute Title IX Sexual Harassment and involves employees as Respondents will be resolved as outlined in IP 1.03 Harassment Policy and Procedures. The procedures beginning in Section XI below apply only to

Title IX Sexual Harassment, regardless of whether students or employees are involved.

Title IX and the Title IX Coordinator

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

Mallory Kravitz

Title IX Coordinator/Employee Compliance

Coordinator

Rocco Abessinio Building, Room 405

610-361-5352

KRAVITZM@neumann.edu

Student Affairs Policies

Student Code of Conduct (Policy #SA 1.00)

Any community is built on a shared commitment to core values. The Franciscan tradition and our core RISES values guide Neumann University ("University" or "Neumann"). Membership in the University community carries the responsibility to conduct oneself in ways that advance these goals, strengthen the community, and refrain from behavior that is inconsistent with the University's mission and our shared commitments.

Purpose

The Student Code of Conduct at Neumann University is designed to support reasonable and fair action that furthers student learning, healing, and development. This Policy summarizes the University's Community Standards Process for alleged violations of University policies. If there is any conflict between this Policy and the University's Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy and Procedures (NE 1.07), NE 1.07 controls. All alleged violations of Title IX Sexual Harassment are resolved exclusively under NE 1.07.

Applicability

The Student Code of Conduct applies to all Neumann University students and to their conduct on and off campus while enrolled. If a student engages in prohibited conduct on behalf of, or while participating in, a student organization, both the student and the organization may be charged with violations of applicable University policy.

The University may investigate and resolve alleged misconduct from the time an individual first attends the University until the individual graduates, permanently withdraws, or is permanently dismissed, even if the conduct occurs between academic terms. If a student seeks to withdraw or take an academic leave while a conduct matter is pending, the University may proceed with the process or keep the matter open at its discretion. Student conduct files remain on record for seven (7) years post leaving the University. An administrative hold may be placed on the student's account to prevent registration or other actions until the matter is resolved.

Authority

Ultimate authority over student conduct is vested in the President of the University. The President has delegated authority for student conduct to the Associate Provost for Student Success and Student Life, who may act consistent with these procedures. The Associate Provost, or their designee, may take immediate and appropriate action to protect individual or community health, safety, and well-being.

The Assistant Dean for Residence Life & Community Standards administers the student conduct system and ensures proceedings are conducted in accordance with University policy.

Accommodations

Reasonable accommodations may be available for students participating in the student conduct process. Students requesting accommodations must provide current documentation from Accessibility Services and submit requests to the Assistant Dean for Residence Life & Community Standards and the Conduct Officer assigned to the case at least two (2) business days prior to a scheduled meeting or hearing.

Suspension Pending Outcome

In certain circumstances, the University may suspend a student from University housing and/or from the University pending the outcome of the conduct process. Such action may be taken to protect the safety of the community or the student, preserve University property, prevent disruption to University operations, or serve the best interests of the community.

Students or organizations subject to suspension or expulsion pending the outcome of a conduct process may be temporarily or permanently restricted from University housing, in-person classes, activities, events, and/or other privileges when the alleged behavior presents a credible risk to the safety, well-being, or functioning of the campus community.

Determinations regarding interim University Suspension and/or Housing Suspension, or expulsion, are made on a case-by-case basis, informed by the nature, severity, and pattern of behavior. Decisions are made in consultation with appropriate campus partners (e.g., Residence Life, CARE Team, Counseling Center, Campus Safety) when relevant to ensure a coordinated, supportive, and safety-informed response.

The University will consider interim or formal suspension, or expulsion, when one or more of the following are present:

- Conduct involving threats, intimidation, or harm to others
- Conduct indicating a credible risk to the safety or well-being of the student or others
- Repeated or escalating policy violations demonstrating a pattern of concerning behavior
- Significant disruption to the residential community or academic environment
- Failure to comply with prior administrative directives or supportive interventions

Appeals must be submitted in writing within two (2) business days to the Associate Provost for Student Success and Student Life or designee. The decision on appeal is final.

Student Code of Conduct – Prohibited Behaviors

The following behaviors and activities are prohibited and may result in student conduct action. Attempts to commit, condoning, supporting, or encouraging such acts, or failing to prevent guests from engaging in them, may also constitute violations.

A. Dangerous Conduct: Conduct that threatens or endangers health or safety of any person, including hazing and reckless behavior.

B. Harassment: Conduct directed at an individual or group that creates a hostile, offensive, or demeaning environment, including discriminatory or personal harassment. Harassment frequently,

but not always, involves a pattern of conduct.

1. **Discriminatory harassment** includes offensive, unwelcome conduct or language based on an individual's race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by federal, state, and/or local law.
2. **Personal harassment** includes offensive, unwelcome conduct or language that is not based on a protected class.

C. Dangerous Items: Unauthorized possession or use of weapons, firearms, explosives, fireworks, knives over three inches, or hazardous materials.

D. Interfering with Fire Safety: Misuse of fire safety equipment, failure to evacuate, or false alarms.

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

1. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age, or alcohol paraphernalia as listed in the Student Affairs Policy—Alcohol, Drug, & Good Samaritan Policy, below.
2. Possession of common source containers of alcohol such as kegs or alcoholic punch (e.g., jungle juice).
3. Possession of alcoholic beverages by persons under 21 years of age.
4. Possession or consumption of alcohol outside of the University's reasonable consumption policy (as listed in Policy SA 1.02 Alcohol, Drug, & Good Samaritan Policy), including restrictions related to beer/wine in residence hall rooms and alcohol at University-approved events. The reasonable consumption policy restricts the possession or consumption of liquor on campus.
5. Consumption of alcoholic beverages, including:
 - a. Consumption by persons under 21 years of age.
 - b. Consumption by persons 21 years of age or older in any public area, including public space within a residence hall, unless it is an official University-approved event or a University venue licensed to serve alcohol. Persons 21 years of age or older may only possess or consume reasonable quantities of alcohol.
6. Regardless of age, abusive or dangerous use of alcohol is prohibited on and off campus, including but not limited to:
 - a. Intoxication resulting in impaired motor skills or balance, slurred speech, disorientation, vomiting, blacking out, passing out, or other similar behavior.
 - b. Disruptive, disorderly, or dangerous conduct related to alcohol consumption.
 - c. Driving on or off campus while under the influence of alcohol.
 - d. Sale, distribution, or attempts to sell, distribute, or provide alcoholic beverages to

anyone under 21 years of age, including hosting gatherings where alcohol is available to persons under 21.

F. Drugs: Possession, use, or distribution of controlled substances or drug paraphernalia is prohibited. Cannabis products are prohibited on University property and at University-sponsored events.

1. Possession of paraphernalia used to inhale, inject, ingest, or mask drugs, whether or not used for illegal purposes.
2. Possession of drugs.
3. Use of drugs.
4. Distribution (any form of exchange, gift, transfer, or sale) of drugs.

G. Theft/Unauthorized Possession of Property: Theft of property or services or possession of stolen property.

H. Damage to or Misuse of Property: Damage, defacement, or unauthorized use of property.

I. Disorderly Conduct: Conduct that disrupts or interferes with others or University operations.

1. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
2. Verbally abusing University officials (including students appointed to act as representatives of the University such as Resident Assistants) acting in performance of their duties.
3. Behaving in a lewd or indecent manner.
4. Engaging in, leading or inciting others in a breach of peace that is disruptive to the community.

J. Non-academic Dishonesty: False information, forgery, fraud, or misuse of University documents or credentials.

K. Interfering with University Events: Disruption of classes, events, services, or emergency operations.

L. Smoking: Effective July 1, 2025, Neumann University is a Smoke-Free campus (see [Policy #IP 1.06](#) for full details). Smoking and the use of tobacco products are prohibited in all University facilities, on all University property, and in University-owned or leased vehicles.

1. For purposes of this policy, smoking includes the use of cigarettes, cigars, pipes, hookahs, and electronic smoking devices such as e-cigarettes or vaping devices, as well as the use of marijuana or cannabis products in any form. Smoking is not permitted in any indoor or outdoor campus location, including residence halls, academic buildings, parking lots,

walkways, athletic and recreational areas, or personal vehicles while on campus.

2. This policy applies to all students, employees, visitors, and guests, regardless of the purpose of their presence on campus. Students are expected to comply with the smoke-free policy at all times. Violations may result in student conduct action.

M. Violating Other University Policies: Any violation of other published University regulations including but not limited to Residence Life policies and procedures, rules published in other University publications, and those available on the University Policy Library and other University websites.

N. Non-compliance: Failure to comply with reasonable directives of University officials, including students appointed to act as representatives of the University, acting in performance of their duties. Directives to provide identification and/or participate in a university student conduct process are included in the scope of this provision.

O. Sanction Violation: Violating the terms of any student conduct sanction as imposed in accordance with student conduct procedures, including failure to complete sanctions by the stated deadline.

P. Gambling: Participation in any form of illegal gambling as defined by local, state, or federal law.

Q. Violation of Law: Violation of local, state, or federal laws, regulations or ordinances, or international laws.

R. Community Standards Sexual Misconduct: An umbrella term encompassing a range of behaviors, including sex discrimination, sexual harassment, gender-based harassment, sexual assault, dating violence, domestic violence, and stalking (as each term is defined under the University's Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy and Procedures (Policy NE 1.07)).

S. Title IX: Any violation of the University's published Title IX Policy.

T. Solicitation: Unauthorized solicitation, sale, or promotion of any goods or services in University owned or operated property, including residence halls, or at University-sponsored events.

U. Complicity: Being present or otherwise involved, in such a way as to condone, support, or encourage any acts which would violate this Code. Students who observe acts in violation of this Code are expected to remove themselves and are encouraged to report the matter.

Student Conduct Procedures (Policy #SA 1.00P)

The following sections provide an overview of the student conduct resolution processes and procedures. These guidelines are intended to give general notice of rights and responsibilities during the student conduct process. The Student Code of Conduct does not provide the same due process rights afforded in criminal or civil proceedings.

Case Referrals

Any person, including individuals outside of Neumann University, may refer a student suspected of violating the Student Code of Conduct to the Assistant Dean for Residence Life & Community Standards. Each referral will be reviewed to determine whether student conduct action may be taken. If there is insufficient information to support formal disciplinary action, the matter will be

closed with no further action.

Referrals should be submitted within a reasonable timeframe following the alleged incident. Reports may be made at any time, but prompt reporting is encouraged to allow the University to gather relevant information, identify witnesses, and conduct a thorough, prompt, and impartial review.

At the discretion of the University, administrative action may be taken in lieu of formal student conduct action when such action is deemed appropriate and reasonable.

Student Conduct Proceedings

A student who may be subject to formal sanctions other than eviction from residence, suspension, or expulsion is entitled to a disciplinary conference, which normally consists of an informal meeting between the responding student (“respondent”) and an administrator serving as a conduct hearing officer.

Students eligible for a disciplinary conference may participate in a restorative resolution process. Restorative practices reflect Neumann University’s mission and Catholic Franciscan values and may be used when appropriate. A restorative resolution may be requested by a complainant or initiated by the Student Conduct Officer. The purpose of restorative resolution is to promote reconciliation, understanding, and accountability while seeking to prevent future incidents.

Expectations for restorative resolution include:

- All involved parties must voluntarily agree to participate.
- If a mutually agreed-upon outcome is reached, the terms will be documented by the Student Conduct Officer and signed by the involved parties.
- The agreement will be maintained in the student’s confidential conduct file, and each party will receive a copy.
- If the matter cannot be resolved, or if the agreement is not fulfilled, the case will be referred for further student conduct action.
- The University reserves the right to determine that a case is not appropriate for restorative resolution.

A student subject to eviction from residence, suspension, or expulsion is entitled to an administrative hearing, which normally consists of a formal meeting between the respondent and the Assistant Dean for Residence Life & Community Standards or designee.

Allegations of community standards sexual misconduct or Title IX violations are resolved under the University’s Title IX procedures.

A student who accepts responsibility for alleged violations prior to a conduct proceeding may meet with the Assistant Dean or Case Manager in an administrative meeting to discuss potential sanctions in lieu of a hearing. Acceptance of responsibility must be made in writing and acknowledges that the full range of sanctions may be imposed. A student who accepts responsibility in writing waives the right to appeal.

Guidelines for Student Conduct Proceedings

The following procedural guidelines apply to student conduct proceedings. Formal rules of evidence

and procedure used in criminal or civil courts do not apply. Deviations from these procedures do not invalidate a decision unless significant prejudice results.

- A. The respondent will receive written notice of the specific charges and the date, time, and location of the proceeding. Notice is typically delivered to the student's University email account.
- B. The respondent may request a reasonable extension of time to prepare, not to exceed two (2) business days, except in unusual circumstances. Requests must be submitted in writing at least one (1) business day prior to the scheduled proceeding unless an emergency exists.
- C. The respondent will be afforded reasonable access to review the case file before and during the proceeding. A redacted incident report may be requested. Notes of University staff and investigators are not part of the case file and are not accessible.
- D. The respondent may submit the names of University community members with relevant information. Witness names must be submitted in writing at least two (2) business days prior to the proceeding.
- E. Proceedings are closed to non-participants and the public.
- F. The respondent may be accompanied by one (1) advisor, whose role is limited to consultation and support. Advisors may not speak during proceedings or address witnesses. Proceedings will not typically be delayed due to advisor unavailability.
- G. The respondent will have the opportunity to respond to information related to the alleged violation.
- H. Character or reputation evidence that does not directly relate to the facts of the case may be excluded.
- I. Decisions are based on a preponderance of the evidence, meaning it is more likely than not that the violation occurred.
- J. A respondent may be found responsible for violations not originally charged if information presented supports such findings.
- K. Outcomes will be communicated to the respondent in writing.
- L. Proceedings may be audio or audio-visually recorded by the conduct officer. Recordings are University property and may be reviewed for appeal purposes but may not be duplicated.

Sanctions

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

- A. **Written Reminder:** The student or student organization receives a written reminder indicating that further misconduct may result in more severe disciplinary action. A written

reminder is maintained in the student or student organization's conduct file but is not considered disciplinary action.

- B. **Disciplinary Probation:** Disciplinary probation is a specified period during which the student or student organization is given the opportunity to demonstrate positive contributions to the University community. Violations of University policy while on disciplinary probation will likely result in more severe sanctions.

Specific conditions of disciplinary probation may include, but are not limited to, restrictions on representing the University in intercollegiate or club sports, holding elected or appointed campus positions, or attending or participating in University functions, whether athletic, social, or institutional. Additional restrictions may be imposed as appropriate.

- C. **Restitution:** The student or student organization is required to provide monetary reimbursement for the repair or replacement of property or for services rendered to the University or others. Restitution must be paid in the amount and by the deadline determined by the Student Conduct Officer.
- D. **Educational or Restorative Assignment:** The student is required to complete an assignment designed to promote learning, reflection, and accountability. Examples include, but are not limited to, contributory service, reflective or research-based writing, participation in Brief Alcohol Screening and Intervention for College Students (BASICS) or Cannabis Screening and Intervention for College Students (CASICS) program meetings, or attendance at educational programs, workshops, or lectures deemed appropriate by the Student Conduct Officer.
- E. **Notification of Parent or Legal Guardian:** The University may notify a student's parent(s) or legal guardian(s) if the student is found responsible for violations involving alcohol, other drugs, or violence, or if the student is separated from the University or University housing. All notifications will comply with FERPA requirements.
- F. **Housing Reassignment:** A student may be reassigned to a different residence hall room or removed from a specific housing assignment if it is determined that the student is a disruptive influence within the residential community or presents a safety concern.
- G. **Loss of Residence Hall Visitation and Guest Privileges:** Residence hall visitation and guest privileges may be revoked for a specified period. In cases of repeated violations, these privileges may be permanently revoked.
- H. **Loss of University Housing:** A student may be suspended from University housing if it is determined that the student is a disruptive influence on the residential community or poses a safety risk. The student must vacate their residence in accordance with University procedures and within the timeframe specified by the Student Conduct Officer. The student may be financially responsible for room and board charges as outlined in the University's refund policy.

The sanction will specify the duration of the housing suspension and any conditions required for consideration of reinstatement. Readmission to University housing is at the

discretion of the Associate Provost for Student Success and Student Life, in consultation with the Assistant Dean for Residence Life & Community Standards.

- I. **Delayed or Deferred Loss of University Housing:** In certain cases, the loss of University housing may be delayed or deferred. The date by which the student must vacate housing will be determined by the Associate Provost for Student Success and Student Life, in consultation with the Assistant Dean for Residence Life & Community Standards.
- J. **Suspension:** A student or student organization may be suspended from the University when their conduct is determined to be disruptive to the University community or a threat to health or safety. Suspension results in separation from the University for a specified period. During suspension, a student is withdrawn from all courses and may not attend classes, participate in University activities, hold leadership positions, or be present on University property without written authorization from the Associate Provost for Student Success and Student Life or designee.

A suspended student must surrender their University-issued identification card to Campus Safety for the duration of the suspension. Any applicable refunds will be processed in accordance with the University's refund policy.

For student organizations, suspension includes loss of recognition, privileges, use of facilities, allocated funding, and the ability to sponsor or participate in University activities. Reinstatement is at the discretion of the Associate Provost for Student Success and Student Life, in consultation with appropriate University officials.

- K. **Delayed or Deferred Suspension:** In certain cases, suspension may be delayed or deferred. The date on which suspension begins will be determined by the Associate Provost for Student Success and Student Life or designee.
- L. **Expulsion:** Expulsion is the permanent separation of a student from the University when the nature of the violation is so serious that continued membership in the University community is not appropriate. An expelled student may not return to University property and is not eligible for readmission. Refunds, if applicable, are governed by the University's refund policy. A record of expulsion is maintained in the student's academic and student conduct files.

For student organizations, expulsion results in permanent loss of recognition, funding, and privileges.

- M. **ATOD Fine (First-Time Violation):** For a first-time alcohol, tobacco, or other drug (ATOD) violation, the University may impose a \$50 fine. The fine may be paid, as directed, to one of the following University-supported resources:
- Knights' Pantry
 - Knights' Closet
 - Student Emergency Fund

Payment must be completed by the deadline established by the Student Conduct Officer.

Appeals

A respondent who is found responsible for violating University policy by the conduct hearing officer has the right to appeal the determination of responsibility and/or the sanction(s) imposed. Appeals must be submitted in writing within five (5) business days of the issuance of the hearing officer's decision. Appeals must be directed to the Associate Provost for Student Success and Student Life or designee, whose decision is final. Appeal review is limited to case-related documents.

Appeals are limited to the following grounds:

- A. Substantial procedural error(s) that had a material impact on the outcome of the process; and/or
- B. New, material evidence that was not reasonably available at the time of the hearing.

Disagreement with the finding of responsibility or the severity of a sanction, by itself, is not grounds for appeal.

When an appeal is submitted, a temporary stay of sanctions may be granted at the discretion of the University. Sanctions may be held in abeyance pending the outcome of the appeal; however, the Associate Provost for Student Success and Student Life or designee reserves the right to deny a stay of sanctions when deemed appropriate.

The Associate Provost for Student Success and Student Life or designee will issue a written decision to the appealing respondent within five (5) business days. The appeal decision is final and may include one or more of the following outcomes:

- A. Denial of the appeal, resulting in the hearing officer's decision and sanctions remaining in effect.
- B. Modification of the finding of responsibility and/or the sanction(s). The modified decision is final and not subject to further appeal.
- C. Remand of the case to the original hearing officer with specific instructions for reconsideration. Following reconsideration, the resulting decision and any sanctions imposed are final and not subject to further appeal.

Student Affairs Hold on Records

Enforcement of the Student Conduct Process and other University policies may require the placement of a Student Affairs hold on a student's record. A hold may be applied when a student leaves the University with an unresolved student conduct matter, including during periods of suspension or expulsion.

A Student Affairs hold may also be placed in situations including, but not limited to, incomplete sanctions or failure to comply with the reasonable directives of a University official. A hold may prevent a student from registering for classes, accessing grades, receiving transcripts, or receiving a diploma until the matter is resolved.

Expungement of Disciplinary Records Policy

Neumann University recognizes that students learn and grow from their experiences, including those involving the student conduct process. In support of this growth, students may request expungement of certain disciplinary records after they have permanently separated from the University through graduation or permanent withdrawal.

Students may submit a written request to the Associate Provost for Student Success and Student Life for review of their disciplinary record. Requests may be considered for cases that did not result in findings of responsibility involving disciplinary probation, suspension, residence hall suspension, or expulsion. Records involving these more serious sanctions are not eligible for expungement.

Each request is reviewed on a case-by-case basis, taking into consideration the nature of the violation, the student's conduct history, and evidence of personal growth and responsibility. If approved, the record will be removed from the student's disciplinary file and will not be disclosed in future conduct reporting.

Requests for expungement must be submitted in writing to the [Office of the Associate Provost for Student Success and Student Life](#).

Emergency Procedures (Policy #SA 1.01)

In an emergency, students should contact Campus Safety immediately by calling extension 5555 from an on-campus phone or 610-558-5555 from off campus. In life-threatening situations, students should call 911 first. When reporting any emergency, be prepared to provide your name, location, and a description of the situation, and remain on the line until instructed to hang up.

In the event of a fire, students should activate the nearest fire alarm, exit the building using the closest safe exit, and move to a designated outdoor assembly area. Do not attempt to fight a fire, do not use elevators, and close doors if possible as you leave. Students should assist individuals with mobility difficulties when safe to do so and notify Campus Safety if someone is waiting in a stairwell. Students must not re-enter an evacuated building until Campus Safety authorizes reentry.

Additional emergency response information and protocols are available through the [Campus Safety website](#).

Alcohol, Drugs, and Good Samaritan Policy (Policy #SA 1.02)

Consistent with Neumann University's core values of Reverence, Integrity, Service, Excellence, and Stewardship (RISES), students are expected to conduct themselves in ways that support personal well-being and the well-being of others. This policy reflects the University's commitment to maintaining an environment that supports the physical, emotional, spiritual, and psychological development of all members of the community.

The University enforces its policies in cooperation with local, state, and federal laws related to alcohol and illegal drug use and cooperates with governmental authorities to promote campus safety and security. All applicable NCAA guidelines are followed for athletic events.

The following section summarizes the policy. Additional details and the full policy are included in the Student Code of Conduct section of this handbook.

Alcohol

Neumann University educates students about the use and misuse of alcohol through educational programming, counseling, and informational resources. The University monitors alcohol use to support a safe and healthy learning environment.

The consumption, distribution, transportation, or service of alcoholic beverages on University property must comply with Pennsylvania liquor and criminal laws, which prohibit the sale, purchase,

possession, consumption, or transportation of alcohol by individuals under the age of 21. Pennsylvania law also prohibits:

- Misrepresenting one's age to obtain alcohol;
- Possession or use of false identification for the purpose of obtaining alcohol.

In addition to University policy violations, state and local laws impose significant penalties for:

- Misrepresenting the legal age of a minor;
- Inducing a minor to purchase alcohol or purchasing alcohol for a minor;
- Manufacturing or selling false identification.

Neumann also enforces the Codified Ordinances of Aston Township, including the open container ordinance (Section 608.1(a)), which prohibits possession of open containers of alcoholic beverages in public spaces or on private property without the owner's permission.

Alcohol in University Housing

Students who are 21 years of age or older and reside in the Buoni Building, Flynn Apartments, University houses, or other designated housing may consume alcohol in their rooms under the following conditions:

- All assigned roommates must be 21 years of age or older.
- Alcohol must be consumed responsibly. "Moderate" consumption is defined as no more than one 12-pack of beer (cans only) or one bottle of wine per student per week, not to exceed two liters total. Hard liquor is prohibited.
- Guests under 21 years of age may not be present in rooms where alcohol is being consumed.
- Open containers and consumption are prohibited in public or shared spaces, including hallways, lounges, stairwells, and common areas.
- Drinking games and other high-risk alcohol consumption activities are prohibited, including but not limited to:
 - Possession of kegs;
 - Participation in drinking games;
 - Consumption of hard liquor or grain alcohol
- Intoxicated, disorderly, disruptive, or offensive behavior may result in disciplinary action under the Student Code of Conduct.
- Alcohol-related paraphernalia associated with rapid consumption or drinking games (including funnels, beer pong tables, shot glasses, empty or decorative containers, mini bottles, and flasks) is prohibited.

The University reserves the right to confiscate and dispose of alcohol and alcohol-related items, regardless of a student's age, when such items contribute to the misuse of alcohol. Students are expected to comply with University regulations and all applicable laws both on and off campus. Off-campus alcohol-related conduct that violates University policy may result in student conduct action.

The University does not co-sponsor off-campus events where alcohol is served unless expressly stated in advance.

Drugs

The use, possession, distribution, manufacture, or sale of illegal drugs or controlled substances is

prohibited. Prescription medications are permitted only when prescribed to the student, properly labeled, used as directed, and stored in their original containers.

Drug paraphernalia is prohibited on University property and includes, but is not limited to, rolling papers, grinders, pipes, bongs, hookahs, water pipes, scales, storage containers, or any item adapted for drug use. Drugs and paraphernalia found on University property will be confiscated.

Students who knowingly remain in the presence of illegal drugs or with individuals in illegal possession of drugs may be held responsible under this policy.

Violations include, but are not limited to:

- Illegal or improper use, possession, cultivation, distribution, manufacture, or sale of drugs, including prescription medications;
- Sharing or using prescription drugs not prescribed to the individual;
- Possession of drug paraphernalia;
- Improper use of solvents, aerosols, or propellants;
- Administering drugs or intoxicants to another person without their knowledge.

Complicity

When a student is knowingly present during a drug or alcohol violation, the University expects the student to take one or more of the following actions:

- Notify University staff or request that the violation stop; and/or
- Remove themselves from the situation immediately.

Students should understand that remaining present during a violation may result in disciplinary action.

Good Samaritan/Medical Amnesty Policy

Neumann University expects students to seek help for themselves or others during medical emergencies or crises. The University strongly encourages students to seek help without hesitation when health or safety is at risk. The Good Samaritan/Medical Amnesty Policy is intended to remove barriers to seeking assistance and to prioritize health and safety over disciplinary consequences.

Students should immediately seek help in situations involving significant intoxication or drug impairment, regardless of age. The student seeking help and the student in need generally will not face conduct charges for alcohol or drug use occurring at or immediately before the incident.

In most cases, incidents addressed under this policy are treated as health and safety matters rather than disciplinary matters. However, in rare cases involving repeated, serious, or flagrant violations, or when other policy violations are involved (such as bodily harm, sexual misconduct, harassment, drug distribution, hazing, or theft), the University may pursue disciplinary action.

This policy does not prevent law enforcement action or required reporting under applicable laws, including the Clery Act and the Drug-Free Schools and Communities Act Amendments of 1989.

In emergency situations, students are expected to:

- Remain with individuals needing assistance, when safe to do so;
- Cooperate with emergency responders;

- Meet with University officials following the incident;
- Complete required educational or health interventions as directed by the Associate Provost for Student Success and Student Life or designee.

Failure to complete required interventions may result in referral for formal conduct action.

Students should contact one or more of the following:

- Student Affairs on-call staff (including resident assistants or professional staff);
- Campus Safety (610-558-5555 or extension 5555);
- Aston Township Police Department (911 for emergencies).

Abuse of this policy or failure to act in good faith may result in loss of its protections.

Fire Safety Policy (Policy #SA 1.03)

Fire safety equipment and systems are required by law and are critical to the safety of the University community. Students are expected to be familiar with emergency exits, fire extinguishers, and alarm pull stations. Fire safety equipment is to be used only in the event of an actual emergency.

Tampering with fire equipment, activating false alarms, or causing a fire is a serious offense and may result in disciplinary action and/or arrest under state law.

Examples of fire safety violations include, but are not limited to:

- A. Initiating false alarms or tampering with alarm pull stations;
- B. Failure to evacuate when an alarm sounds or when directed by University personnel;
- C. Making false reports or threats involving fire, explosion, or other emergencies;
- D. Creating fire hazards through negligence, misuse of open flames, or improper possession or use of flammable or hazardous materials.

Bullying, Cyberbullying, and Social Networking Policy (Policy #SA 1.04)

Neumann University does not tolerate bullying in any form, including cyberbullying that occurs through social media, electronic communication, or other online platforms.

As a Catholic Franciscan institution, Neumann's mission and core values call us to live with Reverence, recognizing the inherent dignity of every person, and Integrity, taking responsibility for our words and actions. These values guide not only our behavior on campus, but also how we engage with one another in digital spaces.

All members of the University community are expected to use social media and other forms of online communication in ways that reflect compassion, respect, and care for others. By holding ourselves accountable to these shared values, we help create and sustain a safe, supportive, and welcoming environment for everyone.

To that end, Neumann University's Social Networking Policy applies to all forms of social media and online communication, whether used on or off campus and whether accessed through personal or University systems. Students are responsible for all content they post or share online and are expected to follow all University policies, including the Code of Conduct, harassment policies, confidentiality requirements, and computer use guidelines.

Online content that is harassing, threatening, discriminatory, defamatory, bullying, or knowingly false is not permitted. Students may not imply that Neumann University endorses their personal opinions, beliefs, products, causes, or political views. Confidential or proprietary University information, including grades, evaluations, or internal documents, may not be shared.

Use of the University's name, logo, or trademarks is generally prohibited without prior authorization. Student organizations must obtain approval before posting advertisements or representing the University online.

Students are encouraged to use good judgment when engaging in social media, recognizing that online content may be public, permanent, and accessible to a wide audience. Online interactions should remain respectful, civil, and consistent with Neumann's Catholic Franciscan values.

Violations of this policy may result in disciplinary action, up to and including suspension or dismissal from the University.

Ultimately, participation in the Neumann community carries shared responsibilities. Students are expected to consider how their words and actions, including those expressed online, affect others and reflect upon the University. Community-aligned behavior strengthens trust, supports mutual respect, and upholds the values that define Neumann University.

Posting Policy (Policy #SA 1.10)

Posting on Neumann University's campus is a privilege open to recognized and approved Neumann University organizations and individuals. Posting is intended to support effective communication while maintaining a respectful and visually orderly campus environment. All outside groups must receive permission from the Office of Marketing & Communications. All postings must be consistent with the mission and values of Neumann University. All posting should be clear, concise, and respectful in nature. They should not contain any offensive, discriminatory, or inappropriate content.

Posting Content

All postings must contain the information below.

- Campus department, office, or student organization sponsoring or partnering to host the event.
- Contact e-mail or phone number (e.g., For questions or additional information, please email XX@neumann.edu.)
- NU Logo (departments and offices)
- Content in postings must align with Neumann University values, mission, and institutional policies.
 - Posting off-campus events and activities not associated with official University activities and operations (e.g., outside businesses) is not permitted.
 - Postings promoting the use of drugs, tobacco, sex, or violence will not be approved.

Posting Approval Process

- Postings should be emailed to events@neumann.edu.
- If your posting is approved with no edits needed, within 2 business days you will receive a stamped copy back to your email for you to print.
- Once your posting is approved, you should print out the number you would like posted.
 - Recommendation for copies:
 - For Residence Halls

- 24 copies
- For non-residence hall buildings
 - 9 minimum
 - 20 maximum
- Printed copies of your posting WITH an approval stamp can be placed on the door of the University Events and Conference Services office (Bruder 101 – right off the dining hall)
- The University Events and Conference Services office will hang postings on Mondays and Wednesdays.
 - Postings must be dropped off by 1pm to be hung the same day.
- The University Events and Conference Services office will take down the posting after your event.
 - If you have an on-going event, the final date should be specified on your posting, and you should include it in your approval email.
- Any postings that are hung without an approval stamp or not by the University Events and Conference Services office will be taken down immediately.
- Any postings on non-approved surfaces will also be taken down immediately.

Parking – Standard & Handicapped (Policy #SA 1.21)

Handicapped parking spaces are reserved exclusively for individuals who meet government guidelines for disability parking. Students with a permanent disability and a state-issued disabled license plate or placard may register with the Campus Safety Office. Students with a temporary disability must also register with Campus Safety and provide a doctor's note specifying the need for handicapped parking and the length of time it is required. Campus Safety will issue a temporary certificate to be displayed in the rear window of the vehicle. This certificate is valid only for the period indicated by the doctor, up to a maximum of 30 days, and must be renewed if additional time is needed. Vehicles that are not registered or have expired documentation may be ticketed.

Student Affairs Club and Organization Policy (Policy #SA 1.30)

At Neumann University, student involvement is supported through both student clubs and student organizations. While both contribute to campus life and student engagement, they differ in structure, purpose, and oversight. All student groups must meet specific requirements to achieve and maintain registration. A group is not considered registered until it has been approved by the Office of Campus and Commuter Engagement and notified of that decision.

This section outlines the requirements for student clubs and organizations and the registration and renewal process.

Definitions

Student Clubs

A student club is typically interest-based and formed around shared hobbies, social interests, or recreational activities. Clubs are generally student-led, may be less formal in structure, and are not typically affiliated with an academic department. While clubs are encouraged to engage in campus programming, they do not usually have curricular or professional alignment requirements.

Student Organizations

A student organization is a more formally structured group that is often aligned with an academic department, professional field, institutional initiative, or external partner. Student organizations may support academic enrichment, leadership development, service, advocacy, or professional preparation and are more likely to have ongoing programming,

funding needs, and institutional or external affiliations.

Unless otherwise specified, the policies below apply to all registered student clubs and organizations.

Definition of a Registered Student Club and Organization

A registered student club is a group of at least three (3) currently enrolled students who share a common purpose and are officially registered with the Office of Campus and Commuter Engagement.

Organizations can be structured in any way.

Registered student clubs and organizations are eligible to request funding from the Student Government Association (SGA) each semester. Additional information regarding funding and expectations is outlined later in the Student Club Policies section of this handbook.

All registered student groups must meet the following standards:

1. Officers and members (minimum of three) must be currently enrolled students at Neumann University. Graduate students can hold an ancillary role.
2. The group's purpose must contribute to student engagement, learning, or community life.
3. The groups must meet all registration and renewal requirements established by the Office of Campus and Commuter Engagement.
4. The groups must understand and adhere to all policies outlined in the Student Handbook and those published on the [Policy page of the MyNU portal](#).

Student Group Types

Student groups are categorized in several ways based on their primary mission and focus. These categories are intended to help students identify opportunities for involvement and to encourage collaboration among organizations.

Academic

Groups focused on a specific academic discipline, career field, or scholarly interest. These groups are often affiliated with an academic department and may support professional development, academic enrichment, or discipline-specific engagement.

Advocacy

Groups that promote awareness, education, or action related to social, political, environmental, or community-based issues, either within the University or beyond.

Arts & Literature

Groups that encourage participation in, appreciation of, or support for visual arts, performing arts, creative writing, and literary expression.

Club Sports

Groups that compete against external teams, typically other collegiate clubs, as part of a structured regional or national league. Competitive club sports must be affiliated with a recognized national governing body or association (excluding Cheer and Dance Team). These groups often involve coaches, regular practices, travel, and off-campus competition, and may require greater time and financial commitment. Club sports are supported collaboratively by Campus and Commuter Engagement, the

Student Government Association, and Athletics & Campus Recreation.

RISES Integration

Groups whose primary focus is supporting or advocating for specific communities, cultures, nationalities, faith traditions, or identities. These groups promote education, inclusion, advocacy, and belonging and are rooted in Neumann's Catholic Franciscan mission and core values.

Special Interest

Groups formed around shared interests, activities, or themes that promote social interaction, engagement, and community-building among students.

External Vendor

Groups that maintain a formal affiliation with an external entity or governing body and may receive external funding or operate under external guidelines. These groups typically have additional oversight requirements and institutional partnerships.

Examples include:

- Cogwell, which supports active listening and peer support skills to manage mental health stressors through an external foundation partnership.
- Student-Athlete Advisory Committee (SAAC), which is affiliated with the NCAA and represents student-athletes while receiving external guidance and funding.

External Vendor organizations must comply with University policies as well as applicable external standards and agreements.

Student Club Requirements

The following section outlines the minimum requirements for student clubs to be recognized by Neumann University.

Membership

Each student club must be composed of at least three (3) currently enrolled undergraduate students at Neumann University.

Each club must identify members to serve in the following executive board positions: President, Treasurer, and Secretary. Requests to use alternative titles for executive board positions may be approved by the Executive Director of Campus and Commuter Engagement upon request.

Executive Board Roles

- **President:**
The President serves as the chief student leader of the club and chairs executive board and general body meetings. The President oversees the overall functioning of the club, evaluates executive board performance, and serves as the primary point of contact with the Student Government Association (SGA) and other campus organizations. The President may make executive decisions when immediate action is required or when meetings cannot be convened.
- **Treasurer:**
The Treasurer manages the groups financial records, including budgets, invoices, and contracts, and maintains documentation for archival purposes. The Treasurer is responsible for understanding and complying with all financial procedures and guidelines established by the

University. Clubs receiving SGA funding must also comply with all SGA financial procedures.

- **Secretary:**

The Secretary maintains club records and minutes for all executive board and general body meetings and manages communication with members. If the club receives SGA funding, the Secretary is expected to attend SGA General Body Meetings as required.

Only enrolled students at Neumann University may serve as members of student groups. Student clubs and organizations must be aligned with the institutional mission and core values, as verified by the Executive Director of Campus and Commuter Engagement. Membership eligibility will be verified through the Office of Campus and Commuter Engagement.

Student clubs must establish their membership criteria as part of their registration materials. All Neumann University student clubs must be open to all individuals without regard to sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other legally protected characteristic.

Performing arts and sports clubs or organizations may require auditions or tryouts for participation. Any restrictions on membership must be clearly documented in the group's registration materials.

Advisor

Each student club must have at least one (1) advisor who is a Neumann University faculty member, staff member, or graduate assistant. Advisors support clubs in meeting their goals and navigating University processes. Detailed advisor expectations are provided by the Office of Campus and Commuter Engagement, which advisors are expected to review and sign annually.

Student Affairs Club and Organization Procedures (Policy #SA 1.30P)

Student Organization Registration

All student clubs and organizations must register each semester through the Office of Campus and Commuter Engagement by completing the Student Organization Registration Form available on the MyNU portal.

For the purposes of this policy:

- **Student Clubs** are student-led groups recognized by the University and are exclusively funded through the Student Government Association (SGA).
- **Department-Sponsored Organizations** are organizations sponsored by an academic or administrative department and supported through departmental resources

Registration confirms an organization's recognition status and eligibility to access University resources, reserve space, participate in recruitment activities, and request funding, when applicable. In addition, registration allows the University to maintain a comprehensive and up-to-date directory of recognized student clubs and organizations, providing students with a single source for discovering involvement opportunities across campus.

Semester Registration Requirements

All clubs and organizations must:

1. Complete the Student Club and Organization Registration Form sent directly from the office of Campus and Commuter Engagement.

2. Submit and maintain an updated roster to the Office of Campus and Commuter Engagement no later than two weeks after each Involvement Fair. Rosters are used to determine eligibility for SGA funding (when applicable) and to ensure compliance with the STOP Campus Hazing Act and Clery Act requirements.
3. Maintain updated governing documents and officer information, when applicable. Please note clubs are mandated to have all documentation.
4. Identify and maintain a faculty or staff advisor.
5. Submit any additional materials requested by the Office of Campus and Commuter Engagement.

Expectations of Registered Clubs and Organizations

Registered organizations are expected to:

1. Contribute positively to the Neumann University community.
2. Comply with all federal, state, and local laws and University policies on and off campus.
3. Promote students' physical, intellectual, emotional, and mental well-being.
4. Foster inclusive and welcoming environments.
5. Conduct activities in a safe and responsible manner.
6. Follow University procedures related to contracts, advertising, printing, and apparel.
7. All Clubs and Organizations must adhere to the institutional Fundraising Policy (MS 1.04): For SGA-funded groups, fundraising requests must be submitted through a program proposal and will be reviewed and approved by the Office of Campus and Commuter Engagement prior to the event. For department-funded groups, review and approval comes from the Vice President of University Advancement.
8. All Clubs and Organizations must comply with University Finance and Business Office policies and procedures related to fundraising, cash collection, ticket sales, deposits, and financial recordkeeping. Any activity involving the collection of funds must receive the required University approvals as outlined in the Fundraising Policy (MS 1.04). Organizations must adhere to the University's Cash Management Policy (BU 2.15) and maintain professional staff oversight for any event involving cash handling, ticket sales, or other revenue-generating activities.
9. Use organizational funds responsibly and for their intended purpose.
10. Participate in required training and risk management initiatives.
11. To ensure continuity, security, and institutional recordkeeping, all student clubs and organizations must store organizational files and documentation on their assigned University SharePoint site. Documents may not be maintained solely in personal Google Drive accounts, personal cloud storage platforms, or non-Neumann email accounts. For clubs, requests for a University-sponsored organizational email account should be directed to the Office of Campus and Commuter Engagement.
12. Neumann University defines high-risk programming as any activity that presents an elevated level of physical, financial, operational, or reputational risk to participants or the University. Examples include, but are not limited to, off-campus travel, overnight trips, activities involving physical participation or inherent risk, amusement parks, inflatables and bounce houses, sporting or recreational activities, events involving minors, large-scale events, dances, concerts, cash handling or ticket sales, and events requiring security personnel or crowd management. All high-risk programs must receive approval prior to the event and comply with the following requirements:
 - Submission and approval of the event through the University's established event approval process.
 - Presence of a professional staff member and/or approved faculty/staff advisor for the

- duration of the activity.
- Review by the Office of Campus and Commuter Engagement and any other University offices deemed necessary based on the nature of the activity.
- Completion of participant waivers, assumption of risk forms, emergency contact information, and other required documentation when deemed appropriate by the University. The Office of Campus and Commuter Engagement will send updated copies of waivers for each approved program.
- Compliance with all University travel and transportation requirements for off-campus travel, including the use of approved drivers, vehicles, and transportation providers when applicable. Travel funded by the University must comply with applicable University travel policies (IP 1.08 Travel and Entertainment Policy).
- Submission of trip itineraries, lodging information, transportation plans, and participant rosters for overnight or off-campus travel.
- Coordination with Campus Safety/Public Safety, local law enforcement, emergency services, or other agencies when required.
- Adherence to all facility, space reservation, vendor, contract, insurance, and licensing requirements established by the University.
- Events involving minors must comply with all University requirements related to supervision, safety, and protection of minors.
- Activities involving elevated physical risk may require additional safety measures, participant training, equipment inspections, or restrictions as determined by the University.
- All off-campus events, programs, and trips must include readily accessible emergency contact information for all participating students.
- The University reserves the right to impose additional requirements, deny approval, or cancel activities that do not adequately address health, safety, financial, legal, or operational concerns.

Additional Requirements for SGA-Funded Student Clubs

In addition to registration requirements from Neumann University, all SGA-funded student clubs must remain in good standing by complying with all of the following expectations each semester:

1. *Leadership Meeting Requirement*

Club leadership and the club advisor must meet with representatives from the Office of Campus and Commuter Engagement and Student Government Association (SGA) each semester to review organizational operations and ensure compliance with University expectations related to conduct, safety, programming, and participation.

2. *Involvement Fair Participation*

Clubs must participate in all required Involvement Fairs as designated by the Office of Campus and Commuter Engagement. Participation includes staffing the organization's table, engaging prospective members, and promoting involvement opportunities.

3. *Admissions Engagement Requirement*

Clubs must participate in at least one Admissions-sponsored event each semester, including but not limited to Open Houses, Accepted Students Days, Admitted Student Events, or other approved recruitment programs.

4. *Club Meetings*

Clubs must hold at least one club meeting each month while classes are in session. Meetings should support member engagement, organizational development, and operational planning.

Meeting Attendance and Procedures

Clubs are responsible for maintaining active member participation and conducting meetings in accordance with their governing documents.

Clubs must:

- Prepare and distribute meeting agendas in advance;
- Provide officer and club updates during meetings;
- Reserve meeting spaces through 25Live when applicable;
- Document club decisions and actions.
- Submit post-meeting reports as outlined in club registration materials.

Members are expected to attend meetings regularly and actively participate in the club. Students who fail to attend at least one meeting during a semester may be removed from the club roster.

5. Community Service Requirement

Clubs must complete at least one approved community service project each semester. Service projects should support the University's mission and must be coordinated through the Office of Service-Learning and Community Engagement. Fundraising activities do not satisfy this requirement.

Service Event Assessment

A post-event evaluation for all community service projects must be submitted to SGA and the Office of Service-Learning and Community Engagement within 48 hours of the completion of the service activity.

6. SGA Town Hall Attendance

All registered members of recognized student clubs are expected to attend each SGA Town Hall meeting offered during the semester. Town Hall meetings serve as an important forum for communication, student advocacy, leadership development, and organizational updates. Attendance will be documented and reviewed as part of a club's standing with SGA and the Office of Campus and Commuter Engagement.

7. Leadership Transition and Roster Updates

As noted in the requirements for club registration, Clubs must submit updated officer, advisor, and leadership information for the upcoming semester no later than two weeks prior to the conclusion of the current semester.

8. Communication and Conduct

Clubs are expected to maintain respectful, inclusive, and professional communication in meetings, programs, electronic correspondence, and social media engagement. Club decisions should be communicated to members in a timely manner.

9. Programming Requirements

All clubs and organizations are encouraged to provide meaningful opportunities for student engagement through programs, events, and activities.

Program Proposals

Clubs and Organizations must submit a semester programming plan and all required Program Proposal details through the Office of Campus and Commuter Engagement at the beginning of each semester. This means ALL events and programs must be planned and finalized at the beginning of each semester. In addition, if any money will be collected for any reason, it must be indicated in the description and must be approved.

Program proposals must include:

- Event title
- Date and location

- Budget information (including description of any additional sources of funds and any outstanding needs not covered by those funds).
- Intended learning outcomes or goals
- Anticipated attendance

10. *Program Reporting and Tracking*

In addition to reporting attendance and minutes for club meetings and applying for and reporting out community service, clubs are required to track and report the following information upon completion of any approved event, clubs must:

- Use approved attendance tracking methods provided by Campus and Commuter Engagement.
- File attendance records in SharePoint and share with SGA@neumann.edu within 24 hours.
- Submit a post-event assessment or evaluation report.
- Maintain accurate financial records related to the event.

New Student Organization Registration

The Office of Campus and Commuter Engagement administers the registration process to support student association, define the relationship between the University and student group, and determine which groups are formally recognized.

To register a new organization, students must:

1. Confirm that the organization does not already exist by reviewing the list at <https://www.neumann.edu/life/studentengagement/clubs>
2. Identify at least eight (8) members, including individuals who will serve in the required executive board roles;
3. Meet with staff from the Office of Campus and Commuter Engagement;
4. Identify an advisor;
5. Develop a governing document;
6. Submit the Student Organization Registration Form provided by The Office of Campus and Commuter Engagement.

Student Affairs Purchasing Policies (Policy #SA 1.40)

To support student success and ensure efficient operations, the Division of Student Affairs has established the following purchasing guidelines for student organizations and the Student Government Association (SGA). These guidelines align with University purchasing policies and apply to all units within the Division.

General Purchasing Process

- Purchases for Student Affairs offices and student organizations (excluding those sponsored by other University departments) are coordinated weekly by the Student Services Coordinator and the Executive Director of Campus and Commuter Engagement.
- To allow sufficient processing time, all purchase requests must be submitted at least ten (10) calendar days prior to the event or meeting.
- Exceptions to this timeline will be considered only in unforeseen or extenuating circumstances.
- Requests that fall outside the standard process should be communicated to the Executive Director of Campus and Commuter Engagement as early as possible.
- Purchases may be shipped or arranged for pickup based on the details provided in the request.
- It is the responsibility of the sponsoring office or organization to confirm shipping timelines and

ensure items arrive before the scheduled event.

- Reimbursements are permitted only when written approval is obtained in advance from the Executive Director of Campus and Commuter Engagement, the Associate Provost for Student Success and Student Life, or the SGA advisor.
- Approval must be documented via email prior to the purchase.
- Gift cards may not be used as a substitute for complying with University purchasing policies.

Purchase Guidelines

- All SGA-funded purchases must receive prior SGA approval, including approval of the total amount. Purchases made without advance approval will not be processed.
- The total cost per attendee for any event may not exceed \$35, inclusive of food.
- Food expenses are limited to \$12 per attendee.
- Food for non-programmatic purposes (such as meetings) and organizational apparel require prior approval from the Executive Director of Campus and Commuter Engagement.
- Organizational apparel and giveaways must comply with University branding standards and be ordered through University-approved vendors.
- All purchases must be made tax-exempt. Assistance with tax-exempt documentation may be obtained through Student Services.
- Payments for services may not be made using PayPal, Zelle, Venmo, or similar peer-to-peer payment platforms.

Advance Notice for Purchases Over \$500

Purchases exceeding \$500 require additional approvals and must be submitted at least fourteen (14) calendar days in advance:

- \$500–\$999: Approval required from the Associate Provost for Student Success and Student Life
- \$1,000–\$2,999: Approval required from the Associate Provost and the Provost
- \$3,000 and above: Approval required from the Associate Provost, Provost, and Chief Financial Officer (CFO)

Incentives and Prizes

Student organizations may offer incentives to encourage participation in events and programs, subject to the following guidelines:

- Organizations may offer up to two (2) incentives per event, such as food, prizes, or giveaways.
- Individual prizes, including gift cards, may not exceed \$25 per item.
- Prize recipients must complete a Prize Waiver Form at the event. Completed forms must be submitted to the Student Services Coordinator within 48 hours of the event.
- A student may receive no more than two (2) prizes per academic year from the same student organization.
- Members of the organization hosting the event are not eligible to receive prizes at that organization's events.