

# The University of Scranton Student Code of Conduct 2024-2025



## General Disclaimer

The Student Code of Conduct is part of the Student Handbook 2024-2025. The provisions of the Student Handbook are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provisions or requirement at any time within the student's term of attendance. The current version of the Student Handbook, including the Student Code of Conduct, are accessible online at [www.scranton.edu/studenthandbook](http://www.scranton.edu/studenthandbook).

## The Office of Student Conduct & Conflict Resolution

201 DeNaples Center  
(570)941-7680

[www.scranton.edu/studentconduct](http://www.scranton.edu/studentconduct)

## Non-discrimination Statement

The University of Scranton is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Members of the University community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, creed, religion, ancestry, gender, sex, pregnancy and related conditions, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, ethnicity, family responsibilities, marital status, veteran or military status, citizenship status, or any other status protected by applicable law.

Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment.

**Students who believe they have been subject to harassment or discrimination based on any of the above class of characteristics, or experience sexual harassment, sexual misconduct or gender discrimination should contact:**

*Elizabeth M. Garcia, J.D.*  
*Special Assistant to the President,*  
*Executive Director for the Office of Equity*  
*and Diversity, and Title IX Coordinator*  
*E-mail: [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu)*

*Diana M. Collins Gilmore, J.D.*  
*Deputy Title IX Coordinator &*  
*EEO Investigator*  
*E-mail: [diana.collinsgilmore@scranton.edu](mailto:diana.collinsgilmore@scranton.edu)*

*Office of Equity and Diversity*  
*Institute of Molecular Biology and Medicine, Suite 315*  
*The University of Scranton*  
*Scranton, Pennsylvania 18510*  
*Phone: (570) 941-6645*  
*Web: [www.scranton.edu/diversity](http://www.scranton.edu/diversity)*

The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX. Information regarding OCR may be found at [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

## Table of Contents

Community Standards.....	2
Article I. Definitions.....	4
Article II. Jurisdiction & Authority.....	5
Article III. Student Conduct Process.....	6
Article IV. Rights & Resources.....	10
Article V. Sanctions .....	11
Article VI. Miscellaneous.....	13
Sexual Harassment & Sexual Misconduct: Resources and Reporting Information.....	15
Non-Discrimination and Anti-Harassment: Resources and Reporting Information.....	17

---

### Statement of Philosophy

The University of Scranton is a community dedicated to the freedom of inquiry and personal development fundamental to the growth in wisdom and integrity of all who share its life. Our mission is to educate men and women in the Catholic and Jesuit tradition which encompasses the search for truth, the discovery and sharing of knowledge, the promotion of personal and professional excellence, and service to others and the community through a spirit of caring. At the University, we educate and form the whole person, spiritually, physically, and emotionally in the spirit of *cura personalis*. This education of the whole person is characterized by openness, honesty, respect, fairness, and responsibility.

As a community of scholars seeking to sustain a culture of excellence, the University requires students to conduct themselves in ways that allow for the personal growth and development of all students. The University strives to maintain an atmosphere that is most conducive to the education and formation of students. Members of the University community and their guests are held to high behavioral standards due to the nature of the University’s enterprise – education and formation of students.

Students who engage in behavior that is not aligned with the University’s community standards as set forth in the Student Code of Conduct are generally subject to University disciplinary action. The student discipline process is first and foremost an educational process that is designed to foster learning and development particularly as it relates to decision making. Accordingly, while parents and guardians are partners in the education of their students, the Office of Student Conduct & Conflict Resolution generally communicates directly with students, during the adjudication process, to challenge their growth intellectually, morally, and spiritually as a critical component in their Jesuit education.

## Community Standards

For the benefit of students and the entire University community, students, their guests, and students organizations are prohibited from engaging in the following:

1. Academic cheating, plagiarism and other violations of the University Academic Code of Honesty. (Such misconduct is reviewed using the procedures listed in the Academic Code of Honesty.);
2. Sexual harassment and sexual misconduct including, but not limited to, sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and other forms of sexual harassment as set forth in the University's Sexual Harassment and Sexual Misconduct Policy. (Such misconduct is reviewed in accordance with the [Sexual Harassment and Sexual Misconduct Policy](#));
3. Physical violence or threats of physical violence, including, but not limited to, assaulting, striking, shoving, slapping, kicking, fighting (regardless of who started the fight) or in any way threatening or causing physical harm to another (See [Anti-Violence Policy](#));
4. Discrimination or discriminatory harassment based on characteristics protected by applicable law and set forth in the University's Non-Discrimination and Anti-Harassment Policy. Such characteristics include, but are not limited to, race, color, religion, gender, sex, gender identity and expression, sexual orientation, age, disability, national origin, ethnicity, and veteran status. (Such misconduct is reviewed in accordance with the [Non-Discrimination and Anti-Harassment Policy](#)); or  
Harassment by any means of communication verbal and/or non-verbal including, but not limited to, in person and via text message, e-mail or any form of social media including any actions, threats, gestures, and/or words directed toward another person that incite a breach of the peace, create a hostile environment, or cause emotional distress because of the humiliating, degrading, intimidating, insulting, and/or alarming nature of the conduct. It often involves a pattern of conduct;
5. On-campus or illegal possession of weapons (or replicas), implements used as weapons, or other dangerous items including, but not limited to, firearms, ammunition, explosives, fireworks, martial arts paraphernalia, knives (except for kitchen knives possessed and used in their intended manner), pistols, rifles, shotguns, handguns, air guns, pellet or BB guns, paint guns, stun guns/tasers, potato guns, slingshots, balloon launchers, or dangerous chemicals (See [Firearms & Weapons Policy](#));
6. Attempted or actual theft, mutilation, destruction, defacement and/or damage to property;
7. Violation of the University's [Alcohol Policy](#) including, but not limited to, underage possession or consumption of alcohol; alcohol impairment; social hosting; or furnishing alcohol to underage persons;
8. Violation of the University's [Drug Policy](#) including, but not limited to, possession or use of illegal drugs, controlled substances, or other mind altering substances; possession of paraphernalia; manufacture, transfer, sale, distribution or intent to distribute any amount of illegal drugs, controlled substances, or other mind altering substances; or misuse of over-the-counter or prescription drugs;
9. Violation of the University's [Hazing Prohibition Policy](#);
10. Acts of dishonesty, including but not limited to the following: furnishing false or misleading information to a university official or law enforcement officer; forgery, alteration, or misuse of a document, record or form of identification; tampering with the election of officers of any University student organization; or possessing false identification;
11. Failure to comply with the directives of University employees, conduct bodies/officers, or law enforcement officials who are acting in performance of their duties and/or failure to identify oneself to or report to these persons when requested to do so;
12. Participation as an individual or a member of a group in behavior that disrupts or obstructs the normal operations of the University (e.g. teaching, research, housing, administration, public service functions) and/or infringes on the rights of other members of the University community; leading or inciting others

- to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at sponsored or supervised functions of the University; taking over buildings;
13. Conduct that is disorderly or indecent; reckless behavior that places oneself or others at risk; breach of the peace; or aiding, abetting or procuring another person to breach the peace;
  14. Unauthorized possession, duplication, or use of keys to any premises of the University; unauthorized entry to or use of a premises;
  15. Dispersing litter in any form onto the grounds or facilities of the campus;
  16. Reckless use of a vehicle;
  17. Falsely reporting the presence of an unlawful explosive or incendiary device in a way that misleads, deceives, or disrupts the operation of the University or a scheduled event sponsored by the University;
  18. Failure to evacuate University facilities when ordered to do so, disregarding any emergency or fire alarm signal, inappropriate use of emergency exit doors;
  19. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from their proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with real need for such equipment;
  20. Illegal gambling including, but not limited to, contests of chance, illegal lottery, bookmaking, and selling pools on athletic events, promoting or advancing gambling; gambling using University computing/network facilities; possession of gambling devices or gambling records;
  21. Unauthorized use or misuse of the University's computing facilities including, but not limited to, logging on an account without the knowledge and permission of the owner; changing, deleting or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system; attempts to disrupt the normal operations of the computer system, including hardware and software;
  22. Conduct against the student discipline process, including, but not limited to, misrepresentation of information before a conduct officer/body; disruption of or interference with a conduct hearing; initiation of a conduct proceeding knowingly without cause; discouraging another person's participation in, or use of, the conduct process; attempting to influence the impartiality of a conduct body; harassment and/or intimidation of a conduct body; influencing or attempting to influence another person to commit an abuse of the conduct system; willful non-participation in the conduct process or a related investigation; impeding an official University investigation; retaliation against a person due to his/her good faith submission of a complaint and/or participation in an investigation;
  23. Shared responsibility for a community standards violation, includes but is not limited to the following: presence during another person's violation of the Student Code of Conduct; one's choice not to intervene or notify University staff/law enforcement, or one's choice to not remove oneself from reasonable proximity of the violation as appropriate;
  24. Violation of written policies and regulations as stipulated in the Student Handbook (including but not limited to [Off-Campus Behavior Policy](#), [Parking Policy](#), [Acceptable Use of Information Technology Policy](#)) or as promulgated and announced by authorized University employees;
  25. Violation of Residence Life and Housing Regulations (including but not limited to [Prohibited Items, Noise, Guest & Visitation Policy](#)) as stipulated in the Housing Contract, the Student Handbook, or as promulgated and announced by authorized University employees; and,
  26. Violations of federal, state or local laws regardless of where they occur.

Related policies that are referenced and incorporated in the *Standards of Conduct* can be viewed in full in the *Student Handbook* at <http://www.scranton.edu/studenthandbook>

## ADJUDICATING CASES OF STUDENT MISCONDUCT

### ARTICLE I. DEFINITIONS

**Appellate Board** - A board of three voting members selected from the faculty, staff and student members of the University Review Board (URB) and one non-voting chairperson appointed by the Vice President for Student Life & Dean of Students (or designee). The three voting members will include two faculty or staff members, and one student who did not serve on the URB that originally reviewed the case at issue.

**Conduct Body** - Persons authorized by the Vice President for Student Life & Dean of Students to determine, at the formal hearing level, either an Administrative Hearing or University Review Board Hearing, whether a student is responsible for one or more violations of Student Code of Conduct and, if there is a finding of responsibility, what sanctions apply.

**Conduct Officer** - A University official authorized by the Vice President for Student Life & Dean of Students to hear information, present information at formal hearings and/or impose sanctions upon students who are found responsible for violating the Student Code of Conduct.

**Conflict Resolution Support (CRS)** – Conflict resolution support refers to the assistance provided to individuals or groups involved in a dispute or disagreement, aimed at fostering constructive dialogue and understanding. This support often includes facilitated dialogue, mediation, and/or restorative practices designed to promote peaceful and mutually satisfactory resolutions to conflicts.

**Director of Student Conduct & Conflict Resolution** - The University staff member who is responsible for the leadership and daily management of the student conduct process, and a person who the Vice President for Student Life & Dean of Students may designate to act in his/her absence.

**Faculty Member** - A person hired by the University on a full-time basis to conduct classroom activities or supervised clinical placements.

**Guest** - A non-University student who is visiting the University.

**May** - “May” is used in the permissive sense.

**Members of the University Community** - A University student, faculty member, staff member, administrator or any other person employed by the University.

**Policy** - Regulations of the University including, but not limited to, the Student Code of Conduct, Residence Hall and Food Service Agreement, and Undergraduate/Graduate Catalogs.

**Staff Member** - A person hired by the University on a full-time basis to be primarily involved in planning, organizing, staffing, directing and controlling efforts to achieve the goals and objectives of the University.

**Shall** - “Shall” is used in the imperative sense.

**Student** - Persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate or professional studies as well as those who attend post-secondary educational institutions other than The University of Scranton and who reside in University residences. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University and those admitted but not yet matriculated at the University (offenses by individuals admitted but not yet matriculated will be reviewed at a time determined by the Director of Student Conduct & Conflict Resolution) are considered students. References to “student” in this policy also refer to student organizations. A person’s status as a student in any particular situation shall be determined by the Vice President for Student Life & Dean of Students (or designee).

**Student Organization** - Any student club/organization registered through the Center for Student Engagement.

**Student Code of Conduct** - Any published policy, rule or regulation of the University that governs student conduct.

**Support Person** - A member of the University community, most frequently a full-time faculty or staff member, who is neither an attorney nor a family member and who assists a student by providing support throughout the student conduct process. The support person may help a student understand the various aspects of the Student Code of Conduct, including but not limited to, students' rights and responsibilities, the student conduct process, and may accompany the student to related meetings. *\*Refer to "Article IV: Rights and Resources" for more specific information on the role of the support person.*

**University** - The University of Scranton.

**University Premises** - All land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

**University Review Board (URB)** - The conduct body that presides over formal hearings for alleged violations of the Student Code of Conduct when a student is likely to be suspended or expelled from the University if found responsible. A URB panel generally consists of five voting members - two students and three faculty or staff members - and one non-voting chairperson appointed by the Vice President for Student Life & Dean of Students (or designee). However, a necessary quorum to conduct a hearing exists if three URB members – one student and two faculty or staff members – and one non-voting chairperson are present.

**University Review Board Chairperson** – A person appointed by the Vice President for Student Life (or designee) to preside over and facilitate University Review Board hearings. Chairpersons are non-voting members of the University Review Board who have received training in the student conduct process and are prepared to facilitate hearings in a manner that is both fair and impartial.

**Vice President for Student Life & Dean of Students** - The administrator designated by the University President to be responsible for the administration of the Student Code of Conduct.

## **ARTICLE II. JURISDICTION AND AUTHORITY**

The Office of Student Conduct & Conflict Resolution is charged with developing procedures for the student conduct process that are consistent with provisions of the Student Code of Conduct and providing oversight for the process. Furthermore, the Office of Student Conduct & Conflict Resolution provides options for students who are seeking guidance and resources related to conflict resolution.

### ***A. Jurisdiction of The University of Scranton***

The University's jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the University and to any conduct that adversely affects the University community, the University's reputation and/or the pursuit of its mission and objectives regardless of where it occurs. The University's Student Code of Conduct is used to adjudicate matters of individual student misconduct and student organization misconduct. Any student who is found responsible for engaging in misconduct as defined by the Student Code of Conduct will be subject to disciplinary sanctions. It should be noted that students are responsible for the actions of their guests and may be held accountable for their guest's violations of the Student Code of Conduct.

If a student withdraws from the University for any reason after engaging in a minor or moderate violation of the Student Code of Conduct that is not likely to result in the sanction of suspension or expulsion, the University, at its discretion, retains the right to adjudicate the pending matter before a student seeks re-enrollment. The University will note in the student's record when a pending disciplinary matter exists.

However, if a student withdraws from the University for any reason after engaging in a serious violation of the Student Code of Conduct, but before the case is fully adjudicated (including any period of appeal), the student forfeits the right to re-enroll at the University. For purposes of this paragraph, a serious violation is defined as any violation of the Student Code of Conduct that is likely to result in a sanction of suspension or expulsion. The University will note in the student's record that the student did not contest the pending charges and the case file will be closed.

### ***B. Violations of Law and the University Discipline Process***

1. University disciplinary proceedings may be instituted against a student who is charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. The Student Code of Conduct process may be carried out prior to, simultaneously with, or following civil or criminal proceedings. University disciplinary action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.
2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before a conduct body under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate with law enforcement and in the conditions imposed by criminal courts for the rehabilitation of student violators.

### ***C. Interim Suspension***

Allegations of routine infractions of the Student Code of Conduct will be addressed through the University's student conduct process. In certain circumstances, the University may, through its Vice President for Student Life & Dean of Students (or designee), impose a suspension prior to a review of misconduct within the University's conduct process.

An interim suspension may be imposed for the following reasons:

1. to ensure the safety and well-being of members of the University community or preservation of University property;
2. the student poses a definite threat of disruption of or interference with the normal operations of the University;
3. the behavior of the student violates the lawful mission of the University; or,
4. the student is currently facing charges of a criminal or civil nature in the court system that are pending adjudication which also constitute infractions of the Student Code of Conduct.

During the interim suspension, the student will be denied access to the residence facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life & Dean of Students (or designee) deems appropriate.

## **ARTICLE III: STUDENT CONDUCT PROCESS**

### ***A. Filing a Complaint & Requesting Conflict Resolution Support***

1. Any member of the University community with knowledge of an alleged violation of this Student Code of Conduct may file a complaint against any student or student organization for misconduct. The complaint shall be prepared in writing and directed to the Office of Student Conduct & Conflict Resolution or a written report may be made through the University of Scranton Police Department or an appropriate law enforcement agency. A complaint should be submitted as soon as possible after an alleged violation occurs.
2. All complaints will be reviewed by the Office of Student Conduct & Conflict Resolution to determine if (a) the allegation(s) has merit; (b) if the complaint alleges violations of the Student Code of Conduct; (c) if an additional investigation is necessary; and, (d) if the complaint may be resolved through Conflict Resolution Support (CRS).
3. University of Scranton students involved in a dispute or disagreement may file a written request for conflict resolution support. Such requests should be directed to the Office of Student Conduct & Conflict Resolution. The Director of Student Conduct & Conflict Resolution or their designee may conduct an investigation to determine if the issue has merit and/or if the dispute or disagreement can be



disposed of administratively by mutual consent of the parties involved on a basis acceptable to the the parties and the University.

### ***B. Standard of Responsibility***

The University utilizes the “preponderance of the evidence” standard of responsibility in conduct proceedings. The University will determine, based on information presented, whether it is more likely than not that a student or student organization is responsible for violating the Student Code of Conduct. The burden of meeting the standard of responsibility rests with the University.

### ***C. Informal and Formal Conduct Hearings***

1. **Educational Conference** - Upon determining that there is sufficient information that a violation of the Student Code of Conduct may have occurred, a Conduct Officer provides the accused student with notice of the alleged violations. Thereafter, the a Conduct Officer meets with the accused student for an Educational Conference. The Educational Conference provides an opportunity for the accused student to share their insight into the alleged incident and misconduct. Thereafter, the Conduct Officer shall determine whether it is more likely than not that the student violated the Student Code of Conduct. If the student accepts responsibility for the violations and agrees to abide by the applicable sanctions, there shall be no subsequent proceedings. However, if the violations and sanctions cannot be agreed upon at the Educational Conference, there will be a formal hearing of the matter.
2. **Formal Hearings** - Two types of formal hearings are utilized when violations and sanctions cannot be agreed upon at an Educational Conference:
  - a. **Administrative Hearing**: An Administrative Hearing is used to adjudicate alleged violations of a less serious nature when the likely sanction does not rise to the level of a suspension or expulsion. The Director of Student Conduct & Conflict Resolution will assign a Conduct Officer who was not involved in the Educational Conference or a University Review Board member to serve as the Administrative Hearing Officer. Decisions rendered in an Administrative Hearing are final and not subject to appeal.
  - b. **University Review Board Hearing**: A University Review Board (URB) Hearing is used to adjudicate alleged violations of a serious matter that may result in the sanction of suspension or expulsion for the accused student. A URB Hearing is conducted by a URB panel consisting of faculty, staff, and students selected from the URB pool and a non-voting chairperson appointed by the Vice President for Student Life & Dean of Students (or designee). Decisions rendered in a University Review Board Hearing are subject to appeal as outlined in Article III, Section F.
3. **Deferred Suspension Review** - Students who are on Deferred Suspension at the time of an alleged incident will be afforded the opportunity to have a Deferred Suspension Review meeting with the Vice President for Student Life & Dean of Students (or designee) rather than an Educational Conference. In accordance with the definition of Deferred Suspension, the Vice President for Student Life & Dean of Students (or designee) will render the final decision with respect to the student’s responsibility for violations of the Student Code of Conduct and issue any appropriate sanctions. Students on Deferred Suspension do not have the right to a formal hearing.
4. **Post-Suspension Review** - Students who are on Post-Suspension Probation at the time of an alleged incident will be afforded the opportunity to have a Post-Suspension Review meeting with the Vice President for Student Life & Dean of Students (or designee) rather than an Educational Conference. In accordance with the definition of Post-Suspension Probation, the Vice President for Student Life & Dean of Students (or designee) will render the final decision with respect to the student’s responsibility for violations of the Student Code of Conduct and issue any appropriate sanctions. Students on Post-Suspension Suspension do not have the right to a formal hearing.

### ***D. Formal Hearing Guidelines*** - Formal hearings shall be conducted according to the following guidelines:

1. The Vice President for Student Life & Dean of Students (or designee) may exercise discretion as to the type of formal hearing that will be utilized given concerns of circumstance, timeliness or complainant.

2. In cases involving more than one accused student, hearings concerning each student may be conducted separately at the discretion of the Director of Student Conduct & Conflict Resolution.
3. No verbatim record, such as a tape or digital recording, shall be made of any hearing by any party or the University. Participants may take notes, which shall be their own property.
4. No student shall be found to have violated the Student Code of Conduct solely because they fail to appear at the hearing. However, the hearing may proceed without the presence of the accused student.
5. Hearings shall be conducted in private. No one is permitted to attend the hearing unless specified in this policy. The Director of Student Conduct & Conflict Resolution may permit a staff member to observe a formal hearing for training purposes. If a staff observer is present, they will be held to the same standard of confidentiality as members of the Conduct Body. Any questions of attendance shall be resolved by the URB Chairperson or Administrative Hearing Officer.
6. The accused student has the right to be assisted by a support person (as described in Article IV. Section A). Neither family members nor attorneys may serve as support persons nor be present during Administrative Hearings or URB Hearings.
7. Relevant records, written statements and testimony may be accepted as information for consideration at the discretion of the URB Chairperson/Administrative Hearing Officer.
8. All procedural questions are subject to the final decision of the URB Chairperson or Administrative Hearing Officer.
9. At least forty-eight (48) hours prior to the hearing and by the date and time specified by the Office of Student Conduct & Conflict Resolution, the Conduct Officer and the accused student must provide the following to the Director of Student Conduct & Conflict Resolution:
  - a. The names of their support person and witnesses;
  - b. Brief summaries of the relevant testimony that each of their witnesses (including themselves) will give at the hearing. These summaries should identify the verbal testimony that will be provided by the witnesses. Statements made in writing to law enforcement during the investigation of an incident are acceptable;
  - c. Copies of other relevant materials such as photographs, phone records, costs of damaged or stolen property, medical bills and diagrams.

A witness is a person who has information relevant to the case and should be present at the hearing. Character witnesses or character witness statements are not allowed. A support person cannot serve as a witness.

10. Copies of materials that are submitted by the Conduct Officer, and the accused student as well as other relevant materials available for review at the discretion of the Director of Student Conduct & Conflict Resolution will be made available for review by the accused student, and their respective support persons no more than thirty-six (36) hours prior to the hearing in the Office of Student Conduct & Conflict Resolution (or at a location specified by the Director of Student Conduct & Conflict Resolution). Similarly, University Review Board members and/or the Administrative Hearing Officer will be permitted to review copies of the materials in the Office of Student Conduct (or at a location specified by the Director of Student Conduct) no more than thirty-six (36) hours prior to the hearing. Those involved with the hearing will be notified by the Office of Student Conduct & Conflict Resolution when materials are available for review. It is the responsibility of those involved with the hearing to contact the Office of Student Conduct & Conflict Resolution to arrange a time to review the materials prior to the hearing if such review is desired. Copies of materials will be provided to the Conduct Officer, the accused student, and the University Review Board members and/or Administrative Hearing Officer immediately prior to the start of hearing and will be collected immediately following the hearing. If the Conduct Officer or accused student wants to submit additional documents or materials that were not provided to the Director of Student Conduct & Conflict Resolution at least forty-eight (48) hours prior to the hearing, the URB Chairperson or Administrative Hearing Officer will determine whether to accept such documents or materials before the hearing begins. Timeframes noted in this section may be reasonably adjusted by the Director of Student Conduct & Conflict Resolution when weekends, holidays, and/or breaks in the academic calendar warrant such action.
11. The Office of Student Conduct & Conflict Resolution endeavors to protect personal information of those involved in the conduct process to the extent necessary and possible. Accordingly, information

that is not germane to the fair adjudication of a matter may be omitted from the documents available for review, at the discretion of the Director of Student Conduct & Conflict Resolution and/or Vice President for Student Life & Dean of Students (or designee).

**E. Formal Hearing Format** - Formal hearings shall be conducted according to the following format:

1. Opening: The URB Chairperson/Administrative Hearing Officer reads the charge(s). The accused admits or denies responsibility for violating the charge(s).
2. Presentation of Information & Questions: The URB Chairperson/Administrative Hearing Officer will invite the Conduct Officer to present relevant information. The accused student will have an opportunity to present information on their own behalf and will be invited to answer questions related to the incident. If the accused student chooses not to present information and/or participate in the hearing, the URB/Administrative Hearing Officer will make a decision solely on the information that was provided at the hearing. Both the Conduct Officer and the accused student will have the opportunity to call additional witnesses who were set forth in the materials submitted in advance of the hearing. Throughout the hearing, both parties may submit to the URB Chairperson/Administrative Hearing Officer one or more questions to be asked of a witness(es) or of the other party. Support persons are permitted to suggest questions to the student(s). It is the discretion of the URB Chairperson/Administrative Hearing Officer whether to ask the question(s).
3. Summary Statements: At the close of the presentation of information, the Conduct Officer and the accused student can make brief statements summarizing their position and relevant information presented by the party during the hearing, before the URB/Administrative Hearing Officer begins deliberations.
4. Determining Responsibility: Within seventy-two (72) hours of the conclusion of the formal hearing, the URB/Administrative Hearing Officer shall determine, by majority vote in the case of the URB, whether it is more likely than not that the accused student is responsible for each of the Student Code of Conduct charges that were at issue.
5. Determining Sanctions: If the URB/Administrative Hearing Officers find the accused student responsible for one or more violations of the Student Code of Conduct, a summary of the accused student's disciplinary history is shared with the URB/Administrative Hearing Officer. The URB/Administrative Hearing Officer receives such a summary only if a finding of responsibility is rendered. If responsibility is determined, the URB/Administrative Hearing Officer may ask what sanctions were offered to the student at the Educational Conference. Additionally, the URB/Administrative Hearing Officer will consider nature of the violation including the impact on the community and its members, the institutional sanctioning guidelines, and the individual student's needs.
6. Communicating a Formal Hearing Outcome: The URB Chairperson/Administrative Hearing Officer shall communicate in writing to the Director of Student Conduct & Conflict Resolution the findings and the rationale for the decision concerning responsibility, including what information influenced the decision. The decision of the URB/Administrative Hearing Officer shall be communicated to the accused student by the Director of Student Conduct & Conflict Resolution in a timely manner. The Vice President for Student Life & Dean of Students (or designee) may use discretion in communicating the outcome to the affected parties.

**F. Appeal of URB Hearing Decision**

1. A formal hearing decision reached by the URB may be appealed by the accused student on the basis of the grounds listed below. A written appeal must be received by the Vice President for Student Life & Dean of Students (or designee) within five (5) full class days of the decision and must explain on what grounds an appeal is based. If class is not in session, the appeal must be received within five (5) full business days. Sanction(s) imposed by the URB do not take effect until the appeal process has been completed.
2. An appeal must be based on one or more of the following grounds:
  - a. A substantial procedural error occurred prior to or during the hearing that unreasonably impaired the URB's ability to render a fair decision.

- b. New evidence or facts sufficient to alter the URB's decision and not known to the person submitting the appeal at the time of the original hearing. The new evidence or facts could not have been introduced at the URB hearing because they were not known at that time.
3. All appeals will go to the Appellate Board for disposition. The Appellate Board will accept or reject the appeal on the basis of the written appeal submitted. If the Appellate Board believes the appeal may have merit, the Appellate Board will examine the findings and rationale of the URB's decision and may examine documents available to the URB and may interview persons with information pertinent to the appeal. The Appellate Board will either affirm the decision of the URB or send the case back to a URB. If an appeal is based on procedural error, the Appellate Board may send the case to either the original board or a new board. If an appeal is upheld because the Appellate Board determines there is new evidence, the Appellate Board must send the case back to the original board. If the Appellate Board sends the case to a URB, the procedures outlined under Article III., Sections D & E. apply. The decision and the reason for the decision of the Appellate Board must be provided in writing to the Vice President for Student Life & Dean of Students (or designee), the URB members that heard the case, when appropriate, and the accused student. The decision of the Appellate Board is then final.

#### **ARTICLE IV: RIGHTS AND RESOURCES**

**A. *Support Person*** – The accused student may choose to be assisted in the conduct process by a support person. Any member of the University community who is neither an attorney nor a family member may serve in this role. Accused students who choose to have a support person are encouraged to consider selecting a faculty or staff member who has received training on the University's conduct process. Students may obtain the names of trained support persons from the Office of Student Conduct and Conflict Resolution. Failure to secure a support person is not grounds for an appeal.

The role of a support person is to assist a student by providing support throughout the student conduct process. Although a support person cannot represent a student and therefore has a non-speaking role during the investigative meetings, Educational Conference, or formal hearing, a support person may:

1. Assist the student in understanding the process in response to a charge of the Student Code of Conduct;
2. Assist the student in understanding rights and responsibilities as a participant in the Student Conduct process;
3. Accompany the student to any meeting with a Conduct Officer, University Review Board and/or Appellate Board, including the Educational Conference and Formal Hearings;
4. Assist the student in understanding the appeal process, when applicable; and
5. As appropriate, foster a student's personal growth through reflection and discernment of one's behavior/decisions in light of University's standards and values.

**B. *University Resources*** – It is strongly recommended that the accused student access the services offered by various offices of the University including the Counseling Center, Dean of Students Office, Campus Ministries, and Center for Health Education and Wellness. Failure to use University resources is not grounds for an appeal. If a student has accessed a University office and feels the office has not been supportive of their needs, this perceived lack of support should be discussed with the Dean of Students Office staff.

**C. *The Rights of an Accused Student*** – A student who is accused of violating the Student Code of Conduct has the following rights during conduct proceedings conducted by the University:

1. The right to be informed of and have access to available University resources;
2. The right to be presumed not responsible;
3. The right to an explanation of the charge(s);
4. The right to an explanation of the University's student conduct process;
5. The right to have a support person who can assist the accused student throughout the conduct process as outlined in Article IV, Section A.;
6. The right to a University conduct hearing without unnecessary delay once they have been charged;
7. The right to testify on her/his own behalf;
8. The right to present witnesses who can speak to the charges. Character witnesses are not allowed;

9. The right to remain present during the entire conduct hearing with the exception of the deliberation phase when neither the Conduct Officer nor the accused student may be present;
10. The right to be informed without unnecessary delay of the outcome of the hearing;
11. The right to appeal the outcome of a URB hearing.

## ARTICLE V: SANCTIONS

Students who accept responsibility or are found responsible for violating the Student Code of Conduct are generally assigned an administrative sanction and one or more developmental sanctions. Sanctions are designed to educate, foster development, encourage thoughtful decision making, and protect the University community. In determining appropriate sanctions, the University considers the nature of the violation including the impact on the community and its members, the institutional sanctioning guidelines, the student's prior disciplinary history, and the individual student's needs. This method of determining appropriate sanctions balances consistency with the Ignatian ideal of *cura personalis*, care of the whole person as a unique individual.

Failure to comply with assigned sanctions is a violation of the Code of Conduct and will be adjudicated as such.

When a student organization is found responsible for violating the Student Code of Conduct, the minimum sanction is Deferred Suspension. If a Deferred Suspension is issued, additional developmental sanctions and/or other expectations will be defined and approved by the Vice President for Student Life & Dean of Students (or designee).

### A. *Administrative Sanctions*

**Disciplinary Warning-** Students may receive a Disciplinary Warning for minor violations of Residence Life policies. A warning indicates that the offending behavior must cease, and further misconduct will likely result in the imposition of more serious sanctions.

**Disciplinary Censure-** Students may receive a written Disciplinary Censure, which is a formal reprimand for minor violations of the Student Code of Conduct. Further misconduct will result in the imposition of more serious sanctions.

**Disciplinary Probation-** Students may be placed on Disciplinary Probation for a stated period of time for moderate misconduct or in the case of repeated minor misconduct. A student who is on Disciplinary Probation is not in good disciplinary standing with the University for the time that he or she is on probation. Subsequent violations of the Student Code of Conduct during the period of probation may result in suspension or expulsion from the University.

**Deferred Suspension -** Students may be placed on Deferred Suspension for a stated period of time for serious misconduct or in the case of repeated misconduct. A student who is on Deferred Suspension is not in good disciplinary standing with the University, and his or her tenure at the University is precarious. During the period of Deferred Suspension, the student must abide by all terms and conditions of University policies regarding student behavior and comply with any sanctions issued as a direct result of the student's misconduct. Students who are placed on Deferred Suspension are generally issued developmental sanctions that may include restrictions or requirements such as counseling, the denial of the opportunity to participate in intercollegiate athletics or club sports, the denial of the opportunity to perform in the name of the University, the denial of the privilege of serving as an officer of a student organization or the denial of the privilege to reside in University housing. Any misconduct or non-compliance with sanctions on the student's part during the time of the Deferred Suspension will be reviewed and sanctioned solely by the Vice President for Student Life & Dean of Students (or designee), who will strongly consider suspension or expulsion as the sanction for the misconduct. Students who are on Deferred Suspension will be afforded the opportunity to meet with the Vice President for Student Life & Dean of Students (or designee) prior to the rendering of a final decision. Students who are on Deferred Suspension do not have the right to a formal hearing.

**Suspension-** Suspension is imposed for serious misconduct or for a violation of Deferred Suspension when it is believed that the student should be temporarily removed from the University community. A student who is suspended from the University is not in good disciplinary standing with the University for the time that he or she

is suspended. Suspension may entail the imposition of conditions that the student must meet to resume studies at the University. Suspension also may include conditions that will be in place once the student resumes University studies. While suspended, the student loses all University rights and privileges, may not represent the University in any manner and may not visit the campus without prior approval of the Vice President for Student Life & Dean of Students (or designee). Suspension may be for the remainder of a semester or for no more than four semesters. No more than three (3) credits of course work (if approved by the student's academic dean and the Registrar) taken at another institution during a period of suspension may be transferred to the University. The student must meet with the Vice President for Student Life & Dean of Students (or designee) following the term of suspension. The Vice President for Student Life & Dean of Students (or designee) will determine whether the student may resume studies after considering whether all conditions of the suspension have been met. Any misconduct on the student's part during the period of suspension will be reviewed by the Vice President for Student Life & Dean of Students (or designee) before the student is allowed to resume studies. The Vice President for Student Life & Dean of Students (or designee) will strongly consider expulsion as a sanction for misconduct that occurs during a period of suspension. Suspension is permanently recorded in the Office of Student Conduct & Conflict Resolution.

**Post-Suspension Probation-** Students who are permitted to return to the University following a period of Suspension will automatically be placed on Post-Suspension Probation by the Vice President for Student Life & Dean of Students (or designee) for a designated period of time. This probationary period, which is exclusively utilized for students who are returning to the University following a period of suspension, is designed to ensure a smooth transition back into the University community. A student who is on Post-Suspension Probation must abide by all terms and conditions placed on his or her return as well as all University policies. Any misconduct or non-compliance on a student's part during his or her Post-Suspension Probation will be reviewed and sanctioned by the Vice President for Student Life & Dean of Students (or designee), who will strongly consider additional suspension or expulsion as the sanction for the misconduct. Students who are alleged to have engaged in misconduct during their Post-Suspension Probation will be afforded the opportunity to meet with the Vice President for Student Life & Dean of Students (or designee) prior to the rendering of a final decision. Students who are on Post-Suspension Probation do not have the right to a formal hearing relative to alleged violations of the Student Code of Conduct that occur during their probationary period.

**Expulsion-** Expulsion is imposed for very serious misconduct, repetitive behavior, or for misconduct by a student who has previously been suspended when it is believed that a student should be permanently removed from the University community. An expelled student is not in good disciplinary standing with the University and is not eligible for readmission. Expulsion is permanently recorded in the Office of Student Conduct & Conflict Resolution.

**Withholding of Degree** – The University may withhold awarding a degree as a disciplinary sanction if the accused student is found responsible and is of senior class status. The degree may be withheld until the completion of the disciplinary process, including completion of all sanctions imposed. A student of senior class status who is subject to a pending disciplinary proceeding is not eligible to receive a degree or participate in senior activities, Baccalaureate Mass, and Commencement until the disciplinary process is completed. Depending on the nature of the charge(s), the student may be allowed to remain on campus to complete academic requirements for degree status at the discretion of the Vice President for Student Life & Dean of Students (or designee). However, the student's degree will be conferred privately after the completion of the disciplinary process, including completion of all sanctions imposed.

**B. Developmental Sanctions** - In addition to an administrative sanction, one or more of the following developmental sanctions may be imposed in an effort to foster student learning. A failure to comply with the stated sanction is considered a violation of the Student Code of Conduct and will be adjudicated as such.

**Educational Activities-** Students may be required to perform activities that are designed to be educational. Examples of such activities include, but are not limited to, offering a formal apology (in writing and/or in person), attending an educational class or workshop, giving or attending a presentation, preparing and submitting a research project or paper on a designated topic, or offering a written reflection responding to a given prompt.

**Fines-** Fines payable to the University may be imposed when appropriate to teach students how their decisions can have financial implications.

**Restitution-** Restitution may be required for damages done or other payment for expenses incurred as a result of the student's actions. Restitution may be required to be made to the University, a specific department or a specific individual. Normally, all restitution will be paid within two weeks of the hearing date. Students who have been suspended will not be readmitted until restitution is made. No transcripts will be released from the University until restitution is made.

**Supervised Work/Service-** Students may be assigned work or service performed under supervision that is both beneficial to the University community and likely to assist the individual in understanding the effects of the offending behavior.

**Directive for No Contact-** A student may be required to have no contact with another person for a specific time period or permanently.

**Restriction-** A student's or student organization's privileges may be restricted. Such restrictions include, but are not limited to, denial of the right to represent the University in any way, denial of the use of or access to facilities, denial of parking privileges, denial of participation in extracurricular activities, denial of participation in intercollegiate athletics or club sports or denial of participation in University-sponsored events.

**University Housing Transfer or Removal-** Students may be directed to transfer to another location, or may be removed from University housing. This sanction may not be applied without the approval of the Director of Residence Life & Housing.

**Required University Housing-** Students may be required to reside in University housing for a specified period of time. This sanction may not be applied without the approval of the Director of Residence Life & Housing.

**Loss of Recognition-** The University may withdraw recognition of a student organization, which includes denying it access to University resources for a period of time or permanently.

**Mandatory Counseling/Advising-** Students may be required to participate in counseling and/or advising sessions. Such sessions may include evaluative measures for substance abuse or emotional well-being.

## **ARTICLE VI: MISCELLANEOUS**

**A. *Publication of Dispositions*** - The University reserves the right to publish the disposition of all charges, without the names of the students involved, in the campus news publication. Normally, this would take place after the appeal process is complete.

**B. *Student Conduct Records*** - In general, student conduct records are maintained by the Office of Student Conduct for seven (7) years from the date of graduation to ensure compliance with federal laws and regulations. Information from these records will be shared, upon request, with others who have a need to know, in a manner consistent with the Family Educational Rights and Privacy Act for one year after graduation. Thereafter, information from student conduct records will only be released when required by a lawful judicial order or a subpoena from the courts. Note that records of students who are suspended or expelled from the University will be permanently maintained in the Office of Student Conduct. Information from these records will be shared upon request, with others who have a need to know, in a manner consistent with the Family Educational Rights and Privacy Act.

**C. *Interpretation and Revision*** - Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student Life & Dean of Students (or designee) for final determination.

## **Sexual Harassment & Sexual Misconduct: Reporting Information, Support and Resources**

Sexual harassment and sexual misconduct are defined in the University's Sexual Harassment and Sexual Misconduct Policy (available in the Student Handbook at [www.scranton.edu/studenthandbook](http://www.scranton.edu/studenthandbook)) to include behaviors such as sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and other forms of sexual harassment.

All forms of sexual harassment and misconduct are unacceptable and will not be tolerated in our University community. The University offers supportive measures for students who have experienced sexual harassment or misconduct, as well as providing for the safety and well-being of the larger University community. Federal law (Title IX of the Education Amendments of 1972) requires the University to respond promptly and meaningfully to actual knowledge of sexual harassment in its education program or activity. The University will make every reasonable effort to preserve an individual's privacy in light of this responsibility.

The following information is not to take the place of the comprehensive Sexual Harassment and Sexual Misconduct Policy but, rather, is provided to raise awareness of services, support, and reporting options.

**Emergency Reporting and Immediate Care:** The priority for any individual is personal safety and well-being. The University encourages all individuals to seek immediate assistance from University Police (570-941-7777), the Scranton Police Department (911 or (570)348-4134), and/or a medical facility. This is the best way to address immediate safety concerns while allowing for the preservation of evidence and an immediate investigative response. If you have experienced sexual misconduct:

- 1. Preserve all evidence of the sexual assault or other form of sexual misconduct.**
  - a. Do not bathe, change or dispose of clothing, use the restroom, wash hands, brush teeth, eat or smoke.
  - b. If you are still at the location of the incident, do not clean anything.
  - c. Write down all the details you can recall about the incident and the perpetrator including any information related to previous concerning behavior or history.
- 2. In cases of sexual assault, seek medical care as soon as possible.** Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted infection (women may also be at risk for pregnancy).
  - a. Ask the health care professional to conduct a Sexual Assault Forensic Exam (SAFE).
  - b. If you suspect you were drugged, request collection of a urine or blood sample.

**Reporting Options:** The University encourages students to report any situation in which they believe sexual assault or other misconduct has occurred. If you have witnessed or experienced sexual harassment or sexual misconduct, you have several reporting options. It is your decision to participate in a criminal process, the University process, both, or neither.

***Report to the Police:*** Sexual assault and other forms of misconduct are not only University policy violations but may also be crimes. You are encouraged, but not required, to report these crimes to police.

**University Police:** Parking Pavilion, Phone: 570-941-7777 (emergency), 570-941-7888 (non-emergency)

Website: [www.scranton.edu/police](http://www.scranton.edu/police)

**City of Scranton Police:** 911 (emergency), (570)348-4134 (non-emergency)

***Report to the University:*** Students are encouraged to directly report information regarding any incident of sexual harassment or misconduct to any of the following reporting options:

**The Office of Equity and Diversity:**

Elizabeth M. Garcia, J.D., Executive Director and Title IX Coordinator

e-mail: [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu)

Diana Collins Gilmore, J.D., Deputy Title IX Coordinator and EEO Investigator

e-mail: [diana.collinsgilmore@scranton.edu](mailto:diana.collinsgilmore@scranton.edu)



Office of Equity and Diversity, Institute of Molecular Biology and Medicine, Suite 315  
Phone: (570) 941-6645 Website: [www.scranton.edu/diversity](http://www.scranton.edu/diversity)

**University Police:** Parking Pavilion, Phone: 570-941-7777 (emergency), 570-941-7888 (non-emergency)  
Website: [www.scranton.edu/police](http://www.scranton.edu/police)

**Online Anonymous Reporting:** The University of Scranton Police Silent Witness Program  
Website: [www.scranton.edu/silentwitness](http://www.scranton.edu/silentwitness)

### ***Required Reporter Statement***

University policy provides that every employee (except those specifically identified as “confidential” resources) who receives a report of sexual harassment or sexual misconduct is required to share the report with the Title IX Coordinator. Resident Assistants, Graduate Assistants, and Student Officers are also required reporters. While students are encouraged to directly report information to the designated reporting options listed above, the University recognizes that a student may choose to share information regarding sexual harassment and sexual misconduct with other employees of the University, e.g. a Resident Assistant, faculty member, or coach. The University is committed to ensuring that all reports are shared with the Title IX Coordinator for consistent application of the Sexual Harassment and Sexual Misconduct Policy to all individuals and to allow the University to respond promptly and equitably to eliminate the prohibited conduct, prevent its recurrence and address its effects.

**Privacy and Confidentiality:** The University encourages the reporting of all incidents of sexual harassment and sexual misconduct and is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under the Sexual Harassment and Sexual Misconduct Policy. The University also is committed to providing assistance to help students make informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

### **Resources & Support Services:**

***Medical Support Services:*** Medical services are best handled by a hospital when the student seeks assistance within 72 hours of the incident. Medical treatment and collection of evidence are available nearby at these hospitals:

<b>Geisinger Community Medical Center</b>	<b>Regional Hospital of Scranton</b>
1800 Mulberry St., Scranton	746 Jefferson Ave., Scranton
(570) 969-8000	(570) 348-7951

If the student visits a hospital for an exam, both the police and Women’s Resource Center of Lackawanna County (WRC) should be notified by the hospital. The student may choose whether or not to speak to the police and/or the WRC. If the student chooses to speak to the police, they still have the option of whether or not to file charges against the person accused. The WRC Advocate will be able to provide support and information through the process.

***Confidential Resources:*** If a student desires confidentiality, the following confidential resources/support services are available:

**Counseling Services** (570-941-7620) are provided by the University Counseling Center located on the 6<sup>th</sup> floor of O’Hara Hall. If requested, the Counseling Center will provide counseling as well as referrals to agencies off-campus. Counseling Services are available Monday-Friday 8:30 a.m.-4:30 p.m. during the academic year.

**Student Health Services** (570-941-7667) provides medical support and assistance to University students from 8:30 a.m.-4:30 p.m. Monday through Friday during the academic year. Student Health Services is located at the corner of North Webster Avenue and Mulberry Street in the Roche Wellness Center.

**Women's Resource Center of Lackawanna County** is a confidential, community agency serving those who have experienced sexual assault or other sexual misconduct. A counselor/advocate can be reached 24 hours a day by calling (570) 346-4671.

**National Sexual Assault Hotline** is a free national resource available 24 hours/day by calling (800) 656-HOPE or [online.rainn.org](http://online.rainn.org).

**Select Additional Resources and Support Services:** Additional resources within the University and local community are available for students who have experienced sexual harassment or sexual misconduct of any kind. In this regard, University policy and practices are designed to encourage students to seek support and receive assistance. Regardless of which resource(s) a student chooses to access, the situation will be handled with sensitivity and care designed to protect the privacy of the student/s involved.

**Campus Ministries** (570-941-7419) is located in the DeNaples Center, Suite 200 and offers pastoral support.

**Dean of Students Office** (570-941-7680) is located in the DeNaples Center, Suite 201. The Dean of Students Office staff are available to meet with students to offer support, discuss reporting options, provide information about obtaining interim measures (i.e., no contact directives and academic support), and help students to connect with additional resources.

**Jane Kopas Women's Center** (570-941-6194) is located in the DeNaples Center, Suite 205. The Center is a safe and comfortable gathering place that also provides educational programming, leadership development, resources and referrals.

**Office of Equity and Diversity** (570)941-6645 is located in IMBM, Suite 315. The Office oversees the Sexual Harassment and Sexual Misconduct Policy and provides resources and support.

[www.scranton.edu/CARE](http://www.scranton.edu/CARE) is a website maintained by the University which provides information and resources for those in our campus community who have experienced or witnessed sexual harassment or sexual misconduct.

## **Non-Discrimination and Anti-Harassment: Reporting Information**

The University of Scranton is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Members of the University community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, creed, religion, ancestry, gender, sex, pregnancy and related conditions, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, ethnicity, family responsibilities, marital status, veteran or military status, citizenship status, or any other status protected by applicable law.

All forms of protected class harassment and discrimination are unacceptable and will not be tolerated in our University community. The University offers supportive measures for students who have experienced harassment or discrimination, as well as providing for the safety and well-being of the larger University community. The University will make every reasonable effort to preserve an individual's privacy in light of this responsibility.

The following information does not take the place of the comprehensive Non-Discrimination and Anti-Harassment Policy but, is provided to raise awareness of services, support, and reporting options.

**Emergency Reporting and Immediate Care:** The priority for any individual is personal safety and well-being. The University encourages all individuals to seek immediate assistance from University Police (570-941-7777), the Scranton Police Department (911 or (570)348-4134), and/or a medical facility. This is the best way to address immediate safety concerns while allowing for the preservation of evidence and an immediate investigative response.

**Reporting Options:** The University encourages students to report any situation in which they believe harassment or discrimination has occurred. If you have witnessed or experienced protected class harassment or discrimination, you have several reporting options.

***Report to the Police:*** You are encouraged, but not required, to report these crimes to police.

**University Police:** Parking Pavilion, Phone: 570-941-7777 (emergency), 570-941-7888 (non-emergency)  
Website: [www.scranton.edu/police](http://www.scranton.edu/police)

***Report to the University:*** Students are encouraged to directly report information regarding any incident of sexual harassment or sexual misconduct to any of the following reporting options:

**The Office of Equity and Diversity:**

Elizabeth M. Garcia, J.D., Executive Director and Title IX Coordinator  
e-mail: [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu)

Diana Collins Gilmore, J.D., Deputy Title IX Coordinator and EEO Investigator  
e-mail: [diana.collinsgilmore@scranton.edu](mailto:diana.collinsgilmore@scranton.edu)

Office of Equity and Diversity, Institute of Molecular Biology and Medicine, Suite 315  
Phone: (570) 941-6645 Website: [www.scranton.edu/diversity](http://www.scranton.edu/diversity)

**University Police:** Parking Pavilion, Phone: 570-941-7777 (emergency), 570-941-7888 (non-emergency)  
Website: [www.scranton.edu/police](http://www.scranton.edu/police)

**Online Anonymous Reporting:** The University of Scranton Police Silent Witness Program  
Website: [www.scranton.edu/silentwitness](http://www.scranton.edu/silentwitness)

**Privacy and Confidentiality:** The University encourages the reporting of all incidents and is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under the Policy. The University also is committed to providing assistance to help students make informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants, in

accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

### **Resources & Support Services:**

**Medical Support Services:** Medical services are best handled by a hospital when the student seeks assistance within 72 hours of the incident. Medical treatment and collection of evidence is available nearby at the following hospitals:

**Geisinger Community Medical Center**  
1800 Mulberry St., Scranton  
(570) 969-8000

**Regional Hospital of Scranton**  
746 Jefferson Ave., Scranton  
(570) 348-7951

If the student visits a hospital, the police may be notified by the hospital. The student may choose whether or not to speak to the police. If the student speaks to the police, they still have the option of whether or not to file charges against the person accused.

**Confidential Resources and Support Services:** If a student desires confidentiality, they should make contact with one of the following confidential resources/support services listed below:

**Counseling Services** (570-941-7620) are provided by the University Counseling Center located on the 6<sup>th</sup> floor of O'Hara Hall. If requested, the Counseling Center will provide counseling as well as referrals to agencies off-campus. Counseling Services are available Monday-Friday 8:30 a.m.-4:30 p.m. during the academic year.

**Student Health Services** (570-941-7667) provides medical support and assistance to University students from 8:30 a.m.-5:00 p.m. Monday through Thursday and Friday 8:30 a.m.-4:30 p.m. during the academic year. Student Health Services is located at the corner of North Webster Avenue and Mulberry Street in the Roche Wellness Center.

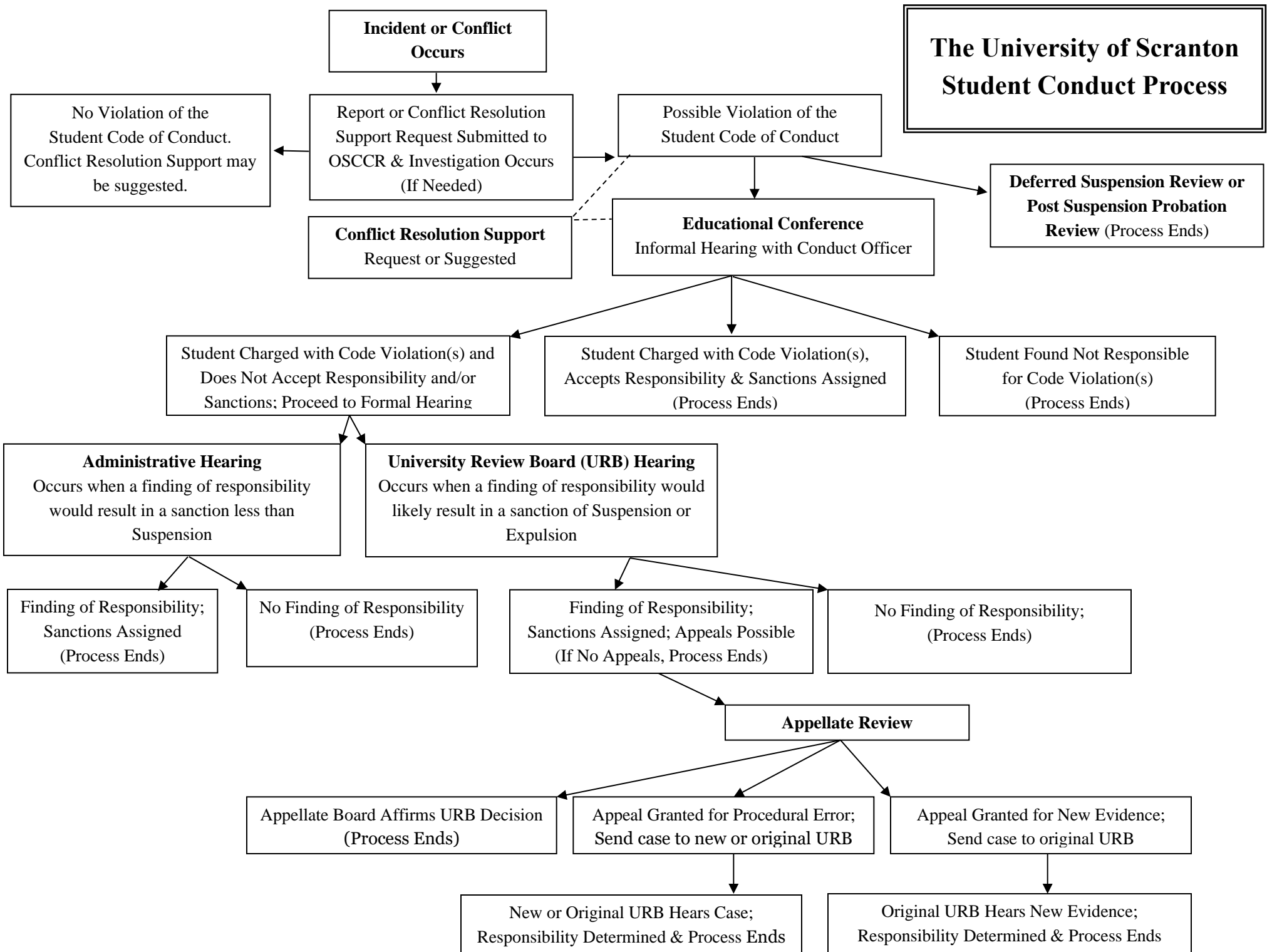
**Select Additional Resources and Support Services:** Various resources within the University and local community are available for students who have experienced protected class harassment or discrimination. In this regard, University policy and practices are designed to encourage students to seek support and receive assistance. Regardless of which resource(s) a student chooses to access, the situation will be handled with sensitivity and care designed to protect the privacy of the student/s involved.

**Campus Ministries** (570-941-7419) is located in the DeNaples Center, Suite 200 and offers pastoral support.

**Dean of Students Office** (570-941-7680) is located in the DeNaples Center, Suite 201. The Dean of Students Office staff are available to meet with students to offer support, discuss reporting options, provide information about obtaining interim measures (i.e., no contact directives and academic support), and help students to connect with additional resources.

**Office of Equity and Diversity** (570)941-6645 is located in IMBM, Suite 315. The Office oversees the Non-Discrimination and Anti-Harassment Policy and provides resources and support.

The **Cultural Centers** (570-941-6194) are located in the DeNaples Campus Center. The Jane Kopas Women's Center, located in 205 DeNaples Center, and the Multicultural Center, located on the first floor of the DeNaples Center, are safe and comfortable gathering place that also provides educational programming, leadership development, resources and referrals.



## Resource Guide

Department/Office	Location	Phone Number
Athletics	147 Long Center	(570) 941-7440
Campus Ministries	200 DeNaples Center	(570) 941-7419
Career Development	235 Loyola Science Center	(570) 941-7640
Center for Health Education & Wellness	Wellness Center (Corner of N. Webster Ave. & Mulberry St.)	(570) 941-4253
Center for Service & Social Justice	205B DeNaples Center	(570) 941-7429
Center for Student Engagement	205 DeNaples Center	(570) 941-6233
Counseling Center	6 <sup>th</sup> Floor, O'Hara Hall	(570) 941-7620
Dean of Students Office	201 DeNaples Center	(570) 941-7680
Financial Aid	401 St. Thomas Hall	(570) 941-7701
Jane Kopas Women's Center	205 DeNaples Center	(570) 941-6194
The Multicultural Center	First Floor, DeNaples Center	(570) 941-5904
The Office of Equity and Diversity	Institute of Molecular Biology & Medicine, Suite 315	(570) 941-6645
Recreational Sports	Byron Recreational Center & Fitness Center	(570) 941-6203
Residence Life	100 Condrion Hall	(570) 941-6226
Student Conduct	201 DeNaples Center	(570) 941-7680
Student Health Services	Wellness Center (Corner of N. Webster Ave. & Mulberry St.)	(570) 941-7667
University Police	Parking Pavilion	Emergency: (570) 941-7777 Non-Emergency: (570) 941-7888