



**IMMACULATA  
UNIVERSITY**

**Annual Security Report  
and  
Fire Safety Report  
2020**

(Page Intentionally Left Blank)

## Contents

Introduction	3
Authority and Jurisdiction	3
Crime Log	4
Crime Reporting Policy	4
Confidential Reporting Procedures	5
Timely Warning and Emergency Notification Policy	5
Emergency Response and Evacuation Procedures	6
Security and Access Policy	6
Residence Halls	6
Crime Preventions/Security Awareness Programs	7
Alcohol Policy	7
Drug Policy	8
Drug and Alcohol Abuse Education Program	8
Drug Free Schools and Communities Act (DFSCA) Policy	8
Missing Student Policy	9
Sex Offender Registry and Access to Related Information	9
Weapons Policy	10
Sexual Harassment Policy	11
Educational Programs	30
Campus Crime Statistics	31
Annual Fire Safety Report	36

(Page Intentionally Left Blank)

## **Introduction**

This Annual Security Report, which includes the Annual Fire Safety Report, was prepared in compliance with:

- the Pennsylvania College and University Security Information Act
- the federal Higher Education Act (HEA) of 1965, including amendments resulting from:
  - Crime Awareness and Campus Security Act of 1990
  - Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) of 1998
  - The Violence Against Women Act (VAWA) Reauthorization of 2013.

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. The above listed federal and state laws require the collection, reporting and publication of campus crime statistics and safety/security related policy information. The Violence Against Women Act requires institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking.

The statistics and information contained in this report were collected from the Department of Safety and Protection, designated university campus security authorities (CSAs), the Dean of Student's office, the East Whiteland Township Police Department and other appropriate police departments.

The Annual Security Report (ASR) is available on the University's public website and the University MyIU web portal (accessible by students, faculty, and staff). All students, faculty and employees are notified of the availability of the Annual Security Report (ASR) through their university email accounts. Prospective employees and students are also provided this information. In addition to the electronic version of the report, copies of the report may be obtained at the Department of Safety and Protection office in Lourdes Hall and the Human Resources office in Villa Maria Hall.

Any questions or comments concerning this report should be directed to:

Dennis Dougherty  
Director of Safety and Protection  
Immaculata University  
1145 King Road  
Immaculata, PA 19345  
610-647-4400 Ext. 5555  
[ddougherty1@immaculata.edu](mailto:ddougherty1@immaculata.edu)

## **Authority and Jurisdiction**

The primary responsibility for the safety of the campus lies with the Department of Safety and Protection. The Department consists of a Director, Assistant Director, supervisors, full time officers, part time officers, and administrative staff.

Safety and Protection officers are non-sworn officers. These officers do not have arrest authority and cannot enforce traffic and criminal statutes. In addition to conducting patrols of campus buildings and property, officers investigate violations of University policies, enforce parking regulations, investigate incidents, address safety hazards, and monitor visitors to campus. Officers are trained in basic first aid, cardiopulmonary resuscitation (CPR), and the use of the automated external defibrillator (AED).

The Department of Safety and Protection's main office is in Lourdes Hall, Office #2. Additional office locations are in the DeChantal Hall residence hall and Loyola Hall, a classroom building. The telephone number on the campus phone system is extension 5555. Additional numbers are 610-647-4400 x5555 or 610-854-2451. In an emergency, the East Whiteland Township Police Department and the East Whiteland Fire Company can be contacted by dialing 911.

Law enforcement services on campus are provided by the East Whiteland Township Police Department. Department of Safety and Protection officers will facilitate the reporting of crimes to the East Whiteland Township Police at the complainant/victim's request. Although the Department of Safety and Protection does not have a Memorandum of Understanding (MOU) with the East Whiteland Township Police Department, the Department maintains an excellent relationship with the East Whiteland Township Police Department and cooperates in investigations and other areas of mutual concern.

The Department of Safety and Protection files an annual statistical crime report in the Pennsylvania Uniform Crime Reporting (UCR) system.

The Department of Safety and Protection does not monitor the activities of students off campus and does not provide security services to any off campus activities or residences.

## **Crime Log**

The University's Department of Safety and Protection maintains a daily log recording all criminal incidents reported to the Department. The log includes specific information about criminal incidents. Each log entry includes the nature, date/time and location of each reported crime in addition to the disposition of the complaint, if known. Log entries are recorded within two business days of the reporting of the information to the Department. The crime log, which is maintained in the Department's main office in Lourdes Hall, is available for public inspection.

## **Crime Reporting Policy**

The University encourages all members of the university community to report criminal activity and emergency situations immediately to the Department of Safety and Protection and/or the East Whiteland Township Police Department. Campus safety officers will facilitate contact with the police department at the request of an individual or when the situation warrants police notification. Reporting crimes to the Department of Safety and Protection ensures inclusion in annual statistical reports and facilitates the issuance of timely warning notices when appropriate. University employees identified as Campus Security Authorities are also directed to report any information concerning campus crimes to the Department of Safety and Protection.

Upon written request by the victim of a crime of violence or sex offense, the results of any disciplinary proceeding will be disclosed to the victim.

## **Confidential Reporting Procedures**

The University respects the rights of complainant confidentiality and will honor complainants' requests to keep reports confidential to the extent permitted by law and to the extent consistent with the University's obligation to investigate allegations and protect the university community. Confidential and non-confidential (yet private) options for support and reporting are available. A confidential report will include general details of an incident without personal identifying information. This reporting assists in gathering crime statistics for this Annual Security Report and enables the Department to take steps to ensure the safety of the victim and the campus community. Confidentiality is also addressed in the *Sexual Harassment Policy* section.

'Pastoral Counselors' and 'Professional Counselors', when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, when appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in annual crime statistics. A Pastoral Counselor is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a Pastoral Counselor. A Professional Counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the university community and who is functioning within the scope of his or her license or certification.

## **Timely Warning and Emergency Notification Policy**

Immaculata University will issue Timely Warnings and Emergency Notifications to inform the Immaculata community of an immediate threat, a significant emergency or a dangerous situation in and around the University.

When a Clery Act crime (listed in the *Campus Crimes Statistics* Section) or any other crime that is considered to represent a serious or continuing threat to University students and employees, has been reported, a Timely Warning will be issued without delay as soon as pertinent information is available. The purpose of a Timely Warning is to enable individuals to protect themselves and aid in the prevention of similar crimes. The Director/Assistant Director of the Department of Safety and Protection (or designee) or the Vice President of Student Development and Undergraduate Admissions will issue the Timely Warning. A Timely Warning will include a brief description of the incident, the location, and suspect information if available. The Timely Warning will also include information to assist individuals in protecting themselves and preventing additional crimes.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the University community, the Director/Assistant Director of the Department of Safety and Protection (or designee) or the Vice President of Student Development and Undergraduate will confirm the existence of an emergency situation or dangerous situation and determine the appropriate segment(s) of the University community to receive an Emergency Notification. The Director/Assistant Director of the Department of Safety and Protection (or designee) or the Vice President of Student Development and Undergraduate will send an Emergency

Notification without delay advising of the nature and location of the emergency, the actions being taken, and appropriate personal safety information.

A Timely Warning or Emergency Notification may be withheld if it compromises efforts to assist a victim or to contain, respond to, or mitigate the emergency.

The methods of dissemination of Timely Warnings and Emergency Notifications include, but are not limited to:

- IU Alert mass notification system which sends the message to university and personal email accounts, university desktop computers, and cell phones (text messages). The system also disseminates the message through the Facebook and Twitter social media applications.
- University website
- Campus video message boards

## **Emergency Response and Evacuation Procedures**

The University's Emergency Operations Plan (EOP) guides emergency response and evacuation procedures. As described in the Timely Warning and Emergency Notification section, the University Community will be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

The steps in evaluating the need for an evacuation are set forth in the Emergency Operations Plan (EOP). Timely notice of a full or partial evacuation shall be provided to the affected members of the University community in accordance with the terms of the University's Emergency Operations Plan.

The Department of Safety and Protection annually coordinates drills and exercises to test the University's emergency response and evacuation procedures. These drills and exercises include fire drills and an annual tabletop exercise conducted with local law enforcement and emergency response agencies. An assessment of these activities is conducted to evaluate the Emergency Operations Plan and its implementation. In addition, the University's mass notification system is tested at least twice each year.

## **Security and Access Policy**

During business/class hours, the University is open to students, employees, contractors and visitors. During non-business hours, access to all University facilities is by key, access card or with the assistance of Safety and Protection officers. During periods of extended closing, the University will admit only individuals who have prior approval to enter specific buildings. Every student, faculty and staff member must carry an ID card issued by the University and present the card upon request to a safety officer.

## **Residence Halls**

Immaculata University houses approximately 500 students in its residence halls. Four residence halls and two apartment buildings comprise the student residential facilities. Responsibility for the security and safety of the residence halls is shared by the Department of Safety and Protection, Residence Life and Housing staff, Resident Assistants (RAs) as well as the residents themselves.

Residence halls are secured 24 hours a day. The entrances to residence halls are access controlled and individual rooms are accessible only by issued keys. At the two apartment buildings on campus, the building entrances and each individual apartment suite entrance are access controlled. Individual bedrooms in each apartment are controlled by the use of a student specific access code. Windows in residence hall areas have screens, with terrace level room windows having ‘stops’ installed, limiting their opening. External doors in the residence halls and the apartment buildings are equipped with alarms that notify campus safety that the door is being held open.

In residence halls, a visitor is defined as any person who does not reside in University housing. Residential students and commuter students are issued stickers for their ID cards each year. The stickers are different colors for residential and commuter students and identified by the academic year. Visitors must present a photo ID to the safety officer stationed at the designated security desk and obtain a visitor’s pass. The visitor must be escorted by their host and carry the visitor pass at all times while in the residence hall. After visitation hours, the residential student/host must escort the non-residential guest to the designated security desk to notify security of his/her status. The Department of Residence Life and Housing establishes visiting hours.

During low occupancy periods, such as extended holiday periods, general student access to residence halls is not permitted. Entry into the residential areas requires accompaniment of the student by a Safety and Protection officer. Some campus facilities may have individual hours to accommodate the needs of those individuals utilizing that facility. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility, in concert with the Department of Safety and Protection.

### **Crime Prevention/Security Awareness Programs**

Crime prevention programs are offered throughout the year to students, faculty and staff. Programs include, but are not limited to, Alcohol and Other Drug (AOD) awareness, sexual assault prevention, bystander intervention and personal safety awareness. Residential students are offered instruction on crime prevention and fire safety through the Department of Residence Life and Housing. Appropriate information is disseminated through the university MyIU portal, e-mail notifications, the University’s public information newsletter, and University social media applications.

Safety and Protection staff participate in annual resident assistant (RA)/student leader training. Topics include emergency response, the services provided by the Department of Safety and Protection, and the role of local emergency response agencies.

### **Alcohol Policy**

In compliance with Pennsylvania law, students who are under the legal age of 21 years old are not permitted to possess, consume, purchase, attempt to purchase, or transport alcohol on or off campus. The possession, presence and/or consumption of alcohol by anyone is prohibited on University premises and while off campus participating in a University sponsored activity or event. The only exceptions are in a University apartment in which all residents are of the legal age of 21 and at those University-sponsored student events at which alcohol is part of the menu provided by dining services for students who are 21 years of age or older. Students are to follow all University policies concerning possession and use of alcohol in an apartment or at these special events.

When a student is found to be in violation of the University alcohol policy, the University reserves the right to notify parents/legal guardian(s) about the disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

In any case when a student is considered to have abused alcohol, a University representative may request the student seek professional counseling. If the student refuses to seek professional counseling and the student's behavior is considered to be disruptive, the student can be prohibited from University housing and face suspension from the University. The requirement of professional counseling may be implemented with or without disciplinary action.

### **Drug Policy (Controlled Substances)**

The possession, sale, manufacture, or distribution of any controlled substance is illegal under Pennsylvania and federal laws. When officers discover violations of local, state and federal laws regarding alcohol and drugs, they will notify law enforcement authorities as appropriate. Violators are also subject to disciplinary action.

The University adheres to the Drug Free Schools and Communities Act (DFSCA). Refer to the below DFSCA section for specific information regarding University compliance. Immaculata University recognizes that drug abuse is an illness and a serious health problem, as well as a potential security concern. The University offers a range of resources and services, including counseling and support services.

When a student is found to be in violation of the Immaculata University Drug Policy (Controlled Substances), the University reserves the right to notify a parent or legal guardian about the student's disciplinary status, consistent with the provisions of the Family Education Rights and Privacy Act (FERPA).

### **Drug and Alcohol Abuse Education Programs**

The Student Development and Engagement office, together with the Student Wellness Center, provides overall coordination of the drug and alcohol education programs. All incoming freshman are required to satisfactorily complete an alcohol education program.

Information and support services for university employees with substance abuse problems may be obtained from the Human Resources Department and the University's Employees Assistance program.

### **Drug Free School and Communities Act**

Immaculata University is in compliance with the Drug Free School and Communities Act ("DFSCA"), which requires colleges and universities to adopt and enforce policies that include sanctions for illegal alcohol and other drug use and to provide students with appropriate information and services. Orientation sessions for new students, alcohol awareness programs and other special events aid in the dissemination of the pertinent information. Reduced alcohol availability and consistent enforcement activities are also part of the compliance efforts.

Immaculata University maintains written policies that set forth standards of conduct clearly prohibiting the unlawful possession, use, or distribution of alcohol or illicit drugs on University property or as part of any University activity. These policies clearly state that sanctions apply to student acts committed under the influence, such as public disturbances, endangerment to self or others, or property damage.

In addition, the university annually issues a document entitled “Drug and Alcohol Abuse Prevention Program”, which references:

- The University’s written policies prohibiting the unlawful possession or distribution of illicit drugs and abuse of alcohol by students;
- A description of applicable legal sanctions under local, state or federal law;
- A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of available drug or alcohol counseling, treatment and rehabilitation programs;
- A clear statement of the disciplinary action that the university will impose on students for violating university policy.

### **Missing Student Policy**

Any student, who has been missing for more than 24 hours, must be immediately reported to the Department of Safety and Protection.

If the student is an on-campus resident, the Department of Safety and Protection will coordinate efforts with the Dean of Students and the Director of Residence Life and Housing to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student and, where available, a designated confidential contact information. The East Whiteland Township Police Department will also be notified that the student is missing.

If the student is an off-campus resident, the Department of Safety and Protection will collaborate with family members or associates in contacting the law enforcement agency with the appropriate jurisdiction to file a missing person report. The Department of Safety and Protection will cooperate and assist the law enforcement agency as requested.

Students have the opportunity to register a confidential contact person whom the university will contact within 24 hours of the determination that the student is missing. This contact is strictly for missing person purposes, is accessible only to authorized campus officials and is not disclosed to any unauthorized persons. The University will notify the custodial parent or guardian of a student residing in campus housing who is under 18 years of age and unemancipated within 24 hours after the student is determined to be missing.

### **Sex Offender Registry and Access to Related Information**

In accordance with the federal Campus Sex Crimes Prevention Act of 2000, which amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the following information is provided to advise the campus community how to access law enforcement information concerning registered sex offenders.

The Commonwealth of Pennsylvania maintains a system for making registry information on violent sex offenders publicly available. Pennsylvania's Megan Law, 42 Pa C.S. 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of or entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in Megan's Law. The law further requires that this registered sex offender list employment location and residency. The link to the Pennsylvania State Police Megan's Law Website is: <https://www.pameganslaw.state.pa.us/>.

The law also requires sex offenders to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student.

Any person who uses the information contained on the Megan's Law website to threaten, intimidate, or harass the registrant or their family, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability.

## **Weapons Policy**

The possession or use of a firearm or other weapon on university owned or leased property by unauthorized persons is strictly prohibited. Law enforcement personnel who are authorized to possess weapons may do so on the University campus within the scope of their authority. Members of the United States armed forces, may possess a firearm on University owned property while they are on duty. No other persons are permitted to possess weapons on University premises, even if such weapons are legally registered.

This prohibition conforms to the Pennsylvania Uniform Firearms Act, Chapter 61 and Section 301 of the Pennsylvania Crimes Code which defines a deadly weapon as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or serious bodily injury or any device or instrument which, in a manner in which it is used or it is intended to be used, is calculated or likely to produce death or serious bodily injury.

Those who have been issued a government permit to carry a concealed firearm may not bring the firearm on campus or to any University sponsored events held off campus. No person shall carry, maintain, or store a weapon, on any property owned, leased, or controlled by Immaculata University. This policy applies to weapons carried about the person and maintenance or storage of any weapon in any part of University or leased property. This includes vehicles parked on University or leased parking lots.

There may be props used in theatrical productions, class presentations or educational workshops that appear to violate the letter of this policy, but this is not the intent of this policy. In such cases, written approval, granting permissible use of the props, from the Director of Safety and Protection is required before the activity may take place. Those responsible for the activity must remove the props from the university property at the end of the term of the permission. The Director of Safety and Protection will notify the campus community as appropriate that a weapon will be allowed on campus for the purpose and duration of the permission granted.

Any Immaculata University student, faculty, or staff member in violation of this policy may be subject to disciplinary action. Sanctions will be commensurate with the severity and or/ frequency of the offense.

## **Sexual Harassment Policy**

### Sexual Assault, Dating Violence, Domestic Violence and Stalking

#### **Scope of Policy**

Immaculata University prohibits harassment of and discrimination against any and all community members. This policy applies to all members of our community, including students, faculty, staff, administrators, members of the board of trustees, volunteers, independent contractors, and visitors.

The primary purposes of this Policy are to: (1) define, eliminate, prevent, and remedy the effects of Prohibited Conduct (2) identify care, support, and reporting options for students and employees; (3) explain the obligations of employees to report Prohibited Conduct to the University; (4) identify the procedures the University will follow to thoroughly, equitably, and promptly investigate and resolve reports of Prohibited Conduct; and (5) strictly prohibit retaliation. Additional information about the University's procedures and training and prevention programs can be found online at [immaculata.edu/about/title-ix-and-non-discrimination/](http://immaculata.edu/about/title-ix-and-non-discrimination/).

This policy applies to the education programs and activities of Immaculata University and to conduct that takes place on the campus, on property owned or controlled by the University, or at University-sponsored events. The Respondent must be a member of the Immaculata community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to the University's educational program. Immaculata University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest.

Regardless of where the conduct occurred, Immaculata will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

#### **Mandatory Reporters: Officials with Authority (OWA)**

It is important to understand that all University employees who are not designated as a confidential resource under this Policy, including faculty members, are "Officials with Authority (OWA's)" and are required to disclose a report of Prohibited Conduct or alleged Prohibited Conduct to the Title IX Coordinator.

Student employees who are required to share reports of Prohibited Conduct with the Title IX Coordinator include; Graduate Assistants, Resident Assistants, Community Assistants, and Programming Assistants. These designated student employees are required to share with the Title IX coordinator all information about which they are aware, whether obtained directly or indirectly, about any occurrence or potential occurrence of Prohibited Conduct and alleged Prohibited Conduct, including dates, times, locations and names of the parties and witnesses.

## **How to get help if you have been subject to sexual harassment and/or retaliation**

Any member of the University community who has experienced Prohibited Conduct is urged to seek immediate medical assistance and/or contact law enforcement. Below is a listing of available emergency response, medical treatment and confidential counseling options.

### **Emergency Response**

Emergency Law Enforcement Response	911
Immaculata University Campus Safety	Lourdes Hall, Terrace Level 610-854-2451 24/7
Paoli Hospital	255 W. Lancaster Ave., Paoli, PA 19301 484-565-1000 24/7
Chester County Hospital	701 E Marshall St., West Chester, PA 19380 610-431-5000 24/7
Bryn Mawr Hospital	130 S. Bryn Mawr Ave., Bryn Mawr, PA 19010 484-337-3000 24/7
Phoenixville Hospital	140 Nutt Rd., Phoenixville, PA 19460 610-983-1222 24/7
Immaculata University Health Services	Bruder Center 484-323-3500 8:30am – 4:30pm M-F

Due to the limited availability of SANE (Sexual Assault Nurse Examiners) nurses shared among the hospitals, it is recommended that the individual call the Crime Victims' Center of Chester County 24 hour hotline (610-692-7273) to locate which hospital a SANE nurse is on duty. A call can then be made to that hospital to confirm time of arrival to be sure the SANE nurse remains on duty for her or his arrival.

### **Privacy and Confidentiality**

The University is committed to protecting the privacy of all individuals involved in alleged Prohibited Conduct reports. Information will be kept private by the University unless disclosure is required by law; thus, it will be shared only with those University officials with a legitimate interest in order to assist in the investigation and/or in the resolution of the Complainant's complaint. Under this Policy, privacy should be distinguished from confidentiality.

### Confidentiality

If a Complainant desires to communicate with someone who, by law, can keep information confidential, then the Complainant should contact one of the resources outlined below. Confidential Resources will not notify the University of the incident of Prohibited Conduct, without expressive permission from the individual or if required by specific legal exceptions. The trained professionals designated below can provide counseling, information and support under legally protected confidentiality. Because these relationships involve privileged conversations, confidential resources will not share information about a patient/client (including whether or not that individual has received services) with the Title IX Coordinator or any other employee of the University without the individual's written permission or when there is an immediate threat of serious harm to a person. They may, however, submit non-identifying information about the incident for purposes of making a statistical report under the Clery Act.

## On Campus Confidential Resources

Immaculata University Counseling Center  
Bruder Center  
Phone: 484-323-3502

Pastoral Counseling  
Campus Ministry  
Phone: 484-323-3339

## Off Campus Confidential Resources

Crime Victim's Center of Chester County (CVC)  
135 W. Market St.  
West Chester, PA 19382  
Phone: 610-692-7273  
[www.cvcfcc.org](http://www.cvcfcc.org)

Domestic Violence Center of Chester County  
255 W. Lancaster Ave.  
Paoli, PA 19301  
Phone: 610-431-1430  
[www.dvcc.org](http://www.dvcc.org)

## Privacy

Information communicated to a Title IX Coordinator or a Responsible Employee may not be able to be kept confidential but will be kept as private as possible, which means that the information will initially be shared only with the University employees whom the Title IX Coordinator determines need to be involved in responding to the incident, or as required or permitted by law.

## **Bystander Intervention**

The University strongly encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual violence and sexual harassment. Campus community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation. Taking action may include direct intervention, calling Campus Safety or law enforcement, or seeking assistance from a person in authority.

## **Online Sexual Harassment and/or Retaliation**

The policies of Immaculata University are written and interpreted broadly to include online manifestations of any of the prohibited behaviors listed below, when those behaviors occur in or have an effect on the Complainant's education program and activities or use Immaculata University networks, technology, or equipment.

Although Immaculata University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Immaculata University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Immaculata community.

## **Prohibited Conduct**

The University prohibits sexual misconduct, including sexual assault, stalking, intimate partner violence and retaliation. The University will not tolerate Prohibited Conduct of any form. Such violations are subject to any combination of sanctions, including expulsion or suspension for students, or termination for employees. The following conduct is specifically prohibited conduct under this Policy:

### **Sexual Harassment**

Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, and pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

*Examples include:* an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; domestic partner violence; stalking; and gender-based bullying.

### **Sexual Assault**

Encompasses nonconsensual sexual penetration; nonconsensual sexual contact; and conduct that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

#### **Nonconsensual Sexual Contact**

Sexual contact, however slight, performed upon another person that occurs without that person's consent including; intentional physical contact with another person's breasts, buttocks, groin, or genitals, whether clothed or unclothed or intentional contact for the purpose of sexual gratification or when such body parts are touched in a sexual manner.

#### **Nonconsensual Sexual Penetration**

Sexual penetration, however slight, performed upon another person that occurs without that person's consent including; penetration of a vagina or anus by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person.

#### **Incest**

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

## **Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, individuals under 13 years of age can never consent to intercourse; individuals younger than 16 years of age can never consent to intercourse with a partner more than four years their senior.

## **Intimate Partner Violence**

Act of violence, or a threat of an act of violence, committed by a person who is or has been in a sexual, dating, spousal, romantic, or other intimate relationship with the Complainant.

## **Dating Violence**

Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

## **Domestic Violence**

Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner of the Complainant or by a person the Complainant shares a child with or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Pennsylvania.

## **Stalking**

Interpersonal misconduct that means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person under similar circumstances and with similar identities to the Complainant to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about another person or interferes with another person.

Stalking includes cyber-stalking, a particular form of stalking in which electronic media, such as the internet, social networks, blogs, cell phones, texts or other similar devices may be used to pursue, harass, monitor or to make unwelcome contact with another person in an unsolicited fashion.

*Examples Include:* Unwelcome and repeated visual or physical proximity to a person; repeated oral or written threats; extortion of money or valuables; unwelcome/unsolicited written communication, including letters, cards, emails, instant messages and messages on on-line bulletin boards; unwelcome/unsolicited communications about a person, their family, friends or co-workers; sending/posting unwelcome and/or unsolicited messages with another username; or implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

## **Force, Coercion, Incapacitation, and Alcohol and Other Drugs**

Understanding the effect of force, coercion, incapacitation and alcohol or drugs on affirmative consent.

### **Consent**

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

### **Force**

Use or threat of physical force or intimidation, to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

### **Coercion**

Use of unreasonable and persistent pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. Coercion may be emotional, intellectual, psychological or moral. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

### **Incapacitation**

Inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious or unaware that sexual activity is occurring. An individual who is incapacitated lacks the ability to make informed, rational judgments and decisions and, therefore, cannot affirmatively consent to sexual activity.

A person may be considered incapacitated and unable to give affirmative consent if the person cannot appreciate the who, what, where, when, why or how of a sexual interaction. A person who is incapacitated may not be able to understand one or both of the following questions: "Do you know where you are?" or "Do you know how you got here?"

Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Engaging in sexual activity with an individual that Respondent reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is a violation of this Policy.

### **Alcohol or Drugs**

The University considers sexual contact while under the influence of alcohol or drugs to be risky behavior. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

The perspective of a reasonable person will be the objective basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or drugs impacted a Complainant's ability to give consent.

### **Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Immaculata University will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Member of Immaculata's community are prohibited from intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure. The exercise of rights protected under the First Amendment does not constitute retaliation.

### **Reporting Prohibited Conduct and/or Retaliation**

All reports of Prohibited Conduct will result in prompt assessment of risk of harm to individuals or to the campus community and will take any necessary steps to address those risks. The University encourages the Complainant to pursue criminal action for incidents of Prohibited Conduct that may also be crimes under state criminal statutes. The University will assist the Complainant, at their request, in contacting the appropriate law enforcement agency and will cooperate with law enforcement agencies if a Complainant pursues the criminal process.

Notice or complaints of prohibited conduct and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, the Title IX Coordinator:  
Janelle Cronmiller | Title IX Coordinator  
Villa Maria 219  
1145 W King Road  
Immaculata, PA 19345  
484.323.3982  
jcronmiller@immaculata.edu / titleixcoordinator@immaculata.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

- 2) Report online, using the reporting form posted at:  
<https://app.smartsheet.com/b/form/f26ba40d2fa840098e8791894da2083a>.  
Anonymous reports are accepted but may limit the University's ability to investigate. Immaculata University tries to provide supportive measures to all Complainants, which is not possible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the Recipient to discuss and/or provide supportive measures.
- 3) Contacting the University's Department of Safety and Protection. The Department's main office at the terrace level entrance of Lourdes Hall is staffed 24 hrs. / 7 days a week. The phone number is 610-854-2451.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Immaculata University investigate the allegation(s).

## **Initial Assessment**

If the potential complainant wishes to proceed with a resolution process, they will submit a signed written complaint to the Title IX Coordinator. Upon receipt the Title IX Coordinator will conduct an initial Title IX assessment. The initial assessment will consider the nature of the alleged conduct, the safety of the individual and of the University community, the Complainants' expressed preference for resolution and the necessity for any supportive remedies or accommodations to protect the safety of the Complainant, Respondent and the University community.

As part of the initial assessment, the Title IX Coordinator will:

- Assess the nature and circumstances of the allegation;
- Address the immediate physical safety and emotional well-being of the Complainant;
- Determine the need for a timely warning as required by the Clery Act;

- Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), contact the appropriate child protective service agency;
- Assess for pattern evidence or other similar conduct;
- Advise of the right to contact law enforcement and seek medical treatment;
- Advise of the importance of preservation of evidence;
- Provide information about on- and off-campus resources;
- Discuss appropriate supportive measures and remedies;
- Provide an explanation of the procedural options, including Informal resolution and Formal Resolution;
- Discuss the Complainant's expressed preference for the manner of resolution and any barriers to proceeding;
- Explain the University's Policy prohibiting retaliation.

## **Supportive Measures**

Immaculata University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged prohibited conduct and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all parties or the University's educational environment, and/or deter prohibited conduct and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a formal complaint with the University either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Immaculata University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures. Immaculata University will act to ensure as minimal an academic/occupational impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Access to counseling services and assistance in setting up initial appointment, both on- and off-campus;
- Imposition of a University No-Contact Order;
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Change in class schedule, including the ability to transfer course sections or withdrawal from a course without penalty;
- Change in work schedule or job assignment;
- Change in student's University housing;

- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Timely warnings;
- University-imposed administrative leave or separation;
- Supportive suspension; and
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this Policy.

These actions are not a presumption of responsibility for a violation of Prohibited Conduct and may be imposed whether or not formal disciplinary action is sought by the Complainant/Respondent or the University. The Complainant and Respondent will be notified in writing of any and all Supportive Measures.

### **Informal Resolution**

The Complainant may request informal resolution in place of Title IX Investigation and formal resolution. This form of resolution is voluntary and may be used at any point prior to reaching determination of responsibility as long as a formal complaint has been filed. **Informal resolution may not be used where the alleged Prohibited Conduct involves Sexual Assault or an Employee is the Respondent.** The Title IX Coordinator will balance this request with the University's dual obligation to provide a safe and non-discriminatory environment for all University community members and to remain true to principles of fundamental fairness that require notice and voluntary, written consent to use the Informal resolution process.

If the Complainant and Responding parties agree to proceed with informal resolution, the University will not compel the parties to confront one another face-to-face and each party will be provided written notice of the following: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the right of any party to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

With any form of informal resolution, each party has the right to choose and consult with a support advisor. The parties may be accompanied by their respective support advisors at any meeting or proceeding held as part of informal resolution. While the support advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

Any form of informal resolution and any combination of interventions and remedies may be utilized. If an agreement acceptable to the University, the Complainant and the Respondent, is reached through informal resolution, the terms of the agreement are implemented, and the matter is resolved and closed. If an agreement is not reached, and the Title IX Coordinator determines that further

action is necessary, or if a party fails to comply with the terms of the informal resolution, the matter may be referred for an investigation and formal resolution under these procedures.

## **Title IX Investigation and Formal Resolution**

When the Complainant or Title IX Coordinator (or designee) concludes that formal resolution may be appropriate, the Title IX Coordinator will initiate an investigation and issue the notice of investigation and allegations. The Title IX Coordinator will designate an Investigative Team that has specific training and experience investigating allegations of Prohibited Conduct. The Investigative Team will typically consist of two University employees. Any investigator chosen to conduct the investigation will be impartial and free of any actual conflict of interest.

The investigative team will conduct the investigation in a manner appropriate to the circumstances of the case. The investigative team will coordinate the gathering of information from the Complainant, the Respondent and any other individuals who may have information relevant to the investigation. The investigative team will also gather any available physical evidence, including documents, communications between the parties and other electronic records as appropriate. In gathering the facts, the investigative team may consider prior allegations of, or findings of responsibility for, similar conduct by the Respondent, to the extent such information is relevant to the investigation.

The Complainant and Respondent will have an equal opportunity to be heard, to submit information and to identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have information relevant to the incident. Witnesses cannot participate solely to speak about an individual's character. Witnesses are expected to cooperate with the investigative team and any persons charged with implementing this Policy. If a witness fails to appear for a scheduled appointment, knowingly provides false information and/or otherwise refuses to cooperate, the witness may be subject to separate disciplinary action under the University's Student Code of Conduct, Employee Handbook and/or Faculty Handbook, as applicable.

Using the standard of preponderance of evidence, the investigators will recommend whether or not there has been a violation of this policy. The investigators will specify which alleged violations of Prohibited Conduct and, if applicable, which other, related alleged misconduct should be adjudicated.

The investigative report will be distributed to the Title IX Coordinator and Deputy Title IX Coordinator. The investigative report will be made available for both the Complainant and Respondent to review in person during a scheduled appointment with Title IX Coordinator. Parties will have ten (10) calendar days from review and submit a written response to the investigative report before the report is considered finalized.

For investigations involving faculty and/or staff, the Title IX Coordinator reserves the right to add to or modify the alleged violations specified by the Investigators with additional information that may be gained through the investigative process.

## **Hearing Process and Deliberations:**

The Complainant, Respondent, and the Review Team will receive the final investigative report ten (10) calendar days in advance of the hearing.

The Complainant and Respondent will *NOT* be in the same room at the same time during the live hearing. The party who is not before the Review Team will have audio access to the hearing when the other party appears. The Complainant, Respondent, and all witnesses will be granted the opportunity to appear before the Review Team and make an oral statement regarding the facts.

Both the Complainant and the Respondent will have the opportunity for cross-examination to permit all parties to ask the other parties and witnesses all relevant and follow up questions. Cross examination may only be performed by the party's support advisor. Questions must be first evaluated by the Review Team for relevance before being permitted, and any questions rejected will be explained on the record. Hearings will not be unreasonably postponed due to the unavailability of the Complainant's or Respondent's support advisor of choice. All prior statements made by any party or witness who does not attend the hearing and/or chooses not to submit to cross-examination will be excluded. Negative inferences will not be drawn from failure to participate, only from the evidence that is or is not available.

After the hearing, the Review Team will convene to deliberate and render a decision, by majority vote, regarding whether or not the Respondent has violated the University Policy by a preponderance of the evidence. A recording of the live hearing will be provided to the Complainant and the Respondent within ten (10) calendar days of conclusion of the hearing.

## **Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Review Team

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

## **Student Sanctions/Responsive Actions**

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

**Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Immaculata University policy, procedure, or directive will result in more severe sanctions/responsive actions.

**Required Counseling:** A mandate to meet with and engage in either Immaculata University-sponsored or external counseling to better comprehend the misconduct and its effects.

**Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

**Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Immaculata University.

**Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Immaculata University-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript.

**Withholding Diploma:** The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.

**Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges

**Other Actions:** In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

## **Employee Sanctions/Responsive Actions**

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

- Warning: Verbal or Written
- Performance Improvement Plan/Management Process
- Enhanced Supervision, Observation, or Review
- Required Counseling
- Required Training or Education
- Probation

- Loss of Oversight or Supervisory Responsibility
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

## **Notice of Outcome**

The outcome of the investigative hearing process will be communicated to both parties in writing via e-mail, concurrently. This letter will be sent within five (5) business days after the hearing process has concluded, barring any exigent circumstances that may cause reasonable delays. The final outcome letter will include, as required by Title IX and the Clery Act, the name of the alleged Respondent; a description of all the steps taken from the receipt of the formal report through the hearing; the alleged Prohibited Conduct violation(s) and the finding of responsibility; the sanction(s) or disciplinary action imposed, if any; and information regarding the appeal process.

## **Appeals of Title IX Formal Resolution**

Either party may appeal the notice of outcome. The Complainant and/or Respondent may appeal only the parts of the decision of responsibility or sanctions that directly relates to him/her. Dissatisfaction with the outcome of the investigation is not grounds for appeal. The limited grounds for appeal are as follows:

- A material deviation from this Policy that affected the outcome of the case;
- To consider new and relevant evidence, that was unavailable, with reasonable diligence and effort, during the original investigation or adjudication, that could reasonably affect the original investigation finding or adjudication outcome or sanction. A summary of this new evidence and its potential affect must be included; and/or
- The sanction(s) imposed are substantially disproportionate to the severity of the violation.

The appeal, which may be no longer than 2-typed pages, shall consist of a plain, concise and complete written statement outlining the grounds for the appeal. The appeal must be submitted to the Title IX Coordinator within three (3) business days of the date of the notice of outcome. Upon receipt of an appeal, the Title IX Coordinator will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted in writing within five (5) calendar days from receipt of notice of the appeal and may not be longer than 2-typed pages. In the event that both parties initially appeal the findings, each party will be provided notice and a copy of the other party's appeal. Upon receipt of an appeal and any response, the Title IX Coordinator will notify the designated appellate authority.

## **Student Appeals Process**

For an appeal involving a student Respondent, the appellate authority is the Vice President for Student Development and Undergraduate Admissions. The appeal will be conducted in an impartial manner by the appellate authority. In any request for an appeal, the burden of proof lies with the party requesting the appeal; the original determination and sanction are presumed to have been decided reasonably and appropriately.

The appellate authority's review of an investigation will be limited to the written investigative report and all supporting documents. The appellate authority can affirm the original findings and sanctions, request a new investigation or investigator and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on material deviation from the Policy that affected the outcome of the case, the appellate authority can ask that a new investigation and/or adjudication occur. If an appeal is based on newly discovered information that could affect the finding of the investigator, the appellate authority can recommend that the case be returned to the investigative team to assess the weight and effect of the new information and render a determination after considering the new facts.

The appellate authority will communicate the result of the appeal to the Complainant and Respondent in writing, within ten (10) calendar days from the date of the submission of all appeal documents by both parties. A decision of the appellate authority is a final decision of the University.

### **Faculty and Staff Appeals Process**

For an appeal involving an employee Respondent, the appellate authority is the Executive Director of Human Resources. The appeal process outlined in this Policy supersedes the grievance procedures contained in the Employee Handbook and in the Faculty Handbook.

The appeal will be conducted in an impartial manner by the appellate authority. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately.

The appellate authority shall consider the merits of an appeal only on the basis of the three ((3)) grounds for appeal identified above and any supporting information provided in the written request for appeal and the record of the original hearing. The appellate authority can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on procedures not having been followed in a material manner, the appellate authority can ask that a new investigation and/or adjudication occur. In the case of new and relevant information, the appellate authority can recommend that the case be returned to the original investigative team to assess the weight and effect of the new information and render a determination after considering the new facts.

The appellate authority will communicate the result of the appeal to the Complainant and Respondent in writing, within ten (10) calendar days from the date of the submission of all appeal documents by both parties. A decision of the appellate authority is a final decision of the University.

### **Bystander Intervention**

The University strongly encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual violence and sexual harassment. Campus community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation. Taking action may include direct intervention, calling Campus Safety or law enforcement, or seeking assistance from a person in authority.

## **Consolidation of Investigation**

The Title IX Coordinator has the discretion to consolidate multiple reports against a Respondent into one investigation if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident.

## **False Reporting**

University community members are expected to provide truthful information in any report or proceeding under this Policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions under the University's Student Community Conduct Code, and disciplinary action under the appropriate Employee Handbook or Faculty Handbook disciplinary policy. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

## **Group Infractions**

When members of a student group, organization, or team or individuals acting collusively, act in concert in violation of the Policy, they may be charged as a group or as individuals, and an investigation may proceed against the group as joint Respondents, or against one or more involved individuals, as appropriate, given the available information and circumstances. Both officers and members of a student group, organization or team may be held collectively and individually responsible when violations of this Policy by the organization or its members take place at an organization sponsored event, have received the consent or encouragement of the organization or of the organization's leaders or officers, or was known or reasonably should have been known to the membership or its officers. In any such action, individual determinations as to responsibility will be made. Sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.

## **Pattern Evidence**

Where there is evidence of a pattern of conduct similar in nature by the Respondent or Complainant, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to a determination of responsibility and/or assigning of a sanction. The determination of relevance will be based on an assessment of whether:

- The previous incident was substantially similar to the present allegation;
- The information indicates a pattern of behavior and substantial conformity with that pattern by the Respondent or Complainant; or
- The Respondent was previously found responsible for a violation of this Policy

Any party seeking to introduce information about pattern evidence should bring this information to the attention of the investigative team at the earliest opportunity. The investigative team may choose to consider this information, with appropriate notice to the parties. Where a sufficient informational foundation exists, the investigative team, in consultation with the Title IX Coordinator, will assess the relevance, form, and reliability of the information (hearsay may be excluded) and determine if it is appropriate for inclusion in the written investigation report.

## **Prior Sexual History**

A Complainant's prior sexual history is not relevant to the resolution of a report under this Policy and will not be accepted as evidence during an investigation. Where there is a current or ongoing relationship between the Complainant and the Respondent, and the Respondent alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As set forth in this Policy, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute effective consent. Any prior sexual history of the Complainant with individuals is typically not relevant and will not be permitted.

## **Recording Hearings**

Hearings (but not deliberations) are recorded by Immaculata University for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The Review Team, the parties, their Support Advisor, and appropriate administrators of the Title IX Team will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

## **Role of the Attorney/Outside Agreements**

A Complainant or Respondent may choose to seek the advice and assistance of an attorney at her/his own expense, but the attorney may not participate in investigatory interviews, mediation or adjudication or appeals. Similarly, the University will not recognize or enforce agreements between the parties reached outside of these procedures.

## **Self Defense**

The investigative team has the discretion to determine whether a claim of self-defense is relevant to its investigation and, if so, what weight, if any, to give to the claim of self-defense.

## **Time Limits on Reporting**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate. When notice/complaint is affected by significant time delay, the University will apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the complaint.

## **Time Frames for Resolution**

The University will make every effort to resolve all reports of Prohibited Conduct within ninety (90) calendar days. All time frames expressed in this Policy are intended to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of time frames, including an extension beyond ninety (90) calendar days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation or other unforeseen

circumstances. In the event that the investigation and resolution are anticipated to exceed the ninety (90) calendar days timeframe, the Title IX Coordinator will notify all parties of the reason for the delay and the expected adjustment in timeframe. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. All parties involved are entitled to periodic status updates on the progress of the investigation and any subsequent appeals.

## **Glossary**

**Actual Knowledge**: Notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official who has authority to institute corrective measures on behalf of the recipient.

**Complainant**: An individual who is alleged to be the victim of conduct that could be sexual harassment based on a protected class; or retaliation for engaging in a protected activity.

**Complaint (formal)**: A document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the recipient investigate the allegation.

**Confidential Resource**: An employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).

**Education Program or Activity**: Locations, events, or circumstances where Immaculata University exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by Immaculata University.

**Final Determination**: A conclusion by the preponderance of evidence that the alleged conduct did or did not violate policy.

**Finding**: A conclusion by the preponderance of evidence that the conduct did or did not occur as alleged (as in a "finding of fact").

**Formal grievance process**: a method of formal resolution designated by the recipient to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).

**Investigator**: the person or persons appointed by Immaculata University to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile the information into an investigation report.

**Mandated Reporter**: an employee of Immaculata University who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator.

Notice: means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

Official with Authority (OWA): an employee of Immaculata University explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the University.

Parties: include the Complainant(s) and Respondent(s), collectively.

Remedies: post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the University's educational program.

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.

Resolution: the result of an informal or formal Grievance Process.

Sanction: a consequence imposed by Immaculata University on a Respondent who is found to have violated this policy.

Support Advisor: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on the process, and to conduct cross-examination for the party at the hearing, if any.

#### For students

Pursuant to the 2013 Reauthorization of the Violence Against Women Act, students have the right to be accompanied by a support advisor. The support advisor may be a friend, mentor, family member, attorney or any other supporter. A support advisor is someone who is not otherwise a party or witness involved in the investigation. The support advisor must be able to assist the party without conflict and cannot have another role in the process that could impair his or her role as support advisor. Any person who serves as a support advisor should plan to make themselves available for meetings throughout the process. The support advisor may be present at any meeting or hearing related to the resolution of a report under the Policy. The Title IX Coordinator has the discretion at all times to determine what constitute appropriate behavior on the part of the support advisor.

#### For faculty and staff

The support advisor may not be a witness, legal counsel and/or a parent or guardian of the Complainant or Respondent. The support advisor can assist the party without conflict, should not be related to anyone involved in the alleged Prohibited Conduct or have another role in the process that could impair his or her role as support advisor. Any person who serves as a support advisor should plan to make themselves available for meetings throughout the process. The support advisor may be present at any meeting or hearing related to the resolution of a report under the Policy. The Title IX Coordinator has the discretion at all times to determine what constitute appropriate behavior on the part of the support advisor.

Title IX Coordinator: an official designated by the Immaculata University to ensure compliance with Title IX and the Immaculata's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

Title IX Team: refers to the Title IX Coordinator, deputy coordinator, investigators, and any member of the Title IX Review Team.

## **Educational Programs**

Immaculata University is committed to the prevention of sexual assault, dating violence, domestic violence and stalking offenses. In an effort to educate the University community on these topics, a variety of training, presentations and programming is conducted throughout the academic year. Staff members of the Chester County Crime Victims' Center (CVC) provided the following presentations:

- A program on the prevention of dating violence, domestic violence, sexual assault and stalking.
- A presentation on the topic of consent

A *Red Zone Awareness* program was provided to first year students. This programming focused on making good choices, the prevention of sexual assault and the role of bystander intervention.

During Sexual Assault Awareness Month, the following activities took place:

- "Take Back the Night" open mike event
- 'Chalk the Walk' that provided statistical information on sexual violence and the abuse of alcohol and other drugs (AOD)
- A program on the topic of consent conducted by a representative of the Crime Victims Center
- An outdoor event that provided educational material on sexual violence prevention and substance use

Programming at residence hall meetings addressed reporting options and procedures under the University's gender-based discrimination, harassment, and sexual misconduct policy.

Ongoing educational efforts were conducted during the academic year including at the Student Involvement Fair, the Health Fair and the Cotillion Dance. Topics included healthy relationships, bystander intervention and sexual violence resources.

The Title IX Coordinator conducted Title IX training for all new employees and student leaders, including RAs. A consultant provided Title IX Coordinator/Investigator training for select University staff.

## Campus Crime Statistics

The Department of Campus Safety and Protection collects crime statistics from Department reports and Campus Security Authorities (CSAs). Pastoral and Professional counselors may have also provided statistical information for this report.

The Department of Safety and Protection collects and reconciles gathered information from other campus sources and various police departments, including departments with jurisdiction at designated non campus locations. The East Whiteland Township Police Department reports pertinent statistics from the required Clery defined geographical areas to Immaculata University annually. All statistics are incorporated in the following tables.

Immaculata University does not have any off-campus student organizations. If the situation occurs in the future, the appropriate law enforcement agency would be requested to monitor and record all criminal activity occurring at that location.

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) of 1998**

The Clery Act requires the release of statistics for specified criminal incidents, arrests and disciplinary referrals on campus to all students and employees. It requires that these statistics be available to prospective students and employees upon request. The Higher Education Reauthorization Act of 1998 amended the Campus Security Act to require statistics for an expanded area beyond the campus. The law requires these statistics to be shown in specific geographic categories. (Note that incidents shown in the *On-Campus Residential* category are also included in the statistics shown in the *On Campus* category.)

The Violence Against Women Reauthorization Act (VAWA) of 2013 mandated the collection and reporting of statistics for dating violence, domestic violence and stalking. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law.

These statistics are for the calendar years 2017, 2018 and 2019.

<b>CRIMINAL OFFENSES</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON CAMPUS PROPERTY</b>	<b>ON CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NONCAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>MANSLAUGHTER BY NEGLIGENCE</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>RAPE</b>	2017	0	0	0	0
	2018	1	1	0	0
	2019	0	0	0	0
<b>FONDLING</b>	2017	1	1	0	0
	2018	0	0	0	0
	2019	1	1	0	0
<b>INCEST</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>STATUTORY RAPE</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>ROBBERY</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>BURGLARY</b>	2017	0	0	0	0
	2018	1	0	0	0
	2019	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	2017	0	0	0	0
	2018	1	0	0	0
	2019	0	0	0	0
<b>ARSON</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

Notes:

- In 2018, a sexual assault meeting the federal/Clery Act definition of Rape occurred and is recorded as such in the above table. This assault did not involve sexual intercourse as defined by Pennsylvania law and is reported as Other Sex Offense in the table on page 35.
- In 2019, a Fondling incident was reported to the Title IX Coordinator, but not to the Department of Safety and Protection. That offense is reported in the Clery Criminal Offenses table but not in the Other Sex Offense category in the table on page 35.

# Immaculata University Annual Security Report | 2020

<b>VAWA OFFENSES</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON CAMPUS PROPERTY</b>	<b>ON CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NONCAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>DOMESTIC VIOLENCE</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>DATING VIOLENCE</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	1	1	0	0
<b>STALKING</b>	2017	1	0	0	0
	2018	1	1	0	0
	2019	1	1	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON CAMPUS PROPERTY</b>	<b>ON CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NONCAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>ARRESTS: WEAPONS: CARRYING, POSSESSION, ETC.</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSION, ETC.</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>ARRESTS: DRUG ABUSE VIOLATIONS</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS</b>	2017	3	3	0	0
	2018	4	4	0	0
	2019	1	1	0	0
<b>ARRESTS: LIQUOR LAW VIOLATIONS</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS</b>	2017	21	21	0	0
	2018	16	14	0	0
	2019	21	21	0	0

## **Unfounded Crimes**

A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. The Department of Safety and Protection is staffed by non-sworn officers. The Department does not have the authority to designate a crime report as unfounded. Therefore, no statistics are provided for unfounded crime reports.

## **Hate Crime Statistics**

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

In 2017, a student reported that a "Black Lives Matter" shirt was twice removed from where it was hanging on her residence hall room door and dropped to the floor. Incident was investigated as harassment.

No hate crimes were reported in 2018 or 2019.

# Immaculata University Annual Security Report | 2020

## The Pennsylvania College and University Security Information Act Crime Report for Immaculata University

The following table contains crime statistics and crime rates for the most recent three year period. The crime rate is determined by multiplying the number of offenses by 100,000, then dividing this figure by the total number of combined full time equivalent (FTE) students and employees. The University's FTE population figures were: 2017 – 2200; 2018 – 2028; 2019 – 2063.

Offenses	2017		2018		2019	
	Offenses Known	Crime Rate	Offenses Known	Crime Rate	Offenses Known	Crime Rate
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	1	49	0	0
Larceny/Theft	13	591	10	493	7	339
Motor Vehicle Theft	0	0	1	49	0	0
Arson	0	0	0	0	0	0
Other Assaults	2	91	2	99	0	0
Forgery	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0
Vandalism	7	318	4	197	8	388
Weapons Offense	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Other Sex Offenses	1	45	1	49	0	0
Drug Abuse Violations	4	181	4	197	1	48
Gambling	0	0	0	0	0	0
Offenses Against Family/Children	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0
Liquor Laws	0	0	5	247	5	242
Drunkenness	0	0	0	0	2	97
Disorderly Conduct	12	545	8	394	15	727
Vagrancy	0	0	0	0	0	0
All Other Offenses	2	91	1	49	2	97

In 2018, a sexual assault meeting the federal/Clery Act definition of Rape occurred but did not involve sexual intercourse as defined by Pennsylvania law and is reported as Other Sex Offense in the above table.

In 2019, a Fondling incident was reported to the Title IX Coordinator, but not to the Department of Safety and Protection. That offense is reported in the Clery Criminal Offenses table but not in the Other Sex Offense category in the above table.

## **ANNUAL FIRE SAFETY REPORT**

This report is published in compliance with section 485(i) of the Higher Education Opportunity Act. All students, faculty and employees are notified of the availability of the Annual Fire Safety Report. This notice includes a statement of the report's availability, the website address of the report, a brief description of the report's contents, and a statement that the University will provide a paper copy of the report upon request made to the Department of Safety and Protection. Prospective students and employees of the university are provided with the same information.

### **Fire Log**

The Department of Safety and Protection maintains a written fire log that records all fires that occurred in an on-campus student housing facility. This log includes the nature of the fire, date, time and general location.

### **Fire Safety System, Training and Drills**

Fire alarms are monitored by an off campus central station. The central station is responsible for contacting the East Whiteland Fire Company when a fire alarm is received. The Department of Safety and Protection also monitors the fire alarm system from the main office through a computer software program and fire safety alarm panels.

The fire safety system includes various detection devices, including smoke and heat detectors. Fire extinguishers and fire alarm pull boxes are deployed in all campus buildings. Emergency evacuation maps and emergency exit signs have been installed in residence hall rooms, classrooms, and offices. All residence halls are equipped with smoke and heat detectors, sprinkler systems, fire extinguishers, fire station pull alarms, and emergency evacuation placards. The fire safety system is subject to an annual inspection to ensure the system, including detection devices, is operating properly. Throughout the year, safety officers and Facilities' staff monitor elements of the fire safety system and ensure any necessary maintenance or repairs are completed.

Fire drills are conducted in residence halls in order to evaluate the operation of the fire safety system and practice building evacuations. Drills are supervised by safety officers, Residence Life and Housing staff and Resident Assistants (RAs). University policy requires that students evacuate a building in which an alarm is sounding.

Any individual found responsible for causing a false alarm (whether intentional or accidental) or damaging fire safety equipment may face disciplinary actions. Possible sanctions include removal from university housing, suspension from the University, legal action, or fines.

Fire safety education is provided annually to resident assistants (RAs) and other student leaders by members of the East Whiteland Fire Company. Topics include use of fire extinguishers and evacuation procedures.

## **Student Housing Fire Reporting and Evacuation Procedure**

If an actual fire is detected, a fire alarm sounds, or a building evacuation is ordered, students should:

1. Isolate any fire by closing doors and windows when leaving, if practical. Students should activate the nearest fire alarm if it has not already been activated. Students should not attempt to extinguish fires unless they have been trained on the proper use of portable fire extinguishers.
2. Consult the emergency evacuation maps located in each student room that directs occupants to primary and secondary exits. Leave the building in a calm and orderly fashion by stairs and exits. Elevators should not be used.
3. Once outside of the building, stay outside and move away from the building to enable access for the Fire Department and other emergency responders. Students must not enter the building until expressly advised that it is safe to do so by the Fire Department or the Department of Safety and Protection.

## **Fire Prevention Policies**

The Immaculata University Policy Manual Volume VI addresses Fire Regulations and lists safety policy standards for students living in residence halls. Failure to comply with these policies could result in disciplinary sanctions.

To minimize the potential for fires at Immaculata University, the University prohibits open burning and the use of combustible decorations at all times inside buildings. Open burning is defined as any/exposed flame or combustion that produces heat, light, or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics. Fire pits are permitted if they are kept fifty feet or more from a University building and University guidelines are followed. Students are advised to be careful when using aerosol sprays, curling irons, and hair dryers. These items have been known to set off fire alarms.

All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguisher, sprinkler head and piping, smoke detector, fire alarm pull boxes, etc.), on or near exit or emergency lights, on or near any other protective or operation feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Decorative lights including holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use.

Only heavy-duty extension cords and decorative lights in good condition shall be used for decorations. Decorative lights and cords must be unplugged at the end of each day and removed after the event or holiday season. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways, or in any manner that could present a fall or trip hazard, or impede egress. Indoor artificial holiday trees must be placed out of the way of traffic and must not block doorways, exits, exit signs, or any of the fire protection equipment, or placed in any manner that could present fall or trip hazard or impede egress.

The following electrical appliances are restricted or prohibited in all University housing:

1. Appliances with closed heating elements, such as toasters, toaster ovens, popcorn poppers, sandwich makers and coffee makers are only permitted to be used in kitchens. Any appliance with an open heating element (such as but not limited to space heater, halogen lamps, etc.) is prohibited in the residence halls. Only microwaves provided by the University are permitted to be used in residence hall lounges and kitchenettes. Combination microwave/refrigerators provided through a Residence Life and Housing approved vendor are permitted in individual residence hall rooms.
2. Only one U.L. approved, good condition extension cord/multiple-plug attachment is allowed per outlet, and it may not be placed under carpets, tacked or stapled.
3. Plug adapters should be U.L. approved and not rated less than 125 volts/15 amperes. Residents should employ the prudent use of surge protections to protect property from unexpected electrical damage.
4. Heavy drawing appliances (irons, hair dryers, television, refrigerators) should be plugged directly into socket outlets and not extension cords and unplugged when not in use. Extension cords are not to be used with these items.

Violation of these policies may result in immediate confiscation and disposal of the appliance(s), fines and /or referral for disciplinary action.

## **Clean Air Policy**

Immaculata University has adopted a smoke-free policy. The entire campus, including all buildings, open areas and all University vehicles are subject to this policy.

## **Future Improvements: Fire Safety**

Immaculata University maintains a constant evaluation of fire safety systems.

## **Fire Statistics**

For the purposes of the fire safety reporting, a fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. These are the categories that describe fires:

- Intentional fire: Fire set purposely
- Undetermined fire: Unable to ascertain cause of the fire
- Unintentional fire: Cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural.

In the last three years, no fires have occurred in any university residence hall. The following tables reflect this information by residence hall, i.e. number of fires, the cause of each fire, the number of deaths related to the fire, the number of injuries related to the fire that resulted in treatment at a medical facility and the value of property damage related to the fire for each on-campus student housing facility.

**Fires for 2017 by Residence Hall**

<b>Location</b>	<b>Total</b>	<b>Date</b>	<b>Cause</b>	<b>Injury</b>	<b>Death</b>	<b>Property Damage Value</b>
DeChantal Hall	0	---	----	----	----	---
Marian Hall	0	---	---	---	---	---
Lourdes Hall	0	---	---	---	---	---
Villa Maria Hall	0	---	----	----	----	---
West Campus Apt.101	0	---	---	---	---	---
West Campus Apt.103	0	---	---	---	---	---

**Fires for 2018 by Residence Hall**

<b>Location</b>	<b>Total</b>	<b>Date</b>	<b>Cause</b>	<b>Injury</b>	<b>Death</b>	<b>Property Damage Value</b>
DeChantal Hall	0	---	----	----	----	---
Marian Hall	0	---	---	---	---	---
Lourdes Hall	0	---	---	---	---	---
Villa Maria Hall	0	---	----	----	----	---
West Campus Apt.101	0	---	---	---	---	---
West Campus Apt.103	0	---	---	---	---	---

**Fires for 2019 by Residence Hall**

<b>Location</b>	<b>Total</b>	<b>Date</b>	<b>Cause</b>	<b>Injury</b>	<b>Death</b>	<b>Property Damage Value</b>
DeChantal Hall	0	---	----	----	----	---
Marian Hall	0	---	---	---	---	---
Lourdes Hall	0	---	---	---	---	---
Villa Maria Hall	0	---	----	----	----	---
West Campus Apt.101	0	---	---	---	---	---
West Campus Apt.103	0	---	---	---	---	---

## **Residence Hall Street Addresses**

DeChantal/Marian Halls	8 Gillet Drive, (East Whiteland Twp.), Immaculata, PA
Lourdes Hall	36 Immaculata, Drive, (East Whiteland Twp.), Immaculata, PA
Villa Maria Hall	32 Immaculata, Drive, (East Whiteland Twp.), Immaculata, PA
West Campus Apt. 101	101 Loyola Drive, (East Whiteland Twp.), Immaculata, PA
West Campus Apt. 103	103 Loyola Drive, (East Whiteland Twp.), Immaculata, PA