



**SETON HILL UNIVERSITY**  
**ANNUAL FIRE SAFETY AND SECURITY REPORT**  
**2020<sup>1</sup>**

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<sup>1</sup> Crime statistics based on January 1, 2017 through December 31, 2019.

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## **Non-Discrimination and Equal Opportunity Policy Statement**

Seton Hill University, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, genetic information, age, marital status, familial status, sex, sexual orientation, gender identity, disability, or veteran status. Further, the University will continue to take affirmative steps to support and advance these values. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. To view the full University Non-Discrimination and Equal Opportunity Policy, click [here](#).



## **FROM THE PRESIDENT**

To the Seton Hill University Community –

It is up to each one of us to help foster a secure and supportive environment at Seton Hill University — an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety measures and reports statistics about crime in our University community. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

*Dr. Mary Finger*



## **FROM THE DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE**

To the Seton Hill University Community –

The Campus Police Department welcomes you to Seton Hill University. Public safety is our highest priority. This report is intended to provide information about the role of the Police Department on campus, safety resources and statistics about crime here at Seton Hill.

As you will see, the statistics demonstrate that the University has an extremely safe campus, and we believe that this is based in part on the combined efforts of many University departments and members of the University community.

The Seton Hill University Police Department, located in 115 Administration Annex, is a full-service law enforcement agency. The department consists of sworn police officers serving all properties of the Seton Hill University campus. All officers are highly trained and dedicated to providing first-class service to the Seton Hill Community and its visitors.

At Seton Hill, we have 24-hour police protection, foot and mobile patrols of campus and surrounding areas, assistance with lock outs, an escort service for anyone who does not wish to walk alone, a safety committee made up of faculty and staff, and a state of the art mass notification system for distribution of emails and text messaging in case of an emergency.

Seton Hill University is an extremely safe campus, as demonstrated in the crime statistics. At Seton Hill, we are fortunate to have great working relationships between the police, residence life, and student development, all of which make campus safety a top priority. Safety is a shared responsibility and the police department relies on faculty, staff, students, and visitors to be alert to their surroundings and practice good safety measures as suggested in this report.

While we can't solve every situation or problem, we can reach out to the appropriate resources both on and off campus for assistance when needed. The men and women of the Seton Hill University Police Department are committed to making our campus a safe place in which to live, work and study. For more information about safety and security at Seton Hill University, please visit us at <https://www.setonhill.edu/campus-life/health-safety/campus-safety/> or contact us at 724-830-4999.

*Chief Michele Proctor*

# ANNUAL SECURITY REPORT

## **Preparation of the Annual Security Report and Disclosure of Crime Statistics**

The Seton Hill University Police Department, in cooperation with Seton Hill University Clery Act Compliance Committee, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Seton Hill University Police Department, information provided by offices and individuals designated as Campus Security Authorities, and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three calendar years concerning reported crimes that occurred within the Clery Geography, including the campus and certain off-campus buildings or property owned, leased, or controlled by Seton Hill University. Copies of the Clery Geography Maps can be found in Attachment 1. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault and the possession and/or use of alcohol and other drugs.

Seton Hill University electronically distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of Seton Hill University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Seton Hill University Police Department at 724-830-4999. This report can also be found on-line at <https://www.setonhill.edu/campus-life/health-safety/campus-safety/>.

## **Reporting Crimes and Other Emergencies**

Seton Hill University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire University community that you immediately report all incidents to the Seton Hill University Police Department at 724-830-4999 for non-emergency notifications and 4-911 or 911 for emergencies, to ensure an effective investigation and appropriate follow-up actions, which may include Timely Warnings via posters and through electronic notification via e2Campus.

## **Voluntary, Confidential Reporting**

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. Seton Hill University community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within Seton Hill University or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow Seton Hill University to compile accurate records on the number and types of incidents occurring on campus.

Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. Anyone may call the Seton Hill University Police Department at 724-830-4999 to report information and indicate that they want to file a confidential report. In limited circumstances, the Seton Hill University Police Department may not be able to assure confidentiality and will inform you in those cases.

### **Reporting to the University Police Department**

We encourage all members of Seton Hill University community to accurately and promptly report all crimes and other emergencies to the University Police Department or the appropriate local, state, and/or federal police agencies, including situations when the victim of crime elects to or is unable to make such a report. The Police Department is available by phone for non-emergency notifications at (724) 830-4999, or for emergencies, at extension 4911 from a campus phone, on any internal house phone, or in person twenty-four hours a day at 115 Administration Annex. Though there are many resources available, the Police Department should be notified of any crime, whether or not an investigation continues, to assure Seton Hill University can assess any and all security concerns and inform the community if there is a significant threat to Seton Hill University community.

### **Emergency Towers**

Seton Hill University has installed emergency towers around the Seton Hill University campus. Towers are located in public areas and provide direct access to University Police. They can be easily identified by the blue light on top of the tower and are activated with the push of a button.

### **Anonymous Reporting**

Although there is no formal anonymous crime reporting process at Seton Hill University, those wishing to report a crime to the Campus Police Department may do so anonymously if they choose at (724) 840-4999. Persons may also report crimes anonymously through the [Pennsylvania Crime Stoppers](#) website or by calling 1-800-472-8477.

### **Reporting to Other Campus Security Authorities**

Seton Hill University encourages community members to promptly report all crimes and other emergencies directly to the Seton Hill University Police Department at extension 4911 from a campus phone. In accordance with the [Title IX Sexual Harassment Policy](#), all Title IX Sexual Harassment-related crimes should be reported to the Title IX Coordinator and he/she will coordinate with Campus Police.

The Clery Act requires Seton Hill to designate certain University faculty and staff as “Campus Security Authorities” (CSAs). CSAs encompass four groups of individuals at the institution:

- 1) A campus police department or a campus security department of an institution.
- 2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property)
- 3) Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

- 4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Seton Hill has compiled a master list of CSAs and updates it annually. Seton Hill has also instituted a mandatory CSA Clery Act Compliance Training program for those individuals.

### **Pastoral and Professional Counselors**

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Seton Hill University to serve in a counseling role are not considered CSAs when they are acting in the counseling role. Seton Hill University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

### **About the Seton Hill University Police Department**

The Seton Hill University Police Department is made up of sworn/commissioned police officers which derive their law enforcement authority from the Constitution of the Commonwealth of Pennsylvania, Article 6 and from Statute, 22 Pa. C.S. § 50, Section 501 of the Act of November 15, 1972, P.L. 1063 No. 271 (also known as Act 501). Pursuant to Act 501, Seton Hill University police officers are vested with “. . . all the powers of a police officer,” including the power to make arrests, “in the Commonwealth, in and upon, and in the immediate and adjacent vicinity of Seton Hill University property.”

All police officers are required to complete a basic police academy training course approved and authorized by the Pennsylvania Municipal Police Officers Education and Training Commission or equivalent State Academy certification. Police officers also enforce the City of Greensburg’s ordinances and the policies of Seton Hill University. Police officers also are required to attend mandatory in-service training throughout the year to enable them to perform more efficiently and safely. All police officers are trained in CPR, First Aid/First Responder and the use of automatic external defibrillators (AEDs).

### **Working Relationship with Local, State, and Federal Law Enforcement Agencies**

The Seton Hill University Police Department maintains cooperative relationships with the City of Greensburg Police, surrounding local police agencies, and state and federal law enforcement agencies. This includes intraoperative radio capability, training programs, special events coordination, and investigation of crimes on and near campus.

The Seton Hill University Police Department does not participate in an Intermunicipal Mutual Aid Agreement. Rather, they rely on the Pennsylvania Municipal Police Jurisdiction Act (MPJA), which authorizes police officers and supervisors of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public’s and/or officer's safety and efficiency.

## **Crimes Involving Students at Off-Campus Locations**

Seton Hill University relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Seton Hill University students on and off campus. Seton Hill University does not have any officially recognized student organizations that own or control any on-campus or non-campus property. If the Seton Hill University Police Department learns of criminal activity involving students, it will coordinate with the appropriate external law enforcement agency and forward information about the situation to the Director of New Student and Transition Programs, as appropriate.

### **Timely Warning Reports**

Seton Hill University Campus Police Department will issue a timely warning for all Clery Act crimes and other crimes as it deems necessary that occur within its Clery Geography that are (1) reported to Campus Security Authorities, which includes the Campus Police Department, or to local police agencies and (2) considered by the University to represent a serious or continuing threat to students and employees.

This determination is made on a case-by-case basis in light of all the facts surrounding a crime, such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement officials.

These warnings are issued in a manner that is timely and will aid in the prevention of similar crimes. Specifically, the message will be issued as soon as pertinent information is available. The purpose of these Timely Warnings is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents.

The Seton Hill University Police Department issues Timely Warnings and posts these warnings in a variety of ways, including but not limited to posters on exterior doors, e-mails, and text messages. It also has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may be the cause of a Timely Warning. In situations involving an immediate criminal threat, any police supervisor may authorize a Timely Warning. When there is not an immediate criminal threat but there is a pattern of crimes against persons or property, the Director of Public Safety/Chief of Police will generally make the determination, in consultation with Student Affairs and the Vice President for Student Affairs.

### **Emergency Response and Evacuation Procedures**

#### **Emergency Management at Seton Hill University**

The Seton Hill University Emergency Planning Committee is responsible for the Emergency Operations Plan for All Hazards. This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA Guidelines for Higher Education including planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency;
- Coordination with university departments to write, maintain, test, and exercise the Emergency Operations Plan for All Hazards; and

- Cooperation, integration, and mutual aid with local, state, and federal planning, response, and public safety agencies and their Emergency Operations Plan for All Hazards.

### **Drills, Exercises, and Training**

Seton Hill University's emergency planning includes information about response, incident priorities, and performance expectations; shelter-in-place and evacuations guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. Seton Hill University schedules and conducts at least one emergency response exercise or drill every year, such as a tabletop exercise or field exercise, and tests of the emergency notification system. The evacuation procedures are posted in each of the campus buildings, and students are trained on evacuation procedures each year within their Residence Hall. Drills occur in the residence halls twice a year and in the academic buildings once a year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The University documents the time, date, description, and location of these tests and whether the tests are announced or unannounced.

### **Emergency Notification**

Seton Hill University is committed to ensuring that the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Seton Hill University uses the e2Campus emergency notification system that is available to students, staff, or anyone in the University community who subscribes. Seton Hill University performs a University-wide bi-annual (once each semester) test of the system. Emergency evacuation plans and routes are posted in all designated areas on campus. The following procedures outline the process the University uses when issuing emergency notifications.

### **Procedures Used to Notify the Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, e2Campus can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by e2Campus are simulcast to the University community via our Facebook page, Twitter, and all University e-mail accounts.

### **Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System**

The Seton Hill University Police Department during patrols or other assignments and/or other campus first responders may become aware of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An "immediate" threat as used here includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the buildings.

If campus first responders become aware of the emergency rather than campus police, they must immediately report it to the Seton Hill University Police Department.

For any crime or incident representing an immediate threat, imminent or impending, to the health or

safety of students or employees of the University, the Campus Police Department will confirm this threat through the process of either visual observation, officer investigation, the assistance of key campus administrators, local or campus first responders, or official government reporting through agencies such as the National Weather Service. The Campus Police Department then has the responsibility to respond to those reports to determine if the situation does in fact pose an immediate threat, imminent or impending, to the campus community and to respond accordingly.

Upon such confirmation, the Director of Public Safety/Chief of Police will notify the authorized University representative(s) to immediately coordinate the content of the notification and send the emergency notification itself. Such University representatives include, Seton Hill University IT Network Director, IT Systems Director, Vice President for Student Affairs, Vice President for Institutional Advancement, and Director of Communications and Media Relations.

If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Seton Hill University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Seton Hill University will issue the emergency notification to the campus community.

### **Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification**

Seton Hill University and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of Seton Hill University community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (e.g. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. Seton Hill University may issue subsequent notifications to a wider group of community members. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community.

### **Determining the Contents of the Emergency Notification**

The Seton Hill University Police Department will, without delay and in concert with University and local first responders, take into account the safety of the community, determine the contents of the notification, and then initiate the notification. Seton Hill University has developed a range of template messages addressing several different emergency situations. The individual who sends the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual who sends the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

### **Disseminating Emergency Information to the Greater Community**

If Seton Hill University activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, the appropriate University offices

are responsible for notifying the larger community about the situation and steps the University has taken to address the emergency. Primarily, the Office of Public Information (a unit of the Office of Institutional Advancement) is responsible for crisis communications and would follow procedures outlined in Seton Hill's Crisis Management Communications Coordination Plan. The Office of Public Information would also collaborate with the University's Marketing Department to ensure appropriate messaging is prepared and posted on Facebook, Twitter, and other social networking platforms. In addition, the Office of Public Information is responsible for maintaining communications with news outlets, distributing press releases, and scheduling press conferences, as appropriate.

### **Enrolling in Seton Hill University's Emergency Notification System**

All members of the Seton Hill University community are encouraged to enroll in the e2Campus Notification System. Each year, during the summer orientation sessions with all incoming new students, students are introduced to the system during a technology session and given time to enroll. University community members are encouraged to regularly update their information at the same site. For more information, view the [Campus Alert System Policy](#).

### **Security of and Access to University Facilities**

At Seton Hill University, all campus buildings are secured through a key card access system or traditional lock and key. Most campus buildings are open from 6:00 a.m. until 11:00 p.m. daily. Some academic buildings have extended hours as needed. Access to specialized classrooms and laboratories is limited to those enrolled in the courses meeting there by key card access. Likewise, access to most academic facilities is limited to those enrolled in the academic program or otherwise authorized access by key cards.

Many cultural and athletic events held in Seton Hill University facilities such as the McKenna Center, Cecilian Hall, the Performing Arts Center, and the Seton Hill Art Center are open to the public and are secured by traditional lock and key. Other facilities such as the bookstore and library are likewise open to the public and secured by lock and key. Only those who have demonstrated a need are issued keys to a University building.

Seton Hill University police conduct random patrols of all campus and surrounding areas 24/7. Officers are assigned directed patrols to areas of heightened concerns when the need arises. Numerous video surveillance cameras are positioned at key locations throughout campus to deter criminal activity and assist with investigations, including within residence halls.

### **Special Considerations for Residence Hall Access**

Residence halls are locked 24 hours a day and only have key card access.

Visitors may reach campus residents from the phones at the building entrances or the security desk located in each hall. All visitors must sign in with the Desk Security Assistant when visiting after 9:00 p.m. Visitors arriving prior to and leaving before 9:00 p.m. are not required to sign in. Visitors arriving prior to 9:00 p.m. and remaining in the hall must register with the Desk Security Assistant at 9:00 p.m.

Residents are responsible for the behavior of their guests and are required to accompany them at all times. The resident is responsible for making sure the guest is aware of and adheres to the visitation policies. On special occasions, it may be necessary to limit the number of guests to ensure safety and to provide crowd control.

To avoid infringements of the right to privacy, roommates are expected to arrive at a mutual agreement concerning visitors.

#### Hours of Visitation

Sunday through Thursday	11:00 a.m.-Midnight
Friday and Saturday	11:00 a.m.-2:00 a.m.

#### Seton Hill University Resident Students

1. All residents are required to present a valid Seton Hill University ID if requested by the Desk Security Assistant.
2. Residents of the building do not need to sign in with the DSA. Residents must sign in with the DSA when visiting another residence hall.
3. Resident students may visit residents in other residence halls for academic and social reasons without restriction. However, cohabitation is NOT permitted at any time or under any circumstance.

#### Commuters

4. All Seton Hill University commuters are required to present a valid Seton Hill University ID to the DSA.
5. Commuters must register with the DSA after 9:00 p.m., and the host/hostess must be present to escort the guest to and from the residence hall room.
6. All commuter students must follow the University's [Guests and Visitation Policy](#):  
Visitation Hours  
Sunday through Thursday 11:00 a.m. – Midnight  
Friday and Saturday 11:00 a.m. – 2:00 a.m.
7. Commuters are not permitted on campus after visitation hours unless participating in a campus-organized student activity.

#### Guests

In light of COVID-19, during the 2020-21 Academic Year, residents are not permitted to host any guests who do not attend Seton Hill University. After move-in, this includes family as well. For more information, view the [Social Contract for Residential Living](#).

#### Overnight Guests

In light of COVID-19, during the 2020-21 Academic Year, residents are not permitted to host any overnight guests. For more information, view the [Social Contract for Residential Living](#).

#### **Security Considerations for the Maintenance of Campus Facilities**

Seton Hill University is committed to campus safety and security. At Seton Hill University, locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Emergency towers are also in place across campus. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Police Department.

The University Safety Committee maintains campus facilities through quarterly inspections of the campus. Campus Police and the Maintenance and Grounds Department also perform daily walk-throughs of the campus.

### **Campus Security Policies, Crime Prevention, and Safety Awareness Programs**

In addition to the many programs offered by the Seton Hill University Police Department and other campus offices, the University has established a number of policies and practices related to ensuring a reasonably safe campus community. These policies and practices include:

#### **CARE Team**

In order to extend our efforts on emergency preparedness and prevention, Seton Hill University has established the CARE Team. The objective of the Campus Assessment, Response, and Evaluation Team (CARE) is to put in place a structured process for evaluating potentially threatening student situations that occur at Seton Hill University. The multi-disciplinary team is comprised of members from around Seton Hill University community. If you would like further information about the CARE Team you may email them at [careteam@setonhill.edu](mailto:careteam@setonhill.edu).

#### **Firearms and Offensive Weapons Policy**

The University has a Firearms and Offensive Weapons Policy that prohibits and regulates the possession of firearms and offensive weapons on campus. To view the full policy, please click [here](#).

#### **Crime Prevention and Safety Awareness Programs**

In an effort to promote safety awareness, the University Police maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming on a continual and ongoing basis that occurs annually and bi-annually. These programs inform the campus community about campus security procedures and practices and encourage the campus community to be responsible for their security and that of others. Below are some of the programs and services available:

##### Engravers

Engravers are available to students and employees from the University Police Department to be used for marking their personal property.

##### Alcohol and Other Drug Programs

Seton Hill University has an alcohol prevention specialist that oversees the university's alcohol and substance abuse program. The program includes a required mandatory speaker program for all new students and all athletes to address issues related to irresponsible drinking and drug abuse.

### myPlaybook

myPlaybook is an evidence-based online program specifically for NCAA student-athletes to systemically and rigorously prevent alcohol and other drug-related use and harm. Student athletes also receive life skills modules that are targeted to particular needs within the student-athlete population.

### Self Defense Class

All students are invited by the Martial Arts Club to learn self-defense skills from a martial arts instructor at least once per semester.

### STOP Violence Collaborative Program with the Community

The STOP Grant provides a way for Seton Hill University to be a part of a unified, community response to gender violence within Westmoreland County. Grant funds are used to bring services from the Blackburn Center to the students and employees about their rights if they are the victim of violence, how they can assist someone who has been harmed and strategies for holding people who perpetrate violence accountable.

## **Student Conduct**

### **Director of New Student and Transition Programs**

The mission of the Director of New Student and Transition Programs within the Division of Student Affairs is to promote a safe, orderly, and civic University community. In doing so, students are encouraged to become active citizens, engaging in responsible and ethical decision making while demonstrating respect for the rights and safety of all community members.

### **Standards of Student Conduct**

The Director of New Student and Transition Programs is responsible for administering the Standards of Student Conduct for students, which articulates the behavioral standards and the equitable procedures employed by Seton Hill University to respond to allegations of student misconduct. Alleged violations of student conduct that occur off campus may also be addressed. Students who are found responsible for violations of the Standards of Student Conduct may be subject to sanctions ranging from a disciplinary warning, probation, service or special duties, monetary fines, dismissal, or suspension. In most cases, students will also be assigned developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to deter future misconduct. Students residing in University housing may also lose the privilege of living on campus for violating University rules and regulations or conditions of the housing contract.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the student may be Summarily Suspended and/or be subject to other actions designed to protect the health and safety of the community.

The Vice President for Student Affairs and the Director of New Student and Transition Programs are responsible for conducting pre-admission, pre-enrollment, and re-enrollment reviews for prospective students or returning students with known disciplinary issues.

The Director of New Student and Transition Programs provides outreach programming designed to inform and educate students and to promote SHU principles. All policies and procedures related to the conduct process are housed in the Student Handbook.

### **Parental Notification**

Although, Seton Hill sees parent(s)/guardian(s) as important to the student in the achievement of higher education goals and personal development, when a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded parents for access to student educational records generally transfer to the student in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

In accordance with the FERPA health and safety exceptions, parent(s)/guardian(s) may be notified if a student poses a risk to themselves, others, or the University community's well-being. Parent(s)/guardian(s) may also be notified of an alcohol/drug violation for a student under the age of 21. Parent(s)/guardian(s) will be notified in instances when a missing person report is filed with Student Affairs or Campus Police. Seton Hill strongly encourages students and parents to have an open discussion regarding personal responsibility and privacy during the college years. For more information, see our [Student Educational Records Privacy \(FERPA\) Policy](#) and [Missing Student Policy](#).

### **Seton Hill University's Response and Commitment to Addressing Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

Seton Hill University does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not. These include dating violence, domestic violence, and stalking. As a result, Seton Hill University established its [Title IX Sexual Harassment Policy](#). Under the Title IX Sexual Harassment Policy, distributed annually to current students and employees, Seton Hill prohibits conduct on the basis of sex that satisfies one or more of the following:

- (1) A SHU employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

Seton Hill University has a prompt, fair, and impartial process from the initial report to the final result. The proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process. Seton Hill also will respond promptly and appropriately to any form of alleged misconduct and will take steps to prevent recurrence and to remedy its effects. In this context, Seton Hill University prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. This sentiment is reinforced through University prevention programs for students and employees.

Federal regulations require that “Title IX Sexual Harassment” is defined more narrowly than “Harassment” is defined under SHU policy and other civil rights laws. SHU is committed to combatting all misconduct and will address conduct that could qualify as Harassment, but not Title IX Sexual Harassment, through its [Non-Discrimination and Equal Opportunity Policy](#).

## **Defining Sexual Harassment, Sexual Assault, and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

### ***Title IX Sexual Harassment Policy Definitions***

The following terms are defined for purposes of the University’s Title IX Sexual Harassment Policy:

#### **What is Consent?**

Sexual activity requires consent, which is defined for purposes of the Title IX Sexual Harassment Policy, as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. It is the responsibility of the person initiating the sexual act to obtain consent, even if the initiator is also drunk or under the influence of drugs.

**Title IX Sexual Harassment:** Federal regulations require that “Title IX Sexual Harassment” is defined more narrowly than “Harassment” is defined under SHU policy and other civil rights laws. SHU is committed to combatting all misconduct and will address conduct that could qualify as Harassment, but not Title IX Sexual Harassment, through its [Non-Discrimination and Equal Opportunity Policy](#). If you have any questions as to whether conduct is Harassment or Title IX Sexual Harassment, please contact the Title IX Coordinator, who will provide information.

Title IX Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) A SHU employee conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
- (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking (see definitions above).

**Sexual Coercion:** Sexual Coercion is the act of using pressure or force to have sexual contact with someone who has already refused or not consented.

**Sexual Assault:** Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation as follows:

1. Sex Offenses, Forcible: Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent, such as:
  - a. Forcible Rape: (Except Statutory Rape) The carnal knowledge (also known as sexual penetration) of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
  - b. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - c. Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - d. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
2. Sex Offenses, Nonforcible: Unlawful, nonforcible sexual intercourse such as:
  - a. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - b. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Sexual Battery:** Sexual Battery is the non-consensual touching of another with intent to arouse or gratify the sexual desire of the offender. Examples include groping, touching genitals over or under clothing, etc.

**Sexual Exploitation:** Sexual Exploitation is a form of Title IX Sexual Harassment, and it includes taking non-consensual sexual advantage of another for one's own benefit or for the benefit of anyone other than the one being exploited. Examples include, but are not limited to, recording sexual acts without consent of all partners; allowing others to observe sexual activities without the consent of all partners; endangering the health of another person by knowingly exposing that person to an STI or HIV; inducing incapacitation of another through

encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his/her knowledge with the purpose of having sex with the other person.

**Dating Violence:** Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, and where the existence of such a relationship is determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. This can be proven through a course of conduct, which is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

### ***Non-Discrimination and Equal Opportunity Policy Definitions***

The following terms are defined for purposes of the University's Non-Discrimination and Equal Opportunity Policy:

**Harassment:** Harassment is a form of discrimination and is defined as any oral, written, physical, or symbolic behavior that is based on an individual's membership (or perceived membership) in a particular demographic group, including race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, age, religion, or disability, and interferes with a Reasonable Person's academic or work performance, creates an intimidating, hostile or offensive environment for a person, or subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, name-calling, gestures, demeaning jokes, derogatory stereotypes, bullying, or conduct that may be physically threatening, harmful or humiliating or cause a person to feel unsafe.

Harassment on the basis of a protected group status (i.e., due to an individual's race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran) is a form of discrimination prohibited by this policy. Harassment can occur on University premises or, under certain circumstances, off campus. It can occur between people of the same or different

protected group statuses. Harassment may occur through a wide range of conduct, such as by verbal, physical or electronic means when:

1. The conduct is severe or pervasive and objectively and subjectively has the effect of:
  - a. Unreasonably interfering with an individual's work or equal access to education; or
  - b. Creating an intimidating, hostile, or offensive work or academic environment; or
2. Such conduct, if repeated, is reasonably likely to meet the standard set forth in number 1 immediately above.

Although Harassment can involve a supervisory employment relationship or faculty/student relationship, it can also be committed by a student against a faculty member, by an employee against a supervisor, by a member of one's peer group (such as by a student against another student), or by a contractor, vendor, or SHU visitor.

**Sexual Harassment:** For purposes of this Policy, and incorporating the definition of Harassment above, Sexual Harassment includes any unwelcome sexual advances, requests for sexual favors, sexual violence or other unwelcome conduct of a sexual nature. Sexual Harassment may be found in a single severe episode as well as in persistent behavior. Sexual Harassment also includes unwelcome sexual conduct when:

- such conduct has the effect of interfering with a Reasonable Person's academic and/or work performance or of creating an intimidating, hostile, or offensive living, learning or working environment; or
- submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's employment or education; or submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

Some Sexual Harassment will fall under the University's Title IX Sexual Harassment Policy and some will fall under this Policy (see definition of "Title IX Sexual Harassment" below). Please consult with the Assistant Vice President for Human Resources (AVP-HR) for more information.

### ***Pennsylvania Crimes Code Definitions***

The Commonwealth of Pennsylvania defines consent and the criminal offenses of dating violence, domestic violence, sexual assault, stalking as follows. The University educates its students and employees on its Title IX Policy and Non-Discrimination and Equal Opportunity Policy, which include University policy and state crime definitions.

**Dating violence:** The Pennsylvania crimes code does not define "dating violence" as a crime.

**Domestic violence:** The Pennsylvania crimes code does not define "domestic violence." The Pennsylvania crimes code defines "abuse" within Title 23, "Domestic Relations," as follows: The occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
2. Placing another in reasonable fear of imminent serious bodily injury.
3. The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).
4. Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).
5. Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

*Pennsylvania Consolidated Statutes, Title 23, Section 6102.*

**Sexual assault:** The Pennsylvania Crimes Code defines “sexual assault” as follows: Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

*Pennsylvania Consolidated Statutes, Title 18, Section 3124.1.*

**Stalking:** The Pennsylvania crimes code defines “stalking” as follows:

- a) Offense defined.--A person commits the crime of stalking when the person either:
  - (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
  - (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.
- (b) Venue.—
  - (1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.
  - (2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.
- (c) Grading.--
  - (1) Except as otherwise provided for in paragraph (2), a first offense under this section shall constitute a misdemeanor of the first degree.
  - (2) A second or subsequent offense under this section or a first offense under subsection (a) if the person has been previously convicted of a crime of violence

involving the same victim, family or household member, including, but not limited to, a violation of section 2701 (relating to simple assault), 2702 (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2718 (relating to strangulation), 2901 (relating to kidnapping), 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), an order issued under section 4954 (relating to protective orders) or an order issued under 23 Pa.C.S. § 6108 (relating to relief) shall constitute a felony of the third degree.

(d) False reports.--A person who knowingly gives false information to any law enforcement officer with the intent to implicate another under this section commits an offense under section 4906 (relating to false reports to law enforcement authorities).

(e) Application of section.--This section shall not apply to constitutionally protected activity.

(f) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Communicates." To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

"Course of conduct." A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

"Emotional distress." A temporary or permanent state of mental anguish.

"Family or household member." Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

*Pennsylvania Consolidated Statutes, Title 18, Section 2709.1.*

**Consent:** Pennsylvania does not specifically define "consent." However, Pennsylvania defines "rape" as follows: A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

(1) By forcible compulsion;

(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;

(4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or

(5) Who suffers from a mental disability which renders the complainant incapable of consent.

*Pennsylvania Consolidated Statutes, Title 18, Section 3121.*

“Forcible compulsion” is defined as “compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied. The term includes, but is not limited to, compulsion resulting in another person’s death, whether the death occurred before, during or after sexual intercourse.”

*Pennsylvania Consolidated Statutes, Title 18, Section 3101.*

## **What to Do If You Have Been the Victim of Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

If the sexual misconduct you experienced involved any type of physical contact, you should consider taking the steps provided [here](#), including preserving evidence and seeking medical care.

## **University Procedures for Responding to Reports of Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

### ***Title IX Sexual Harassment Policy***

For the purposes of the Title IX Sexual Harassment Policy, *all* Seton Hill University employees except the professional counselors in the Counseling Center, the health service providers in Health Services, the Director of Campus Ministry, and other priests and pastoral counselors have been designated as a “Responsible Employee.” Responsible employees have an obligation to promptly report incidents of sexual violence or other types of misconduct prohibited by the Title IX Sexual Harassment Policy to the Title IX Coordinator or to one of the Investigators. Additionally, all current students, prospective students, applicants for employment, employees, or campus visitors who believe that they have been subjected to conduct in violation of the Title IX Sexual Harassment Policy or who have observed, know of, or suspect an occurrence of sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence, or stalking are strongly encouraged to immediately contact the Title IX Coordinator or one of the Investigators.

Reports can be made in person, by phone, by email, or by mail to the Title IX Coordinator or an Investigator. Additionally, in accordance with Pennsylvania law, Seton Hill has established an online reporting system to receive complaints of sexual harassment and sexual violence from students and employees, and the system has the option of reporting anonymously. If SHU students or employees would like to submit an online report, they should click on the following link, and if prompted, sign in with their Seton Hill email address: [MySHU Title IX Page](#). Signing in with their Seton Hill account is necessary to access the page but will not reveal their identity if they choose to submit a report anonymously. This form, along with other pertinent information, such as who will have access to the Report and what occurs after the Report is received, can also be accessed by visiting the Title IX Department page on MySHU.

At all phases of the process set forth in the Title IX Sexual Harassment Policy, both the Complainant and the Respondent may be accompanied by an advisor of their choice to provide support and advice, and who may review and inspect evidence. The rules and requirements governing advisors can be found [here](#).

Certain forms of misconduct covered by the Title IX Sexual Harassment Policy would also be a violation of criminal law. Complainants have the right to report sexual misconduct to law enforcement separate and apart from the SHU process. Reporting to the Title IX Coordinator does not obligate the

individual to report to the police, nor does reporting it to the police obligate someone to file a formal Title IX Sexual Harassment complaint under the Title IX Sexual Harassment Policy – these are separate processes that independently. If a Complainant would like to notify law enforcement, the Title IX Coordinator (or designee) can assist with that notification.

Parties sometimes request confidentiality, or that no investigation or disciplinary action be pursued. In such cases, the Title IX Coordinator will inform the person that honoring the request may limit SHU’s ability to respond fully and that the Title IX Sexual Harassment Policy and the law prohibit retaliation. If the person still requests confidentiality, or that no investigation or disciplinary action be pursued, the Title IX Coordinator will determine whether or not SHU can honor such a request while still providing a safe and nondiscriminatory environment.

Once a Report or notice of alleged Title IX Sexual Harassment is received by the Title IX Coordinator or an Investigator, individuals who may have been subjected to alleged misconduct will be provided a written explanation of this Policy, rights, resources, and resolution options.

The Title IX Coordinator is responsible for, among other things, SHU’s overall compliance with Title IX, including publicizing SHU’s Title IX program, policy and procedures, receiving and coordinating Reports and Formal Title IX Sexual Harassment Complaints to assure that these matters are handled appropriately and effectively, identifying and addressing patterns of misconduct and systemic problems, and effectuating Supportive Measures, remedial actions and corrective actions and measures such as discipline. The Title IX Coordinator may facilitate informal resolutions but may not act as an Investigator or Decision-Maker in a case. The Title IX Coordinator also serves as a resource to anyone seeking information about this Policy or outside resources.

Darlene Sauers  
Assistant Vice President for Human Resources and Title IX Coordinator  
Email: [titleixcoordinator@setonhill.edu](mailto:titleixcoordinator@setonhill.edu)  
Phone: (724) 838-4210  
Office Location: 305 Administration

Inquiries may also be directed to the Office for Civil Rights of the U.S. Department of Education at (800) 421-3481 or by email at [OCR@ed.gov](mailto:OCR@ed.gov).

***Non-Discrimination and Equal Opportunity Policy***

SHU is committed to an environment free from harassment and discrimination. Reporting is essential to its ability to promptly and effectively respond. Anyone can report harassment and discrimination involving a SHU community member to SHU. With respect to reporting:

**Employees:** All SHU employees are Responsible Employees. This means that they obligated to report harassment and discrimination to Assistant Vice President for Human Resources (AVP-HR) or an Investigator. This assures the matter will be addressed promptly and appropriately by trained personnel. Limited exceptions are explained in the definition of Responsible Employee above.

**Students:** Students who are aware of harassment and discrimination, whether they observe the conduct directly or otherwise learn about it, are strongly encouraged to report it to the

AVP-HR or an Investigator. Resident assistants, orientation leaders, graduate resident directors, and graduate assistants are Responsible Employees under this Policy, making them mandatory reporters of sexual misconduct and obligated to promptly report incidents to the AVP-HR or an Investigator.

**All others:** All others are strongly encouraged to report harassment and discrimination to the AVP-HR or an Investigator.

Reports can be made in person, by phone, by email, or by mail to the AVP-HR or an Investigator. Additionally, SHU has established an online reporting system to receive complaints from students and employees, and the system has the option of reporting anonymously. If SHU students or employees would like to submit an online report, they should click on the following link, and if prompted, sign in with their Seton Hill email address: [MySHU Title IX Page](#). Signing in with their Seton Hill account is necessary to access the page but will not reveal their identity if they choose to submit a report anonymously. This form can also be accessed by visiting the Title IX Department page on MySHU.

Complaints may also be directed to the Office for Civil Rights of the U.S. Department of Education at (800) 421-3481 or by email at [OCR@ed.gov](mailto:OCR@ed.gov).

Prompt reporting is encouraged and makes investigation of the incident more effective. It also enhances the ability of SHU to take prompt and appropriate action regarding a complaint or report, including the ability to take supportive protective measures. Although SHU does not impose a limitations period for reviewing internal complaints of alleged violations of this Policy, SHU recognizes that to conduct a meaningful investigation and take prompt action as appropriate, a timely report or complaint is important.

### **Internal Procedures That Will be Followed Once an Incident of Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, or Stalking Has Been Reported**

#### ***Title IX Sexual Harassment Policy***

Once a Report or notice of alleged Title IX Sexual Harassment is received by the Title IX Coordinator or an Investigator, individuals who may have been subjected to alleged misconduct will be provided a written explanation of this Policy, rights, resources, and resolution options. Those options include:

- Supportive Measures, which are available initially, throughout, and sometimes after the process set forth in the Title IX Sexual Harassment Policy if a party requests them and if they are reasonably available, regardless of whether the Complainant chooses to pursue any internal or external grievance procedure. This information is also included in addition to the initial outreach email.
- Voluntary Informal Resolution Process
- Formal Title IX Harassment Complaint Process
- Complaints under other SHU policies or codes such as the Non-Discrimination and Equal Opportunity Policy or the Code of Conduct.

Supportive Measures are non-punitive, non-disciplinary, individualized services and measures provided without charge that may include (but are not limited to) separating the Parties, placing

limitations on contact between the Parties, or providing alternative workplace, housing, co-curricular, extracurricular or academic arrangements where reasonable and feasible. Supportive Measures are designed to restore equal access without unreasonably burdening the other Party and are available regardless of whether a Formal Title IX Sexual Harassment Complaint is filed. Failure to comply with the terms of Supportive Measures may be considered a separate violation of this Policy.

For record-keeping and technical compliance, formal communications will come from Title IX Coordinator.

This process is designed to be fair and equitable, and will include objective evaluation of all relevant evidence. The Title IX Coordinator, Investigators, Decision Makers, and informal resolution facilitators may not be biased or have conflicts of interest. (See [Conflict of Interest, Bias, and the Title IX Sexual Harassment Process](#)). Credibility determinations will not be based on a person's status, such as Complainant, Respondent, or witness.

During this process, unless and until a determination regarding responsibility is made at the conclusion of the process, the Respondent is presumed not responsible for the alleged policy violation. This presumption concerning responsibility does not imply that a Respondent is truthful, that a Complainant is untruthful, or that the alleged Title IX Sexual Harassment did not occur. Instead, the presumption is to ensure that disciplinary action is not taken against a Respondent as though the policy violation occurred prior to any allegation being proved.

The burden of proving a policy violation lies with SHU. The standard of evidence used in determining whether the Respondent is responsible for a Policy violation is preponderance of the evidence, meaning that there is greater than a 50% likelihood that there was a policy violation.

At all phases of the process set forth in this Policy, both the Complainant and the Respondent may be accompanied by an advisor of their choice to provide support and advice, and who may review and inspect evidence. The rules and requirements governing advisors can be found here.

SHU's Student Code of Conduct and SHU's Employee Code of Ethics prohibits making false statements or submitting false information in SHU proceedings. Please see these documents for further information.

In the event a complaint or report is received by either SHU or the Lake Erie College of Osteopathic Medicine (LECOM) and pertains to the opposite institution, a Title IX Coordinator or designee of the institution that received the complaint shall immediately notify a Title IX Coordinator or designee of the other institution. If the Respondent is affiliated with SHU, that person will be subject to SHU's Title IX Sexual Harassment process. If the Respondent is affiliated with LECOM, that person will be subject to LECOM's Title IX process.

A. Initiation of the Formal Title IX Harassment Complaint Process

Not all reports, notices or complaints become Formal Title IX Harassment Complaints. Upon receipt of a Report, the Title IX Coordinator will conduct a preliminary inquiry to determine, based on the allegations shared at the time, the appropriate SHU policy and process under

which to handle the matter. The matter will then be referred to the appropriate process, and it will not be considered a Title IX Formal Complaint.

After the preliminary inquiry, the Formal Title IX Harassment Complaint process begins. All Complainants will be emailed a Formal Complaint form which they can choose to complete and return to the Title IX Investigator to initiate informal or formal resolution.

The Title IX Coordinator, Investigator or designee will then provide the known Parties, in advance of any interview and with reasonably sufficient time to prepare a response, written notice of the allegations of the Formal Title IX Harassment Complaint that will include:

- names, dates, and details known at the time including the conduct allegedly constituting sexual harassment;
- a link to this Policy
- information about the process and the available resolution options (including informal and formal resolution); and
- information about available resources (such as campus counseling, medical and mental health and community-based services) and the right to report a crime to local law enforcement.

The Respondent must provide a written response to the Title IX Sexual Harassment Complaint before the initial interview. If new allegations arise during the investigation, the Respondent will be provided an updated written notice of the allegations.

#### B. Dismissals of Formal Title IX Harassment Complaints

SHU must investigate the allegations of a Formal Title IX Harassment Complaint.

However, SHU must dismiss the Formal Title IX Harassment Complaint if the alleged conduct:

- (1) would not constitute Title IX Sexual Harassment even if proved;
- (2) did not occur in SHU's program or activity; or
- (3) did not occur in the United States.

SHU may dismiss a Formal Title IX Harassment Complaint upon the Complainant's written request, if the Respondent is no longer enrolled or employed by SHU, or in other circumstances prevent the gathering of evidence sufficient to reach a determination.

Upon any dismissal occurring after the preliminary inquiry, SHU will provide the Parties written notice of the dismissal and the reasons therefore. All dismissals are subject to appeal, as set forth below.

Upon any dismissal, SHU may, in its discretion, determine that conduct at issue will be addressed through other appropriate SHU processes, such as under SHU's Non-Discrimination and Equal Opportunity Policy, Code of Conduct, or other applicable policy or procedure.

### C. Voluntary Informal Resolution Process

SHU provides a voluntary informal resolution process for Formal Title IX Sexual Harassment Complaints when the Parties desire to resolve the situation cooperatively. Informal resolution of alleged Title IX Sexual Harassment is available as an option only after a Formal Title IX Sexual Harassment Complaint is filed. Voluntary written consent of the Parties is required. It is not mandatory, and the University may not require it as a condition of enrollment or employment or a waiver of the right to engage in the Formal Title IX Sexual Harassment Complaint Process. Informal resolution may not be used when the Respondent is an employee and is alleged to have engaged in sexual misconduct against a student.

The informal process, which is coordinated by the Title IX Coordinator, is designed to resolve complaints quickly, effectively, and to the mutual satisfaction of all Parties and SHU. Informal resolution includes an inquiry into the facts by an informal resolution facilitator, but does not typically rise to the level of a full investigation. The facilitator uses the information gathered during the initial inquiry to facilitate an appropriate resolution.

Informal resolution may include, but is not limited to, options such as meeting informally with the Parties with the intent of bringing about resolution, meeting privately with the Respondent and acting as intercessor, separation of the Parties, referral of the Parties to counseling programs, conducting educational and/or training programs, or other remedial measures. The following are examples of possible options, one or more of which may be used to bring resolution to an informal complaint:

- Distribute a copy of the Policy to the Parties and/or to the department or area whose behavior is being questioned;
- Educate the Parties regarding the Policy;
- Conduct a sexual misconduct educational workshop for the designated department/school/University organization;
- Meet with the Respondent to raise awareness about alleged inappropriate behavior and provide notice about possible University consequences;
- Facilitated discussion with the agreement of the Parties and the facilitator;
- Institute alternative work arrangements, living arrangements, class schedules, dining facilities, transportation, or advisor/supervisor arrangements as feasible;
- Provide access to appropriate academic supports, such as tutoring, or permission to withdraw from or retake a class or classes; and/or
- Limit contact or impose a no contact order between Parties.

The target timeframe for completing informal resolution is thirty (30) days from receipt of the Formal Title IX Sexual Harassment Complaint. Formal Title IX Sexual Harassment Complaints resolved through informal resolution are usually subject to follow-up outreach.

Both the Complainant and the Respondent have the right to bypass or end the informal resolution process at any time and elect to proceed with the formal complaint process under this Policy so long as parties have not already completed the informal resolution process, as evidenced by their signatures. The Title IX Coordinator may, in his/her discretion proceed with a Formal Complaint even where the Parties agree to voluntary informal resolution.

Information concerning what occurred in the informal resolution process may be introduced in a later investigation or hearing.

At the conclusion of the informal resolution process, a letter summarizing the steps taken during and the outcome(s) will be sent to the Parties and appropriate SHU personnel. The Parties will be required to provide their signatures on the document to indicate their agreement.

#### D. Formal Title IX Sexual Harassment Complaint Process

If the alleged Policy violation has not been resolved as a result of the informal process, is not suited for informal efforts, or if either Party requests the Formal Title IX Sexual Harassment Complaint Process, such Process will be initiated. In such cases, the Title IX Coordinator, Investigator, or designee shall provide the Respondent the written notice described above. If the Title IX Coordinator deems it appropriate and so long as the hearing has not been scheduled, the Parties may request to stop the formal complaint resolution process and initiate the voluntary informal resolution process.

The Title IX Coordinator, Investigators, Decision Makers and informal resolution facilitators shall be trained on the definition of sexual harassment, issues related to dating violence, domestic violence, sexual assault, and stalking, the scope of SHU's educational program or activity, how to conduct an investigation and hearing process that protects the safety of those impacted and promotes accountability, informal resolutions, hearings and appeals, how to serve impartially. All training materials from July 2020 forward can be found here.

Investigators and Decision-Makers shall not require, allow, rely upon or otherwise use questions or evidence that constitute or otherwise seek disclosure of information protected under a legally recognized privilege (such as health care or treatment records, or attorney-client privileged documents), unless the person holding the privilege has waived it in writing.

##### 1. Investigations

Investigators with appropriate training and qualifications will conduct investigations. Investigators will be fair, equitable and avoid conflicts of interest. SHU carries the burden gathering evidence sufficient to determine whether Respondent violated SHU policy. Investigations generally include interviews of the Parties and any witnesses who may have relevant, non-duplicative information, as well as the review of relevant documents and other materials as appropriate.

###### a. Advisors

Parties are permitted to be accompanied by an advisor of the party's choice during the investigation, who will be subject to the rules and requirements governing advisors found here. Parties must provide the Title IX Coordinator the name and contact information for their advisors.

###### b. Investigation Time Frame

The investigation shall be completed promptly and, in most cases, within a target of 60-90 days from receipt of the Formal Title IX Sexual Harassment Complaint. However, some investigations may, for good cause, be paused or delayed due to the

nature and extent of the allegations or other extenuating circumstances. In the event the process cannot be completed within this target, the Parties shall be notified in writing.

c. Opportunity to be Heard

Following written notice of the allegations to the Parties, they will be given an opportunity to be heard. Parties will be given advance notice of meetings, interviews, and hearings where they are required to appear with reasonably sufficient time to prepare. During the investigation, the Parties will have the opportunity to discuss the allegations, gather evidence, submit evidence and suggest witnesses.

Prior to the end of the investigation, SHU will send the Parties and their advisors (if any) all evidence obtained in the investigation that is directly related to the allegations. In the absence of a legal privilege, the Parties will be provided equal access to information and documents gathered during the investigation. The Parties then have ten (10) calendar days to submit a written response to the Investigator. The Investigator will review such responses prior to the completion of the investigative report.

d. The Investigation Report

After concluding the investigation, the Investigator will draft a written report that includes a summary of the procedural steps taken in the case and fairly summarizes relevant evidence. The word “fairly” or “fair” as used in this Policy does not mean that the Parties will get to determine, or will necessarily agree with, SHU’s summaries or decisions, and does not imply any rights not expressly granted in this Policy. The Investigator in the report may also make assessments of credibility.

The Title IX Coordinator will send the report to the Parties who may submit a written response to the Title IX Coordinator. After reviewing the responses, the Investigator may revise his/her Report and the final version will be sent to the Parties and the Title IX Coordinator. Following receipt of the investigation report, the Parties have the right to proceed to a hearing. No hearing shall be scheduled to begin until at least ten (10) calendar days after receipt of the investigation report.

2. Hearings

Following the investigation, a hearing will be conducted before the Hearing Decision-Maker. This is not a court hearing, but an internal proceeding to determine whether a policy violation occurred. The Parties will receive at least five (5) business days’ notice of the date, time and place of the hearing. The parties will have the right to inspect and review all evidence directly related to the allegations at the hearing not protected by a privilege unless such privilege has been waived.

a. Hearing time frame

Generally, SHU will attempt to complete the hearing within thirty (30) days of the date the investigation report was provided to the Parties. However, for good cause this target may be extended.

b. Hearing rooms and facilities

At any Party’s request, the hearing will be conducted so that the Parties are in separate rooms. The rooms will be equipped with technology enabling the Hearing Decision-

Maker and the Parties to simultaneously see and hear the people answering questions. Hearings will be audio recorded.

c. Evidence

The Parties shall have the opportunity to review information and documents ahead of the hearing. At the hearing, they shall have the opportunity to present information and documents, vocalize their experience, and present witnesses to the incident(s). The Investigator and Informal Resolution facilitator may provide information at the hearing. A copy of the Investigator's report and the parties' responses will also be made available to Hearing Decision-Maker. The Hearing Decision-Maker makes all determinations of relevance but formal rules of evidence do not govern the hearing.

d. Advisors

Parties must bring an advisor to the hearing. Three (3) business days prior to the hearing, each Party must provide the Hearing Decision-Maker written notice of their advisor's name and witness(es) name(s). The Parties and their advisors can attend the entire hearing, but witnesses may be present only when they are providing information to the Hearing Decision-Maker.

Advisors must abide by the SHU rules for advisors found here. If a Party appears at a hearing without an advisor, SHU will provide an advisor of SHU's choosing at no cost to the Party to ask questions of the other Party and the witnesses. In the event advisors are unsure of whether a question(s) would be deemed relevant, advisors are welcome to submit the question(s) ahead of time to receive a preliminary determination from the Hearing Decision-Maker.

e. Hearing

At the hearing, the Hearing Decision-Maker will make known that he/she will be the first person to ask any questions of the parties and witnesses. From there, the Parties' advisors are permitted to ask relevant questions and follow up questions: (1) of the other Party; and (2) any other non-Party witnesses. Before a person responds to an advisor's question, the Hearing Decision-Maker must first determine whether the question is relevant, and then explain any decision to exclude a question. Parties are not permitted to ask questions of each other and/or witnesses directly.

Prior sexual behavior is generally irrelevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless: (1) offered to prove that someone other than the Respondent committed the alleged conduct; or (2) based on alleged past behavior with respect to the Respondent or offered to prove consent.

At the hearing, where a person's statement is at issue, the person must appear at the hearing so that they may be asked questions about the statement. If the person does not appear, the Hearing Decision-Maker may not rely on that statement. In addition, the Hearing Decision-Maker may not draw an inference based solely a person's absence from a hearing or refusal to answer questions.

In the event the Hearing Decision-Maker decides additional information is required in order to make an appropriate determination, the hearing will be continued.

f. Determination

After the hearing concludes, the Hearing Decision-Maker will issue a written determination which will include identification of the allegations, a summary of the procedural steps, findings of fact, conclusions concerning the alleged policy violation, rationale for findings, any corrective actions and measures such as disciplinary sanctions, whether remedies were provided to Complainant and/or, and information concerning appeals. In making any findings or determinations, the “preponderance of evidence” standard (i.e., more likely than not) will be used. Barring special circumstances, the determination should be submitted within five business days of the completion of the hearing. The Hearing Decision-Maker will simultaneously provide the Parties the written determination.

3. Appeals

All Parties have the right to appeal the outcome of a hearing, and/or the dismissal of any Formal Title IX Complaint within ten (10) calendar days of the determination or dismissal.

a. Grounds for Appeal

There are three bases:

(1) procedural irregularity that affected the outcome of the matter;

(2) new evidence that was not reasonably available at the hearing, that could affect the outcome of the matter; and/or

(3) the Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.

b. Appeal Process

SHU will provide the Parties notice of any appeal that is filed. Within ten (10) calendar days of that appeal notice, both Parties have the right to submit a written statement supporting or challenging the determination to the Appeal Decision-Maker (see below), who will be a different person from the Hearing Decision-Maker. The appeal will be determined based upon the record to date, such as the Investigation Report and written responses, all relevant evidence, the Hearing recording, any new evidence, the Hearing Decision-Maker’s written determination, and the written appeal submissions. The Appeal Decision-Maker shall issue a written appeal decision and rationale for the result which will be simultaneously shared with the Parties. When making the decision, the Appeal Decision-Maker may confirm or reverse the finding, confirm or revise the sanctions, or require investigators to obtain additional information. If investigators are asked to obtain additional information, the evidence will be provided to the parties and the hearing decision-maker who will conduct a partial or full hearing as appropriate in that person’s discretion. The target time frame for completing an appeal process, from receipt of the appeal until the appeal decision, is thirty (30) days from receipt of the appeal documents from the Parties.

c. Appeal Decision-Makers

*When Respondent is a SHU Student*

The Vice President for Student Affairs shall be the Appeal Decision-Maker. The final decision of the Vice President for Student Affairs shall be communicated via email to the parties simultaneously.

*When Respondent is a SHU Faculty Member or Other Instructional Employee*

The Provost shall be the Appeal Decision-Maker. If the proposed action by the Provost includes discipline or dismissal of a faculty member, the matter will be referred to the processes described in the Faculty Policies under “Dismissal for Cause” and “Actions Short of Dismissal.” The Grievance Policies for Faculty shall not apply to matters arising under or relating to this Policy. Final decisions of the Provost shall be communicated in writing to the Parties simultaneously.

*When Respondent is a SHU Staff Member*

The Vice President for Finance and Administration/CFO shall be the Appeal Decision-Maker. The Grievance Procedure for staff shall not apply to matters arising under or relating to this Policy. Final decisions of the Vice President for Finance and Administration/CFO shall be communicated in writing to the Parties simultaneously.

***Non-Discrimination and Equal Opportunity Policy***

Once a Report or notice of alleged discrimination or harassment is received by the AVP-HR or an Investigator, individuals who may have been subjected to alleged harassment or discrimination will be provided a written explanation of this Policy, rights, resources, and resolution options. Those options include:

- Supportive Measures, which are available regardless of whether the Complainant chooses to pursue any internal or external grievance procedure, and throughout (and sometimes after) the process set forth in this policy.
- Voluntary Informal Resolution Process
- Formal Complaint Process
- Complaints under other SHU policies or codes such as the Title IX Sexual Harassment Policy or the Code of Conduct.

This process is designed to be fair and equitable, and will include objective evaluation of relevant evidence. The SHU professionals involved in the process may not be biased or have conflicts of interest. Credibility determinations will not be based on a person’s status, such as Complainant, Respondent, or witness.

The standard of evidence used in determining whether the Respondent is responsible for a Policy violation is preponderance of the evidence, meaning that there is greater than a 50% likelihood that there was a policy violation.

A. Initiation of the Process

Not all reports, notices or complaints become Formal Complaints. Upon receipt of a Report, the AVP-HR will conduct a preliminary inquiry to determine, based on the allegations shared at the time, the appropriate SHU policy and process under which to handle the matter.

The AVP-HR or Designee will initiate the process under this Policy by notifying the Respondent that a complaint has been filed against that person and informing the Respondent of the nature of the complaint.

The AVP-HR or Designee shall provide both parties a copy of the Policy and explain to both parties the avenues for informal and formal action, including a description of the processes.

**B. Supportive Measures**

During the pendency of an investigation or other proceedings under this Policy, to the extent appropriate, SHU may take reasonable and prudent supportive measures to ensure equal access to its education programs and activities, to protect the parties, and/or to safeguard the SHU community. These are non-disciplinary, non-punitive and no cost to the parties. Examples include, but are not limited to, course-related adjustments, no contact orders, leaves of absence, and changing academic and extracurricular activities and/or living arrangements, transportation, dining, and working situations as reasonable and appropriate. In such cases, the AVP-HR will also notify the parties of available resources (such as counseling services, medical and mental health services, victim advocacy services) and of the right to report a crime to local law enforcement.

**C. Informal Resolution Process**

SHU provides an informal resolution process where appropriate and when the parties desire to resolve the situation cooperatively. Informal resolution includes an inquiry by SHU into the facts but does not typically rise to the level of a full-blown investigation. The informal process, which is overseen by the AVP-HR or Designee, is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved, including the satisfaction of SHU for assuring a safe and non-discriminatory environment for the overall SHU community.

Informal resolution may include, but is not limited to, options such as meeting informally with the Complainant and the Respondent with the intent of bringing about resolution, meeting privately with the Respondent and acting as intercessor, separation of the parties, referral of the parties to counseling programs, conducting educational and/or training programs, or other remedial measures.

Situations that are resolved through informal resolution are usually subject to follow-up after a period of time. Steps taken by the AVP-HR or Designee to help the parties achieve informal resolution will be documented.

Some reports of alleged violations of this Policy may not be appropriate for informal resolution but may require a formal investigation as part of the Formal Complaint Process at the discretion of the AVP-HR.

Both the Complainant and the Respondent have the right to bypass or end the informal resolution process at any time in order to begin the Formal Complaint Process. However, once the parties sign an informal resolution agreement, they cannot then later seek to invoke the formal complaint process for the complaint that was resolved.

#### D. Formal Complaint Process

If the allegation of a violation of this Policy has not been resolved as a result of the informal process, is not suited for informal resolution, or if either the Complainant or the Respondent requests to invoke the formal complaint process, the following process will be initiated. The lodging and processing of a formal complaint does not preclude the possibility of an informal or mediated resolution of the matter.

In such cases, unless a statement has already been submitted, the Reporter or the Complainant should submit a written, signed complaint containing the name(s) and relevant allegations against the Respondent. The AVP-HR or Designee shall share with the Respondent the reported complaint.

The following general principles and procedures shall govern this process, to the extent consistent with SHU's legal obligations:

1. Fairness and Equity

Procedures are to be fair to all persons concerned and to the SHU community. All persons concerned are to be treated with respect, dignity, and impartiality. Bias and conflicts of interest will be avoided.

2. Investigator

The AVP-HR or Investigator will conduct the investigation. (The investigator need not be an employee of SHU so long as that person is trained and qualified.)

3. Notice

Once a formal complaint is filed alleging a violation of this Policy the AVP-HR or Designee will provide written notice to both parties of the formal complaint containing details about the allegations, information about complaint resolution processes and seeking to schedule an initial interview.

4. Opportunity to be Heard

The investigation is not a hearing. Nevertheless, both the Complainant and Respondent will be given an opportunity to be heard during the investigation, to provide documentation and other evidence, and to suggest the names of other persons who they believe might have relevant information.

5. Supportive Measures

At any time during (or prior to) the investigation, the AVP-HR may recommend supportive measures be provided by SHU. These measures may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, housing, co-curricular, extracurricular or academic arrangements where reasonable and feasible. Failure to comply with the terms of supportive measures may be considered a separate violation of this Policy.

6. Investigation Length

The investigation shall be completed as promptly as possible and, in most cases, within 60-90 days from receipt of the original complaint. However, some investigations may not be completed in this time frame due to the nature and extent of the allegations or other extenuating circumstances. In the event the investigation cannot be completed within 60-90 days, the Complainant and Respondent shall be so notified in writing.

7. Investigation

The investigation is conducted by the AVP-HR or Designee and generally includes interviews of the Complainant, the Respondent, and any witnesses who may have information relevant to the complaint as well as compilation and review of relevant documents and other materials as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

After concluding the investigation, the AVP-HR or Designee will draft a written report containing the findings as to whether there was sufficient evidence to substantiate that the Respondent was responsible for a policy violation. In making findings, the “preponderance of evidence” standard (i.e., more likely than not) will be used. For formal complaints involving faculty or staff respondents, the report will include if disciplinary actions are recommended. For formal complaints involving student respondents, the written report will include recommended disciplinary and corrective actions (the range is set forth below), if any, that are appropriate for the severity of the violation, and information concerning appeals. If the investigator was someone other than the AVP-HR, then the written report will be provided to the AVP-HR.

The Complainant and Respondent will be notified that the investigation has been completed and will be provided an opportunity to separately meet with the AVP-HR to review the draft written report.

Following this, the draft investigative report will be finalized.

8. When Respondent is a SHU Staff Member

Where the Respondent is a SHU staff member, the final written report shall be submitted to the Vice President for Finance and Administration/CFO. The Vice President for Finance and Administration/CFO shall make final decisions in such cases, in consultation with the AVP-HR. The Grievance Procedure for staff shall not apply to matters arising under or relating to this Policy. Final decisions of the Vice President for Finance and Administration/CFO shall be communicated in writing to the Complainant and Respondent simultaneously. Sanctions and corrective actions will be implemented on a case-by-case basis for violations of this Policy, and they will be appropriate to the circumstances and gravity of the violation. For employees, sanctions may include, but are not limited to, online training, coaching/counseling, verbal or written warning, salary freeze,

probation, suspension, demotion, or termination from employment. (See the [Employee Conduct and Corrective Action Policy](#).)

9. When Respondent is a SHU Faculty Member or Other Instructional Employee  
Where a faculty member or other instructional employee is the Respondent, the written report shall be submitted to the Provost. The Provost, in consultation with the AVP-HR, shall make final decisions in such cases. If the proposed action by the Provost includes discipline or dismissal of a faculty member, the matter will be referred to the processes described in the Faculty Policies under “Dismissal for Cause” and “Actions Short of Dismissal.” The Grievance Policies for Faculty shall not apply to matters arising under or relating to this Policy. Final decisions of the Provost shall be communicated in writing to the Complainant and the Respondent simultaneously. Sanctions and corrective actions will be implemented on a case-by-case basis for violations of this Policy, and they will be appropriate to the circumstances and gravity of the violation. For employees, sanctions may include, but are not limited to, online training, coaching/counseling, verbal or written warning, salary freeze, probation, suspension, demotion, or termination from employment. (See the [Employee Conduct and Corrective Action Policy](#).)

10. When Respondent is a SHU Student  
For cases involving student Respondents, the written report shall be submitted to the Vice President for Student Affairs. At that point, either the Complainant or the Respondent may request a hearing appealing the findings and recommendations contained in the written report.

If no hearing is requested, the Vice President for Student Affairs, in consultation with the AVP-HR, will make the final decision at that point, including imposition of disciplinary and remedial actions. Final decisions of the Vice President for Student Affairs shall be communicated via email to the Complainant and the Respondent simultaneously. Sanctions and corrective actions will be implemented on a case-by-case basis for violations of this Policy, and they will be appropriate to the circumstances and gravity of the violation. Possible sanctions for students include, but are not limited to, educational projects/services, online training, counseling, verbal or written warning, suspension or expulsion from residence halls and/or dining facilities, suspension or exclusion from extracurricular or co-curricular activities, community service, probation, or suspension or dismissal from SHU. SHU will take appropriate steps to prevent recurrence of any violations of this Policy and to remediate the effects on the Complainant and the campus community, if and as appropriate.

a. Appeal

If a hearing is requested, then the request must be in writing (email is permissible) and be submitted to the Vice President for Student Affairs within five calendar days upon reviewing the findings and recommendations. An appeal for a hearing must demonstrate at least one of the following criteria:

- i. New Information of a Substantive Nature  
New, significant or relevant information regarding the case becomes available that could not have been discovered by a Complainant or Respondent at the time of the investigation. Information is not considered new if the student did not actively participate in the investigation or withheld information during the investigation.
- ii. Significant Procedural Error  
The specified procedural error or error in interpretation of SHU procedures may have significantly affected the investigation such that the Complainant or Respondent was denied a fair investigation or the error prevented the AVP-HR or designee from making a fair decision.
- iii. Disproportionate Sanction  
The sanction appears to be significantly incongruent with the violation, given either the student's prior record or the usual action for his or her offense.
- iv. Erroneous Determination  
The finding appears to be significantly incongruent with the established facts or the Respondent believes there was an erroneous finding of responsibility.

b. Hearing

If an appeal hearing is granted, a fair and impartial private hearing will be conducted before the Vice President for Student Affairs or designee.

c. Notice and Coordination

The parties will receive at least five business days' notice of the date, time and place of the hearing. The Dean of Students (or designee) shall be available to assist with logistical matters such as coordinating scheduling, reserving rooms, collecting and distributing information, etc.

Both the Complainant and the Respondent must submit to the Vice President for Student Affairs a notice of who will be attending the hearing, including witnesses which are optional. The information is to be submitted at least 24 hours prior to the hearing.

d. Evidence

The AVP-HR, or designee will attend and may offer evidence deemed pertinent to the case. Both the Complainant and the Respondent shall have the chance to present information and documents, review information and documents ahead of time, vocalize their experience, and present witnesses to the incident(s). A copy of the investigator's report and recommendations will also be made available at or before the Hearing. The hearing shall be voice-recorded; however, if technical difficulties occur, the hearing will continue.

e. Questioning and Testimony

There shall be no direct questioning between Respondents and Complainants, and the parties need not ever be in the same room.

The parties may ask questions of the other party and witnesses through written questions provided to the VP for Student Affairs or designee.

The Complainant and Respondent may attend the entire hearing, but other witnesses may attend only while presenting their own testimony.

f. Report of Findings and Final Decision

The VP for Student Affairs or designee will prepare a written report of findings and recommendations (using the preponderance of evidence standard) and shall submit its report to the AVP-HR and each of the parties. Barring extenuating circumstances, that report should be submitted within five business days of the completion of the hearing. This will be the final decision on the matter, including the imposition of disciplinary and remedial actions. A copy of that decision shall be communicated in writing to the Complainant and Respondent simultaneously.

g. Privacy and Confidentiality

SHU will respect the privacy of students involved in this process by sharing information only with those who need to know the information. The privacy of student information is protected by FERPA, and nothing in this Policy or process would violate FERPA.

h. University Hearing Boards

The Campus Life Resolution Board (CLRB) and the Administrative Hearing Board designated in the Student Policies shall not apply to cases falling within this Policy.

Retaliation is Prohibited

It is a violation of this Policy for any member of the SHU community to retaliate against anyone who makes a report or brings a complaint under this Policy or who cooperates with or otherwise participates in the investigation or resolution of a complaint or report under this Policy. All direct or indirect forms of retaliation (including, but not limited to, physical, written, oral, social media, etc.) are forbidden. SHU will take steps to prevent retaliation and will also take strong responsive action if SHU finds that retaliation has occurred.

**Possible Sanctions Seton Hill May Impose Following a Final Determination of an Institutional Procedure**

Corrective actions and measures, including sanctions and discipline, will be implemented on a case-by-case basis for Policy violations, appropriate to the circumstances and gravity of the violations. For students, corrective actions and measures may include, but are not limited to, educational projects/services, online training, counseling, verbal or written warning, suspension or expulsion from residence halls and/or dining facilities, suspension or exclusion from extracurricular or co-curricular activities, community service, probation, persona non grata status, or suspension or dismissal from SHU. For employees, corrective actions and measures may include, but are not limited to, online

training, coaching/counseling, educational sessions, verbal or written warning, salary freeze, change of duties, probation, suspension, persona non grata status, demotion, or termination from employment.

The Title IX Sexual Harassment Policy also contains information for students and employees about existing counseling health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.

Upon request, the University will disclose the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim, and if the victim is deceased, upon request, then to the next of kin.

### **Protecting the Confidentiality of Complainants**

#### ***Title IX Sexual Harassment Policy***

Parties sometimes request confidentiality, or that no investigation or disciplinary action be pursued. In such cases, the Title IX Coordinator will inform the person that honoring the request may limit SHU's ability to respond fully and that this Policy and the law prohibit retaliation. If the person still requests confidentiality, or that no investigation or disciplinary action be pursued, the Title IX Coordinator will determine whether or not SHU can honor such a request while still providing a safe and nondiscriminatory environment. Seton Hill will not include personal, identifiable information in publicly available records.

SHU will respect the privacy of participants involved in this process by sharing information only with those who need to know the information, including information related to Supportive Measures. The privacy of student information is protected by Family Educational Rights Privacy Act ("FERPA"), and this Policy and process should be interpreted consistent with FERPA. Official records regarding complaints filed under this Policy will be securely and confidentially maintained by the Title IX Coordinator and only shared in accordance with this policy.

Where a Formal Title IX Sexual Harassment Complaint is filed, during the process, names and evidence will be shared with the Parties, with some exceptions for privileged information, such as documents protected by medical and attorney-client privilege. While SHU encourages participants in the Formal Title IX Sexual Harassment Complaint process to consider privacy and confidentiality, SHU does not restrict Parties from discussing the case or gathering evidence. With respect to the evidence that the University provides to the Parties and their advisors, Parties and their advisors may not photograph, disseminate or otherwise copy the evidence provided by SHU for their inspection and review. The exercise of rights protected under the First Amendment does not constitute retaliation. However, threatening to publicize or make evidence or a written determination public for the purpose of retaliation is strictly prohibited.

#### ***Non-Discrimination and Equal Opportunity Policy***

People reporting alleged discrimination or harassment sometimes ask that their names not be disclosed to the Respondent, or that no investigation or disciplinary action be pursued to address the alleged conduct. In such cases, the AVP-HR will inform the person that honoring the request may

limit SHU's ability to respond fully to the incident, including pursuing disciplinary action against the Respondent, and will explain that this Policy and the law include protections against retaliation.

If people still request that their names not be disclosed to the Respondent or that SHU not investigate or seek action against the Respondent, the AVP-HR will determine whether or not SHU can honor such a request, while still providing a safe and nondiscriminatory environment for all students, including the person who reported the incident. There will be times, particularly where a SHU employee is accused of the policy violation, that the confidentiality requests cannot be granted.

SHU will respect the privacy of participants involved in this process by sharing information only with those who need to know the information. The privacy of student information is protected by Family Educational Rights Privacy Act ("FERPA"), and this Policy and process should be interpreted consistent with FERPA. Official records regarding complaints filed under this Policy will be securely and confidentially maintained by the AVP-HR.

## **Resources**

### ***Healthy, Consensual Relationships: Risk Reduction Tips***

Sexual violence is never the fault of the Complainant. Responsibility for sexual violence is strictly on the people who perpetrate this type of violence. Sexual violence is perpetrated out of a desire to degrade and humiliate someone, not out of a desire for sexual activity. The following tips are offered to help all members of our community understand that only "yes" means "yes" and that consent must be ongoing, affirmative, and freely given for the safety and well-being of all involved.

1. Do not make assumptions about:
  - a. Consent;
  - b. Someone's sexual availability;
  - c. Whether a person is attracted to you;
  - d. How far you can go; or
  - e. Whether a person is physically and mentally able to consent.
2. Clearly communicate your intentions to your sexual partners and give them a chance to clearly relate their intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back and communicate your concerns.
4. Do not take advantage of someone who is under the influence.
5. Realize that your potential partner could be intimidated by you or fearful. You may have a power advantage because of your gender or size. Do not abuse that power.
6. Understand that consent to some forms of sexual behavior does not imply consent to other forms of sexual behavior.
7. Silence is not consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
8. Do not force someone to have sex with you or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning

### ***Contacting Law Enforcement***

Certain forms of misconduct covered by the Title IX Sexual Harassment Policy would also be a violation of criminal law. An individual has the option of filing a criminal complaint, and may do so

with the Campus Police Department, which is located in Administration Annex 115 and can be reached by telephone for non-emergency notifications at (724) 830-4999, or for emergencies at extension 4911 from a campus phone. The Campus Police Department is staffed seven days per week, 24 hours per day. A criminal complaint may also be lodged with the Greensburg City Police Department, which can be reached at (724) 834-3800. You can also contact the PA State Police at (724) 832-3288.

### ***Other On-Campus and Off-Campus Resources***

Many on-campus and off-campus resources (some of which are listed below) are available to assist individuals who have been impacted by this Policy, including:

- **Local Resources**

If the incident caused physical injury, the person should seek medical attention immediately and should also preserve any evidence of the incident and injuries as the evidence may assist with the investigation and/or serve as proof of a crime. The following resources are available locally to assist those who experienced the types of misconduct covered by this Policy:

- University Counseling Center, Room 511 Administration Bldg., (724) 838-4295
- Health Services, Room 510 Administration Bldg., (724) 838-4234
- Emergency Room – Excelsa Health Westmoreland Hospital, 532 West Pittsburgh Street, Greensburg, (724) 832-4355
- Blackburn Center, (888) 832-2272 (24-hrs.)

- **Additional Resources**

- University Financial Aid Office, Room 104 Administration Bldg., (724) 830-4731
- University Office of Multicultural and International Services, Room 502 Administration Bldg., (724) 830-1089
- Laurel Legal Services, Inc., 16 East Otterman Street, Greensburg, PA 15601, (724) 836-2211 or (800)-253-9558 (Protection from Abuse Orders [PFA])
- Physical Sexual Misconduct: Tips and Steps
- Bystander Intervention Information
- Healthy, Consensual Relationships: Risk Reduction Tips

### **Action Steps**

In addition to reporting the misconduct to the Title IX Coordinator or to one of the Investigators identified above (and/or to law enforcement), Complainants are also encouraged to take the following actions:

- Get to a safe place.
  - This may mean simply getting away from the location of the incident, or seeking support from a friend, a Residence Life staff member, or a person with whom the Complainant is comfortable.
- Seek medical attention.
  - Well-being is crucial. If the incident caused physical harm, the Complainant should seek medical attention immediately at the nearest medical facility.
- Preserve evidence.
  - If the incident was a form of oral/verbal harassment, write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flyer or email message),

preserve the written evidence. An individual who has been sexually or physically assaulted or has been a victim of stalking should preserve any evidence of the incident and injuries because it may be helpful in proving that the alleged criminal offense occurred or in obtaining a protection order.

- Seek support.
  - The local rape crisis center is located at Blackburn Center Against Domestic and Sexual Violence, Greensburg, PA, 1-888-832-2272. The Complainant can also speak to a counselor at a national center by calling the RAINN hotline [800-656-HOPE]. Telling someone is the first step to healing and will help the Complainant re-establish control of the situation.

## **Education and Prevention Programs**

Through the annual distribution of the Title IX Sexual Harassment Policy, the University will provide written notification to all students and employees about existing counseling health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. Additionally, Seton Hill University has ongoing comprehensive prevention and awareness campaigns for students and employees. The educational programming described below is designed as an intentional campaign to prevent sexual misconduct/violence, domestic violence, dating violence, sexual assault and stalking in the campus community and convey the University's prohibition of such conduct. This sentiment is included as part of the following programs and campaigns for new students and for current students and employees:

### ***New Student Programs and Campaigns***

#### G.O. Weekend (Griffin Orientation) Programming

Mandatory program where the Title IX Coordinator and Blackburn Center Representative share information with incoming students. This program includes review of prohibited behaviors, on-campus and off-campus support, and provides a time for questions.

#### Bystander Training

During Griffin Orientation, students are trained by Seton Hill University and Blackburn Center staff to recognize problematic and criminal behaviors. Students are also informed of how to safely intervene on behalf of victims.

#### Knowing the Signs of an Abusive Relationship

Program presented by a member of The Blackburn Center Against Domestic and Sexual Violence as part of first-year student programming.

#### Healthy Relationships

Required for all first-year students, students identify characteristics of healthy and unhealthy relationships and know how to respond to an abusive relationship; this is an online module.

#### Lasting Choices: Protecting Our Campus from Sexual Assault

Required for all first-year students, this online course teaches students how to protect their campus from sexual assault. Topics include the role of alcohol, how to report incidents, and intervention strategies.

### Show Some Respect!

Required for all first-year students, this online course teaches students how to prevent harassment.

### ***Current Student and Employee Programs and Campaigns***

#### Setonians Say No More! Campaign

This campaign includes different types of programming each semester. Examples of programming include guests speakers, film screenings with follow up discussions, awareness programming and panel discussions.

#### Meeting with Resident Assistants and Orientation Leaders

At the start of each academic year, the Title IX Coordinator and Blackburn Center Representative meet with student leaders to provide them with training regarding their reporting obligations, policies, procedures, and how to respond to a disclosure along with answering any questions the student leaders may have.

#### Walk a Mile in Her Shoes

A partnership with the Blackburn Center Against Domestic and Sexual Violence challenges the campus community and the local community to walk a mile in high-heeled shoes. The event encourages everyone to sign a pledge to stand against sexual violence. To raise funds for the Blackburn Center, University students design and sell a yearly calendar that features male faculty and staff in red high-heeled shoes.

#### Red Sand Project

Seton Hill University participates in the Red Sand Project, a program to heighten awareness about human trafficking.

#### Harassment Prevention (Title IX Training)

An annual training for employees that reviews different forms of discrimination and harassment including sexual misconduct. The training references the Title IX Sexual Harassment Policy and informs employees that they are mandated reporters for Title IX purposes. The training also includes relevant case scenarios and how to respond to a disclosure.

#### NCAA Sexual Assault Awareness Training

Annually, student-athletes and coaches are required to participate in sexual assault awareness training.

#### Classroom Programming

Many professors include awareness programming in the classroom. In the Connections course, a class required for all freshman students, training on the University's Title IX Policy, which includes reporting processes and procedures, occurs.

### **Bystander Intervention Information**

You can actively help prevent incidents before they occur and help to keep your classmates, colleagues, and our campus community safe. Bystander intervention empowers and mobilizes individuals to recognize, intervene, prevent, and/or stop inappropriate comments, actions, and

behaviors. All of us play a valuable role in preventing acts that violate the dignity, safety, and welfare of an individual.

Why bystander intervention matters:

Often people do not intervene because they may assume the situation isn't a problem or feel it is none of their business. They may assume that someone else will do something or believe that other people weren't bothered by the problem. In some cases, a person might feel their personal safety is at risk. When people intervene in a situation, they often say it was the right thing to do and that they would want someone to intervene if the roles were reversed. Research shows that this technique is effective in helping prevent sexual violence across campuses and communities.

The common components of bystander intervention are:

A. Awareness

A key first step is to heighten awareness so individuals and groups are better able to identify instances of sexual violence.

B. Sense of Responsibility.

A sense of responsibility gives the bystander motivation to step in and take action. Bystanders are much more likely to help friends than strangers and are more likely to help strangers if they see them as part of a group they identify with (like supporting the same sports team).

C. Perceptions of Norms.

Perceptions of peer norms about helping (whether you think your friends are likely to help), and perceptions of authorities' (like teachers') attitudes are related to bystander attitudes. People often mistakenly think others are less supportive of doing something to address sexual violence than they actually are. Studies show links between perceptions of helping, trust, and commitment among community members; trust in campus authorities; and their willingness to take action as a bystander.

D. Weigh Pros and Cons.

People weigh the costs and benefits of getting involved in risky situations. These include threats to their own safety, negative consequences for their relationships with others, and the potential to change the outcome of a risky situation or to help a Complainant.

E. Confidence.

People who feel more confident in their ability to help are more likely to act. A consistent research finding is that prevention programs, particularly in-person educational and skill workshops, increase individuals' sense that they can take effective action.

F. Building Skills.

People need to know what to do and how to do it. Population survey data shows that many people are at a loss for specific ways to help. Survivors say that friends and family do not always do things that are useful or supportive, and these negative or unhelpful responses make coping with and recovering from abuse much harder. Some of the promise of bystander intervention training is that it can give motivated community members skills to intervene in ways that protect their own safety and are truly supportive to Complainants.

G. Context.

Bystanders also need safety nets for themselves – resources they can call upon and community policies that support intervention

## **Sex Offender Registration – Campus Sex Crimes Prevention Act**

### ***Megan’s Law***

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In jurisdictions where the State Police is the primary law enforcement agency, members of the general public may make such requests at the local State Police Barracks in that community.

Students, faculty, staff, and visitors at Seton Hill University can obtain information concerning registered sex offenders by contacting the Director of Public Safety/Chief of Police at (724) 830-4998, the Pennsylvania State Police at (724) 832-3288, or the Westmoreland County Detective Bureau at (724) 830-3287. Registered sex offender information can also be found on-line at <http://www.pameganslaw.state.pa.us/>.

### **Missing Student Policy**

Seton Hill University takes student safety very seriously. To this end, the following policy has been developed in order to assist in locating Seton Hill students living in University housing, who, based on the facts and circumstances known to the University, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

#### **A. Procedures**

- If a member of the University community has reason to believe that a student who resides in University housing is missing, or has learned that an individual has been missing, for any period of time, he or she shall immediately notify the Seton Hill University Police Department at 724-830-4999.
- The Seton Hill University Campus Police Department will generate a missing person report and initiate an investigation.
- After investigating a missing person report, should the Seton Hill University Police Department determine that the student has been missing for 24 hours, Seton Hill University will notify the Greensburg Police Department and the student’s Missing Student contact no later than 24 hours after the student is determined to be missing.
- If the missing student is under the age of 18 and is not an emancipated individual, Seton Hill University will notify the student’s parent and/or legal guardian immediately after the Seton Hill University Police Department has determined that the student has been missing for 24 hours.
- It is made clear to all students each semester that every student should designate an individual to be contacted by the University administration no later than 24 hours after the time that Seton Hill University determines the student is missing.

#### **B. University Requirement of Student Information**

- The University provides each student with the means and opportunity to register their confidential Missing Student contact information by logging into MySHU, the University intranet, and filling out the Address and Contact Information fields.
- This information is only accessible to University employees who are authorized campus officials, and this information will not be disclosed to others with the

exception of law enforcement personnel in the furtherance of a missing student investigation.

### **University Policies Governing Alcohol, Tobacco, And Other Drugs**

To comply with the Drug Free Schools and Community Act, Seton Hill University distributes a notice annually, addressing its established policies regarding the possession, use and sale of alcoholic beverages and illegal drugs, as well as policies regarding enforcement of state underage drinking laws and federal and state drug laws. To view this information, please see our Drug Free Schools and Community Act Annual Notice which is available [here](#).

Below are summaries of the Smoke, Tobacco, and Nicotine-Free Campus Policy and the Alcohol and Other Drugs Policy.

#### **Smoke, Tobacco, and Nicotine-Free Campus Policy**

As of September 15, 2020, for the safety and welfare of the University community, the use of any and all tobacco and nicotine products (including e-cigarettes, vaping and chewing tobacco) is **strictly prohibited** in all areas of Seton Hill University property. At any time, Community Members can voluntarily receive cessation support, and resident students and employees may be permitted to use certain products as part of a comprehensive cessation program as determined by the Office of Prevention Services (students) and Human Resources (employees). Compliance with this policy is a collaborative effort among all Community Members. Community Members should request that individuals in violation of this policy extinguish or discard tobacco/nicotine product(s). Community Members should report persistent violators of this policy to the Dean of Students (students) or to Human Resources (employees). Sanctions for violating this policy include, but are not limited to, fines or other disciplinary action.

#### **Alcohol and Other Drugs Policy**

Seton Hill prohibits the unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances on University property or part of any University activity. This includes steroids, abuse/misuse of prescription medication, and/or possession of illicit drug paraphernalia. Community members and their guests who are 21 years of age or older may store and consume alcohol according to approved guidelines and in approved locations. Community members and their guests who are younger than 21 years of age may neither store nor consume alcohol on University property. Additionally, students are not permitted to store or consume alcohol as part of any University activity, host gatherings that do not adhere to approved guidelines, or possess/display decorative alcohol containers, empty alcohol containers, or unapproved alcohol paraphernalia. Community members and their guests may not abuse prescription medication or store/consume illicit drugs of any kind on University property. Seton Hill University prohibits the unlawful manufacturing, distribution, dispensation, possession, and/or use of controlled substances on University property or as part of any University activity. This includes steroids, abuse/misuse of prescription medication, and/or possession of illicit drug paraphernalia.

Students and employees are subject to University sanctions, in addition to civil or criminal liability under Pennsylvania law, for violations of this policy. In accordance with the Medical Amnesty

provision, students who call for help – and those who receive help – in an alcohol or drug-related emergency are protected from disciplinary consequences.

A list of resources for students and employees is included in the policy and include Student Health Services (for students) and Human Resources (for employees).

### **Daily Crime and Fire Log**

The Seton Hill University Police Department maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The log is available 24 hours per day to members of the public. This log identifies the type, location, and time of each criminal incident reported to University Police.

### **Annual Disclosure of Crime Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Seton Hill University Police Department maintains a close relationship with all police departments where Seton Hill University owns or controls property to ensure that crimes reported directly to these police departments that involve Seton Hill University are brought to the attention of Seton Hill University Police.

Seton Hill University Police Department collects the crime statistics disclosed in the charts through a number of methods. Officers enter all reports of crime incidents made directly to the department into a crime-reporting database. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Seton Hill University Police maintains, the statistics below also include crimes that are reported to various CSAs, as defined in this report.

### **Criminal Offenses**

**Murder/Non-Negligent Manslaughter** – defined as the willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence** – is defined as the killing of another person through gross negligence.

**Sex Assault (Sex Offenses)** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. Rape** — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- B. Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- C. **Incest** — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape** — Sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – is defined as the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – is the theft or attempted theft of a motor vehicle.

**Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

## **Hate Crimes**

**Hate Crimes** - 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. Hate crimes can be any of the Clery Act criminal offenses plus the following four crimes when one of the following is motivated by the perpetrator's bias against the victim:

### Categories of Hate Crimes

- **Larceny/Theft** - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - **Constructive Possession** - the condition in which a person does not have physical custody or possession.
- **Simple Assault** - an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** - to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism or Property (except Arson)** - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### Categories of Bias for Hate Crimes

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

### **Dating Violence, Domestic Violence, and Stalking (VAWA)**

- **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** – A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;

- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to -
    - Fear for the person's safety or the safety of others; or
    - Suffer substantial emotional distress.
      - **Course of Conduct** - Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
      - **Reasonable Person** - A reasonable person under similar circumstances and with similar identities to the victim.
      - **Substantial Emotional Distress** - Significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

## Crime Statistics Charts

<b>Criminal Offenses Reporting Table</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON-CAMPUS PROPERTY</b>	<b>ON-CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
RAPE	2017	3	3	0	0
	2018	1	1	0	0
	2019	3	3	0	0
FONDLING	2017	1	1	0	0
	2018	1	1	0	0
	2019	0	0	0	0
INCEST	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
STATUTORY RAPE	2017	0	0	0	0
	2018	0	0	0	0
	2019	1	1	0	0
ROBBERY	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
AGGRAVATED ASSAULT	2017	1	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
BURGLARY	2017	0	0	0	0

	2018	2	1	0	0
	2019	2	2	0	0
MOTOR VEHICLE THEFT	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
ARSON	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

<b>VAWA Offenses Reporting Table</b>					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
DATING VIOLENCE	2017	1	1	0	0
	2018	0	0	0	0
	2019	0	0	0	0
STALKING	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

<b>Arrests and Disciplinary Referrals Reporting Table</b>					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS:	2017	0	0	0	0

WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	4	4	0	0
	2018	6	6	0	0
	2019	1	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	6	6	3	0
	2018	23	23	0	0
	2019	4	2	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	18	18	2	0
	2018	31	31	0	0
	2019	12	10	0	0

## **Hate Crimes**

### **2017:**

#### On-campus

One Vandalism characterized by Race Bias

#### Residential Facilities

None

#### Non-campus Buildings or Property

One off-campus Intimidation characterized by Race Bias

#### Public Property

None

### **2018:**

#### On-campus

One Intimidation characterized by Race Bias

#### Residential Facilities

None

#### Non-campus Buildings or Property

None

#### Public Property

None

### **2019:**

#### On-campus

None

#### Residential Facilities

None

#### Non-campus Buildings or Property

None

#### Public Property

None

## **Unfounded Crimes**

### **2017:**

No unfounded crimes.

### **2018:**

No unfounded crimes.

### **2019:**

No unfounded crimes.

## **Crime Prevention Tips**

While the Seton Hill University campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics listed above, other common crimes that occur on campus are outlined below:

### **Theft**

Theft is a common occurrence on college campuses. Often times this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, classrooms locked when not occupied
- Don't provide access to unauthorized persons in the buildings or classrooms
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer
- Keep a list of all valuable possessions including the makes, models, and serial numbers
- Take advantage of the Engraving Program to have all valuables engraved with specific identifying marks
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to police immediately; don't take any chances

### **Identity Theft**

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust him or her and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the identity of the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are sound practices.

## ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required for Seton Hill University.

### **Definitions**

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

**University Housing** – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

**Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

### **Residence Hall Fire Drills**

Regular fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by Seton Hill University Police in cooperation with Residence Life Staff.

### **Fire Safety**

Seton Hill University takes Fire Safety very seriously and continues to enhance its programs to the university community through education, engineering, and enforcement of institutional policies and practices. Educational programs are presented periodically to faculty, staff, and students so they are aware of the rules and safe practices, as well as evacuation procedures that are housed with Seton Hill University Police. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

All University owned buildings have emergency evacuation plans to allow occupants to become familiar with and practice their evacuation skills.

All University buildings have smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. Hearing-impaired students are provided with additional equipment for their safety. Additionally, Food Service staff members at the University are trained annually on hands-on use of fire extinguishers and emergency procedures in the event of a fire.

The University maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

The University has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all University locations.

## **Fire Prevention Policies**

Since many of the University buildings were built in the late nineteenth and early twentieth century, fire prevention is especially significant at Seton Hill. The University works closely with the Greensburg Fire Department to maintain fire alarm systems, to modify building structures where necessary for safety, to conduct drills, and to train residence hall staff in fire safety. When a fire alarm signal is sounded at the University, that signal is automatically transmitted to the Greensburg Fire Department for immediate response. Seton Hill University Police Officers are also trained for initial response to fire incidents occurring at University facilities. Officers provide assistance in building evacuation and extinguishment / confinement of small fires.

### Prohibited Activities

Members of the University community are expected to recognize the hazards of fire in all of the buildings and to accept responsibility for not participating in any activity that may cause a fire and jeopardize the personal safety and property of others. Tampering with fire equipment will result in a fine.

The following items and activities are prohibited:

- Smoking, candles, and open flames in any buildings.
- Any substance that could cause a fire, damage, or an explosion inside University owned and/or operated facilities. This includes but is not limited to, space heaters, fuel containers, incense, fragrance pots, grills, etc.
- Malicious burning, or attempted burning of any personal or public property.
- Tampering with fire equipment or causing a potential fire hazard may result in a monetary fine of a minimum of \$100.00. The fine may be increased in order to cover the cost of any damage/repair.
- Negligence that contributes to the activation of a fire alarm and/or fire department response may result in sanctions.

Additional restrictions apply to students who reside on campus:

- **Electrical Appliances:** Cooking appliances may be used only in residence hall lounges, kitchenettes, and other designated locations where heavy circuits have been installed to carry the extra load. Due to the fire hazard involved in overloading electrical circuits, halogen lamps, electric blankets, portable heaters, sunlamps, or cooking appliances of any kind may not be used in any student's room. During winter break all electrical appliances must be unplugged. Violation of this policy may result in a fine.
- **Open Flames:** The use of any open flame, including matches, candles, incense, and candle-simmering potpourri, is strictly prohibited in residence halls. Fines are issued for a violation that includes finding burnt wicks.
- **Storage of Flammables:** The storage of any flammable, combustible, or explosive materials, including gasoline, kerosene, cleaning fluid, firearms, explosives, and firecrackers, is prohibited in residence halls. Violation of this policy may result in a fine.

### Fire Prevention

Seton Hill's Police Officers check smoke alarms across campus regularly to ensure they are not disabled and that they are in good working order. Seton Hill University maintains and tests all fire

alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to ensure system readiness and proper operation in the event of a fire emergency. In addition, fire-resistance ratings are required on furniture in residence hall rooms.

Each year, as part of their training program, the Residence Hall staff is instructed in fire safety. The staff, in turn, instructs residents in fire drill procedures, fire regulations, and proper usage of fire equipment. Students are expected to be familiar with all fire regulations.

#### False Alarms

Any person who is found to have willingly signaled a false alarm will be liable to both state and federal laws. Seton Hill does not view such action lightly and will take whatever action deemed necessary to ensure the safety and welfare of the total University community. Seton Hill will cooperate with local authorities in the investigation, apprehension, and conviction of all such persons.

#### Fire Drills

##### A. Procedures

Fire drills are conducted throughout the year in all campus buildings. Everyone is expected to participate and cooperate with fire officials. Once an alarm sounds in a building all occupants of the building are to leave in an orderly and quiet manner and are to remain outside until the proper authorities signal them to return. Fire safety rules-compliance inspections are conducted in campus buildings throughout the year as well.

##### B. Failure to Comply

Failure to participate in a fire drill by remaining in a building during a state of alarm will result in a fine and/or disciplinary action.

#### Sanctions

Appropriate sanctions, including the imposition of fines, will be determined based on the level of negligence, frequency of incidents, and any resulting damage that may have occurred.

**Fire Statistics for University Housing Facilities**

<b>Fire Statistics and Related Information Regarding Fires in University Housing Facilities for 2017</b>						
<b>Building &amp; Address</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Brownlee Hall</b> 290 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Canevin Hall</b> 251 Seton Hill Drive	2	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
<b>DeChantal Hall</b> 302 DeChantal Drive	3	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
		3	Unintentional/Burned Food	0	0	\$0-\$99
<b>Farrell Hall</b> 292 Seton Hill Drive	4	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
		3	Unintentional/Burned Food	0	0	\$0-\$99
		4	Unintentional/Burned Food	0	0	\$0-\$99
<b>Havey Hall</b> 275 Seton Hill Drive	3	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
		3	Unintentional/Burned Food	0	0	\$0-\$99
<b>Lowe Hall</b> 253 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Maura Hall</b> 247 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A

<b>Welty House</b> 117 & 119 W. Otterman St.	0	0	N/A	N/A	N/A	N/A
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<b>Fire Statistics and Related Information Regarding Fires in University Housing Facilities for 2018</b>						
<b>Building &amp; Address</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Brownlee Hall</b> 290 Seton Hill Drive	3	1	Unintentional/Burned Food	N/A	N/A	\$0-\$99
		2	Unintentional/Burned Food	N/A	N/A	\$0-\$99
		3	Unintentional/Burned Food	N/A	N/A	\$0-\$99
<b>Canevin Hall</b> 251 Seton Hill Drive	0	0	N/A	0	0	N/A
<b>DeChantal Hall</b> 302 DeChantal Drive	2	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
<b>Farrell Hall</b> 292 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Havey Hall</b> 275 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Low Hall</b> 253 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Maura Hall</b> 247 Seton Hill Drive	1	1	Unintentional/Burned Food	0	0	\$0-\$99
<b>Welty House</b> 117 & 119 W. Otterman St.	0	0	N/A	N/A	N/A	N/A

**Fire Statistics and Related Information Regarding Fires in University Housing Facilities for 2019**

<b>Building &amp; Address</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Brownlee Hall</b> 290 Seton Hill Drive	2	1	Unintentional/Burned Food	0	N/A	\$0-\$99
<b>Canevin Hall</b> 251 Seton Hill Drive		2	Steam/Hot Water Valve	0	N/A	\$0-\$99
<b>DeChantal Hall</b> 302 DeChantal Drive	1	1	Elevator Motor	0	0	\$0-\$99
<b>Farrell Hall</b> 292 Seton Hill Drive	1	1	Unintentional/Burned Food	0	0	\$0-\$99
<b>Havey Hall</b> 275 Seton Hill Drive	0	0	N/A	N/A	N/A	\$0-\$99
<b>Lowe Hall</b> 253 Seton Hill Drive	1	1	Unintentional/Burned Food	0	N/A	\$0-\$99
<b>Maura Hall</b> 247 Seton Hill Drive	0	0	N/A	N/A	N/A	\$0-\$99
<b>Sisters of Charity Hall</b> 129 Depaul Center Rd.	0	0	N/A	N/A	N/A	\$0-\$99
<b>Welty House</b> 117 & 119 W. Otterman St.	0	0	N/A	N/A	N/A	\$0-\$99

## Description of University Housing Fire Safety Systems

<b>University Housing Facility</b>	<b>Fire Detection System (Smoke and Heat)</b>	<b>Fire Suppression (Sprinkler) System</b>	<b>Fire Extinguisher Present</b>
<b>Brownlee Hall</b>	Yes	No	Yes
<b>Canevin Hall</b>	Yes	No	Yes
<b>DeChantal Hall</b>	Yes	Yes	Yes
<b>Farrell Hall</b>	Yes	Yes	Yes
<b>Havey Hall</b>	Yes	No	Yes
<b>Lowe Hall</b>	Yes	Yes	Yes
<b>Maura Hall</b>	Yes	No	Yes
<b>Sisters of Charity Hall</b>	Yes	Yes	Yes
<b>Welty House</b>	Yes	No	Yes

### Fire Safety Education and Training Programs for Students, Faculty, and Staff

Residence Life provides annual training to Resident Assistants (RA) staff and students on fire safety in residence halls and proper evacuation procedures in the event of a fire alarm.

Topics addressed during this training include:

- Fire prevention in university housing facilities
- What to Do in the Event of a Fire
- How to report a fire or other emergency
- How residence hall fire safety systems operate

In addition, faculty and staff are provided with opportunities for hands-on fire extinguisher training, and all participate in routine fire drills.

### Fire Incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency. Non-emergency notifications (e.g., fire is out, evidence that something burned, attempted intentional burning of material) are made to the Seton Hill University Police Department at 724-830-4999.

### Plans for Future Improvements in Fire Safety

Seton Hill University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff. Currently, Seton Hill plans to implement fire extinguisher training, too.