

# ANNUAL SECURITY AND FIRE SAFETY REPORT 2024



ARCADIA  
UNIVERSITY

This report contains data from 2021, 2022 and 2023.



## MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY



Dear Arcadia Community:

I bring you greetings on behalf of the extraordinary staff of Arcadia University's Department of Public Safety. Under the Division of Campus Life, Public Safety continues to strive in the realm of "student-centeredness," and we need our community's assistance to do so.

Arcadia University is a welcoming community, where our lived values reflect our character and culture. Each community member plays a vital role in nurturing these lived values of adaptability, excellence, integrity, intellectual freedom, fearlessness, justice, respect and responsibility ([Arcadia University Advantage](#)).

Arcadia's Department of Public Safety provides a safe and healthy environment through quality public safety services and community problem-solving partnerships. Our goal is to make the campus a place in which all Arcadia community members can comfortably and safely live, work, and learn. Our open-door policy creates an inviting culture for our community to be able to report incidents, knowing they will be supported; interact meaningfully with our staff; and enhance our mission of providing the ultimate service.

We take our community's safety very seriously, and we want all members of the Arcadia community to do the same. In this way, we will live up to our motto: "Securing the Future, What Matters Most!" Thank you for taking the time to review The 2023 Annual Security and Fire Safety Report, published by October 1, 2024.

Sincerely,

A handwritten signature in black ink that reads "Ruth A. Evans". The signature is written in a cursive, flowing style.

Ruth A. Evans, M.S.  
*Director of Public Safety*

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## Arcadia University Mission Statement

Arcadia University provides a distinctively global, integrative, and personal learning experience for intellectually curious undergraduate and graduate students in preparation for a life of scholarship, service, and professional contribution.

## Arcadia University Vision Statement

Arcadia University's pioneering, global, integrated, liberal arts, and professional learning experience cultivates leaders who are intellectually fearless and uniquely prepared for life and work. Our highly regarded, values-based learning community reflects the world in which we want to live.

## Arcadia University Lived Values

- **Adaptability:** We prepare community members with the nimbleness both to address the multifaceted challenges of civic life and to pursue new strategies in a dynamic world.
- **Excellence:** We challenge ourselves to perform at and provide high standards in education, experience, and opportunity. Academic excellence is evidenced in the rigor and vigor of our programs and also in the qualities of our alumni.
- **Fearlessness:** We facilitate a boundless learning environment across disciplines that integrate diverse perspectives into new knowledge and novel solutions to complex problems.
- **Integrity:** We are honest and ethical in our actions, individually and collectively as an institution. Our integrative experiences, grounded in the liberal arts and sciences, cultivate intellectual and social responsibility.
- **Intellectual Freedom:** We encourage freedom of thought and expression irrespective of ideological perspectives throughout our community of learners.
- **Justice:** We bring our individual and collective resources to bear to seek positive transformation in our community and the world. We are always on guard against injustice and its causes.
- **Respect:** Embracing our diversity creates a rich and welcoming atmosphere where the difference in culture, perspective, and belief enriches academic discourse and campus life and creates a sense of belonging for all community members.
- **Responsibility:** We are committed stewards of Arcadia, and we will ensure that decisions are made in accordance with institutional mission, goals, and guidelines.

## PUBLIC SAFETY MISSION STATEMENT

The Arcadia University Department of Public Safety's mission is to create a community partnership of teamwork and responsiveness while providing a safe and secure atmosphere that is auspicious for the academic, communal, and working environments. We will work towards:

- Preventing, detecting, and investigating criminal and non-criminal incidents.
- Enforcing parking rules and regulations.
- Providing emergency and routine medical assistance.
- Providing security services for events at the University.
- Providing general services and assistance to University personnel, students, visitors, and guests.
- Educating the University community about the services offered by the Department of Public Safety.

## PUBLIC SAFETY VISION STATEMENT

It shall be this Department's responsibility and objective to create an atmosphere where Department members interact with other community members and organizations providing a professional, prompt, and protective presence committed to public service. Each individual within this Department will be dedicated to providing a safe and civil environment in which all members of the Arcadia University Community can pursue academic goals in an atmosphere of safety, security, and service.

In doing so, we will remain aware of and responsive to the diverse community in which we serve while justly enforcing the rules and regulations of the Arcadia University Community and the Commonwealth of Pennsylvania.

## OUR COMMITMENT TO SAFETY

Arcadia University is dedicated to keeping its campuses secure and healthy places to live, work and study. The well-being of Arcadia University students, faculty, staff, and visitors is important to the University, and maintaining a safe environment is a shared responsibility that is taken with all due seriousness.

This report is designed to assist you in maintaining a safe environment for yourself and your property. We want you to become familiar with the University community, to understand the security policies and procedures that help to promote safety and respect for others on the Arcadia University campuses, and to take appropriate precautions to minimize risks.





# ARCADIA UNIVERSITY CAMPUS MAP AND CLERY GEOGRAPHY

Venture into the community

## VISITOR'S MAP

**1 Grey Towers Castle**  
2 Kistler Hall  
3 Alumni Walk of Pride  
4 Thomas Hall  
5 Dilworth Hall  
6 Dining Complex  
7 Blankley Alumni House  
8 Heinz Hall  
9 Knight Hall  
10 Landman Library  
11 Taylor Hall  
12 Boyer Hall of Science  
13 Kuch Recreation & Athletic Center  
14 University Commons  
15 Brubaker Hall  
16 Easton Hall  
17 Health Sciences Center  
18 Murphy Hall  
19 Benton Spruance Art Center  
20 Multi-Purpose Center  
21 Weiss Tennis Courts/The Dome  
22 Blankley Field  
23 Forensic Science  
24 Office of Sponsored Research and Programs

**25 Academic Technology Services (ATS)**  
26 Center for Antiracist Scholarship, Advocacy, and Action (CASAA)  
27 Office of Sexual- and Gender-Based Violence Prevention and Education  
28 Admissions  
29 Human Resources  
30 University Administrative Center  
31 University Relations  
32 Larsen Hall  
33 Oak Summit Apartments  
34 Haber Green  
35 Jean Lenox West Field and Delran Pavilion  
36 Office of Civic & Global Engagement  
37 125 Royal Avenue  
38 2550 Church Road  
39 Greenhouse  
40 The Black Box (The Steel Theater)  
41 Grounds Building  
42 Good Shepherd Penn Partners

Visit [arcadia.edu/map](http://arcadia.edu/map) to view our interactive map.

- 1. Grey Towers Castle**  
Office of the President; Office of Enrollment Management (Admissions); Office of the Provost; Castle Dining Room; General Counsel; Noonday Conference Room; Residence Halls; Rose and Mirror Rooms
- 2. Kistler Hall**  
Art Gallery Office; Residence Hall; Theater Program Office; Office of Financial Aid
- 3. Alumni Walk of Pride**
- 4. Thomas Hall**  
Residence Hall
- 5. Dilworth Hall**  
Facilities; Information Technology Help Desk; Public Safety; Residence Hall; Lower Level
- 6. Dining Complex**  
ATM; Classrooms 103 and 107; Dining Hall; Esports Arena; Faculty/Staff Dining Room; Honors Program; Mail and Print Services; Post Office; Student Radio Station (ARC); Templeton Campus Store
- 7. Blankley Alumni House**  
Office of Alumni Relations; University Advancement; Annual Fund; Development and Advancement Services; Planned Giving
- 8. Heinz Hall**  
Alcohol and Other Drug Education Program; Commuter Lounge; Counseling Center; Residence Hall; Student Health Services
- 9. Knight Hall**  
Office of Academic Development; Office of Career Education; Learning Resource Network; Residence Hall
- 10. Landman Library**  
Beaver College Room; Offices for the College of Arts and Sciences; Judith Taylor Art Gallery; University Archives; Curriculum Lab; Writing Center; Stein Periodical Room
- 11. Taylor Hall**  
Academic Advising; Arcadia Community Learning Center; English; Offices of Graduate and Undergraduate Studies; Office of Institutional Diversity; One-Stop Shop; Registrar; School of Education; KnightCard Services; IT Help Desk
- 12. Boyer Hall of Science**  
Biology; Cathoun Amphitheater; Chemistry and Physics; Computer Center; Forensic Science; Mathematics and Computer Science; Observatory and Green Roof; Psychology

- 13. Kuch Recreation and Athletic Center**  
Aerobics and Dance Studio; Athletic Hall of Fame Room; Athletics Offices; ATM; Fitness Center; Alumni Gymnasium; Indoor Track; Intramurals and Recreation; Lenox Pool; Locker Rooms; Weight/Training Rooms
- 14. University Commons**  
Chat; Commons Art Gallery; Commons Meeting Rooms; Office of Engagement and New Student Programs; Stein Fireplace Lounge; Game Room; Great Room; Student Affairs; Student Government (SGO); Student Programming Board (SPB); Board Room
- 15. Brubaker Hall**  
Public Health; Physician Assistant; School of Global Business
- 16. Easton Hall**  
Digital Language Lab; Easton Café; History; International Peace and Conflict Resolution; International Studies; Modern Languages; Political Science; Sociology; Anthropology and Criminal Justice; College of Health Sciences; Philosophy and Religion
- 17. Health Sciences Center**  
E. Jane Carlin Wing; Carlin Seminar Room; George Ruck Suite; Physical Therapy
- 18. Murphy Hall**  
Visual and Performing Arts (programs in Art, Design, and Theater); Media and Communication; Digital Imaging Studio; 3D Design Studio; Mitchell Art Studios; Music; Stileter Auditorium; Video Production Studio
- 19. Benton Spruance Art Center**  
Arcadia University Art Gallery; Little Theater; Thrall Art Gallery; Visual and Performing Arts
- 20. Multi-Purpose Center**  
Used for general student recreation, intramural programming, and intercollegiate athletics programming.
- 21. Weiss Tennis Courts/The Dome**
- 22. Blankley Field**  
Field Hockey, Soccer, and Softball Field; Pavilion
- 23. 2063 Church Road**  
Forensic Science
- 24. 2059 Church Road**  
Office of Sponsored Research and Programs
- 25. 2035 Church Road**  
Academic Technology Services (ATS)

- 26. 2035 Church Road**  
Center for Antiracist Scholarship, Advocacy, and Action (CASAA)
- 27. 2005 Church Road**  
Office of Sexual- and Gender-Based Violence Prevention and Education
- 28. 776 Limekiln Pike**  
Admissions
- 29. 782 Limekiln Pike**  
Human Resources
- 30. University Administrative Center (777 Limekiln Pike)**  
Accounts Payable; Accounts Receivable; Controllers Office; Finance and Administration; Institutional Planning and Budget Office; Purchasing; Information Technology; Institutional Research; Title IX
- 31. Marketing and Communications (16 Forsythe Avenue)**
- 32. Larsen Hall (1601 Church Road)**  
The College of Global Studies
- 33. Oak Summit Apartments (310 S. Easton Road)**  
Student Housing; Guest Housing; Student Affairs/Housing Office; Student Gym; Residence and Commuter Life Office
- 34. Haber Green**
- 35. Jean Lenox West Field and Delran Pavilion**
- 36. Civic & Global Engagement (6 Royal Avenue)**
- 37. 125 Royal Avenue**  
(former Bishop McDevitt High School)
- 38. 2550 Church Road**
- 39. Greenhouse**
- 40. The Black Box (The Steel Theater)**
- 41. Grounds Building**
- 42. Good Shepherd Penn Partners (741 Limekiln Pike)**  
Penn Therapy and Fitness; Dan Aaron Stay Fit Clinic; Pro bono Clinic; Oak Summit Parking Deck



## 2023 Annual Security and Fire Safety Report

Arcadia University complies with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Campus Fire Safety Right to Know Act, and the 2013 Violence Against Women Reauthorization Act (VAWA). The Clery Act was signed into law November 8, 1990. This federal law requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the United States Department of Education and the campus community once a year. Colleges and universities in Pennsylvania have been reporting this information under the College and University Security Information Act (Pennsylvania Act. #73) to the Pennsylvania State Police and the campus community since 1988. Campus crime statistics, along with an annual security and fire report, are published annually by the Department of Public Safety. Data is collected primarily through the Department's in-house reporting system, Report Exec. The Annual Security and Fire Safety Report must be published by October 1 of each year and contains data for three calendar years. The Campus Safety and Security Statistical Survey must be completed by mid-November and also shows crime statistics from the previous calendar years.

Arcadia University's 2023 enrollment included 2008 full time undergraduates, 563 part time undergraduates, 737 full time graduate students and 1152 part time graduate students. In 2023, there were 460 full time employees, and 289 part-time employees employed at Arcadia University.

The official University authority for reporting incidents or acquiring information concerning crime prevention and campus safety and security is the Department of Public Safety: 215-572-2800, on campus, dial ext. 2800 or email [public-safety@arcadia.edu](mailto:public-safety@arcadia.edu). This document serves as Arcadia University's Annual Security and Fire Safety Report and fulfills all federal and state requirements concerning the availability of crime statistics and security/law enforcement policies and procedures on the Glenside, Pennsylvania campus; through the College of Global Studies; at the Willow Grove, Pennsylvania facility; and at the Christiana, Delaware campus. Copies of the federal and state laws, as well as University publications, which meet the requirements of these laws, and campus crime statistics, are available by request from the Department of Public Safety. The complete Department

of Education report, including crime and fire statistics, is available at [Campus Safety and Security](#). Click “get data for one institution,” then use Arcadia University and Pennsylvania as your search parameters. Additionally, crime statistics for the main campus reported to the Pennsylvania State Police can also be obtained from Cheltenham Township Police. The Christiana, Delaware location reports crimes to the Delaware State Police Department. Crimes at the Willow Grove, Pennsylvania facility and Global Studies/Civic Engagement travels are recorded as “Occurrences at non-campus buildings” under the Glenside, Pennsylvania statistics.

The report is distributed to all currently enrolled students (full and part time) and all employees (full and part time). It is also available to any prospective student or employee upon request or via the university website. A prospective student is defined as an individual who has contacted Arcadia University requesting information about admissions to that institution. A prospective employee is defined as an individual who has contacted Arcadia University requesting information concerning employment with this institution. The report can be found at [Public Safety](#).

The Annual Security and Fire Safety Report provides valuable information to members of our community and potential members a document that will:

- Inform individuals of our programs and services, to make our community as safe as possible.
- Assist all individuals on how to reduce their vulnerability to crime by equipping them with safety and security guidelines.
- Inspire and invite all to assist in our mission of minimizing crime and precarious situations on and near campus.

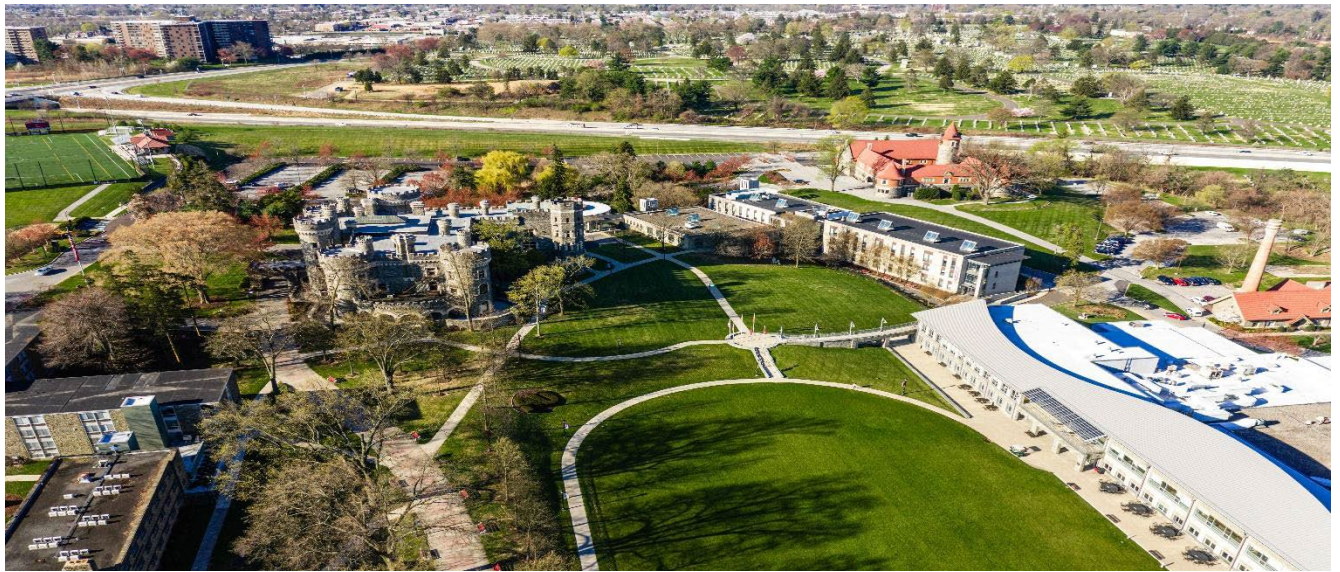
The University, through its Crisis Emergency Management Team (CEMT), has developed, and continues to update its Crisis Emergency Management Plan (CEMP). The manual prepares the University to respond to emergencies such as dangerous weather issues (snowstorms, tornados, etc.), Shelter in Place, Active Shooters, Suspicious Packages, Bomb Threats, Workplace Violence, Pandemic Emergencies, etc.

The University also conducts crisis management exercises and building drills on our campus. These exercises involved the participation of local, county, state and federal law enforcement agencies, and internal departments. The exercises allow our Crisis Emergency Management Team the opportunity to evaluate and adjust portions of our response to such situations.

Thank you for taking the time to review the information included in this report.

**Acknowledgements:** The production of this report would not have been possible without the assistance of the Clery Compliance Committee and University Relations.





## THE UNIVERSITY COMMUNITY

Arcadia University campuses (Glenside, PA and Christiana, DE) support a comprehensive crime prevention program, which includes personal safety awareness, situational awareness, safety escort services, and numerous safety publications and communications. Safety precautions that we encourage community members to embrace include being aware of one's surroundings, reporting suspicious activities, securing doors and valuables, and avoiding walking alone at night. Avoiding illegal drugs and alcohol abuse is another means of safeguarding oneself and property.

In an effort to promote safety, landscaping on campus is maintained with security considerations in mind. Landscaped plants are trimmed low around entrances to buildings, ground-floor windows, paths, and parking lots. Tree branches are trimmed back around streetlights in order to provide maximum lighting. Public Safety personnel inspect campus lighting weekly and report inoperable lighting to Facilities Management for replacements, as necessary.

The University's computerized smoke and fire alarm system, installed in all campus facilities, along with the card access systems, the "Blue Light" emergency call boxes, which are strategically placed throughout the campus, and CCTV enhance the comfort and safety of our faculty, staff, and students, as well as visiting members of the University community.





## THE DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for campus safety, which operates 24 hours a day, 7 days a week, throughout the calendar year. The Department of Public Safety is a part of the Campus Life Division, which consists of 26 security personnel—1 Director, 1 Deputy Director, 3 Sergeants, and 21 patrol and communications officers. The department also employs two student patrol officers during the academic year. Public Safety officers do not have arrest powers and are unarmed/unsworn. Local police departments are notified when criminal incidents arise. The University also utilizes other law enforcement agencies and external contract security agencies for additional security and assistance during activities and special events.

Public Safety officers enforce University policies and regulations at all times. Campus community members are encouraged to report all crimes, emergencies, accidents, and suspicious activities to the Department of Public Safety immediately. We encourage the motto: **SEE SOMETHING, SAY SOMETHING!**

The Department of Public Safety also maintains a 24 hours a day, 7 days a week Command Center. Trained staff members perform a variety of tasks including operating the University's telephone console and dispatching calls over the portable radio system. Criminal incidents and other emergencies can be reported directly by dialing extension 2999 from any University telephone or from any phone at 215-572-2999. Non-emergency matters should be reported using the non-emergency number at extension 2800 (215-572-2800). Students and employees at the Christiana, DE campus can also call the main campus numbers and the Delaware State Police at 302-739-5901 or 911 for assistance. These numbers are prominently listed in the University online telephone directory and included on all of our department's printed publications and correspondence.

Public Safety officers are always dispatched first to any campus incident. Depending on the information gathered at the scene, or in some cases from information received by the Department's Communication Officer, the Shift Sergeant or O.I.C. (Officer in Charge) may request assistance from the Cheltenham Township or Christiana, DE fire, ambulance, and/or police departments. Public Safety officers will also summon assistance from other Arcadia University departments and/or local, county, state, or federal agencies should the nature and scope of the incident indicate the need to do so. When an Arcadia University student is involved in an off-campus offense, The Department of Public Safety may assist with the investigation in cooperation with local, county, state, or federal law enforcement agencies. The University does not have any officially recognized student organizations that operate off-campus or that have off-campus housing facilities; however, some students, faculty, and staff live in nearby neighborhoods, within Cheltenham Township. While Cheltenham Township police have primary authority in this area, Public Safety officers often respond to student-related incidents that occur in close proximity to the main campus. The Public Safety Command Center monitors local police, fire, and emergency medical calls via an assigned county radio, and these agencies have the capability to communicate with

Public Safety via direct radio communications to facilitate a prompt response in emergency situations. Arcadia University also has a MOU (Mutual Order of Understanding) established with Cheltenham Township Police regarding VAWA crimes.

Information relative to security matters and criminal activity is of major importance to the campus community. Safety presentations are delivered by the Department of Public Safety during building drills, open houses, first-year student orientations and throughout the academic year. Safety information also is distributed to the campus community periodically using printed material, email correspondence and other electronic communications. Public Safety periodically publishes safety information via alerts, in the campus newsletter, that include statistical information about crimes on campus. Criminal matters of a sensitive nature are reported immediately to the appropriate administrator(s) (e.g., President, Vice Presidents, Title IX, General Counsel or Dean of Students) and to the campus community through special alerts (e.g., timely warnings or emergency notifications via Send Word Now).

## **PUBLIC SAFETY PERSONNEL REQUIREMENTS**

Arcadia University's Public Safety officer requirements include experience and training in security, law enforcement, and fire safety. Many have additional forms of degrees and certifications in criminal justice and emergency management, and other emergency and safety areas. Some officers have completed the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC, ACT 120) Program at a state-certified police academy and have been or are qualified to be sworn as police officers. In our hiring practices, the University complies with Pennsylvania's Criminal History Record Information Act. A standard background search and fingerprinting is conducted on prospective employees in the Public Safety Department.

The Public Safety staff receive quarterly, annual, and as needed training. The training involves such areas as:

- Effective Patrol Procedures
- Departmental Procedures
- CPR/First Aid/AED/Narcan
- Emergency Management
- Sexual, Domestic, Dating and Stalking Violence Trauma Response
- Crisis Incidents/Active Shooter Response
- Fire & Workplace Safety
- CCTV Monitoring
- Incident Reporting
- Investigations
- AEDI (Access, Equity, Diversity, and Inclusion)
- Mental Health First Aid

## **REPORTING CRIMES AND OTHER EMERGENCIES**

In the event of an emergency, prompt notification to the Department of Public Safety is crucial. The Public Safety staff will contact the local police, fire department, medical personnel or others who might be needed to aid an accident or crime victim(s). During its normal daily operation hours, Student Health Services can be contacted in case of a medical emergency at ext. 2966 (215-572-2966). For medical and other emergencies, after hours, contact the Public Safety Department, which can be reached at (215) 572-2999 for emergencies (or via remote emergency telephones) and (215) 572-2800 for other assistance. If you become ill and need to access Student Health Services, you may request that Public Safety transport you to Student Health Services for evaluation.

The Department of Public Safety, located on the lower level of Dilworth Hall, is also open 24/7 for one to

report an incident (or other concerns) in person. Emergency telephones on campus will connect immediately to Public Safety by pushing the “Emergency” button. Dialing 911 from any campus phone will summon emergency assistance from Cheltenham Township Police/Fire or Delaware State Police. Cheltenham Township Police/Fire Departments and the Delaware State Police will notify Public Safety of emergency calls received. In response to a report, the Department of Public Safety will take the required action, dispatching an officer(s) to the scene or informing the caller of the methods to file a report. Students studying abroad will contact the local law enforcement agency to report crimes, as well as the TCGS Health and Safety Department at 215-572-2123.

It is the policy of Arcadia University to encourage prompt and accurate reporting of crimes either directly to Public Safety, Cheltenham Township Police, Delaware State Police, Campus Security Authorities, Mandated Reporters, OECR (confidential) or the Campus Conduct Hotline (confidential). This policy encouraging reporting is incorporated into new student orientation presentations, annual Resident Assistant training, and various University publications including the Student Handbook and the Arcadia University Newsletter. The Department of Public Safety, through its various programs, consistently delivers crime reporting advocacy information to the community. Criminal Incident Reports (redacted as appropriate) will be provided to victims in a timely fashion.

## **COMPLAINTS AGAINST PUBLIC SAFETY OFFICERS**

The Arcadia University Department of Public Safety understands that transparency builds trust. Public Safety Officers work diligently in our efforts to develop and maintain positive community relations and trust with the diverse community we serve at Arcadia University. The Officer Complaint Process was established for the purpose of investigating allegations of improper conduct by members of the Department. To ensure we function efficiently while maintaining the rights of the community members we protect, Public Safety Officers are trained to follow a series of university policies and procedures, and work within the guidelines of local, state, and federal laws. Because of the nature of public safety, we also understand that citizens on occasion may object to the actions of the officers or may feel their conduct is inappropriate. Therefore, procedures for community members to report their concerns to Public Safety Management and Human Resources Officials were established. If you have a complaint against a Public Safety Officer, or you witness what you observe to be misconduct, notify the Public Safety Shift Sergeant on duty immediately at 215-572-2800, the Deputy Director of Public Safety at 215-572-2805, the Director of Public Safety at 215-572-2178, and Human Resources Department at 215-572-2173. Upon receipt of a community member’s complaint, every effort is made to ensure a thorough, fair, and timely investigation of the allegation(s) contained in the complaint. Reporters of incidents will receive updates pertaining to the report accordingly, to ensure corrective actions (if warranted) and follow ups are achieved. Individuals may also use the [Campus Conduct Hotline](#) to report incidents as well.

## **UNIVERSITY POLICY REGARDING EMPLOYEES OR STUDENTS WITH CRIMINAL RECORDS**

All applicants for employment must indicate on pre-employment forms if they have ever been convicted of a criminal offense. Signed waivers are required allowing the University to verify criminal record information provided. The University undertakes an individualized assessment of each applicant with a criminal background, considering information including the facts or circumstances surrounding the conduct and rehabilitation efforts. A criminal background is not an automatic bar to employment at the University. If the University discovers that an employee has been charged with or convicted of a criminal offense, the University reserves the right to review the information in relation to the employee’s current position and, if warranted, take appropriate action. For more information, see the University’s Hiring and Background Check Policy: [Hiring and Background Checks](#). Similarly, a criminal record does not bar a student applicant from admission to the University. For more information, see the University’s

admissions policies: [University Admissions](#).

## **CAMPUS SECURITY AUTHORITIES**

While the University encourages all campus community members to promptly report all crimes and other emergencies directly to the Public Safety, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as Campus Security Authorities (CSAs). The Clery Act defines these individuals as any “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.” Under the Clery Act, a crime is “reported” when it is brought to the attention of a Campus Security Authority, the institution’s police department or campus security office, or local law enforcement personnel by a victim, witness, other third party or even the offender. It does not matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a Campus Security Authority receives a report, they must include it as a crime report using procedures established by Arcadia University.

Campus Security Authorities at Arcadia University include Public Safety Officers, Athletic Coaches, and staff, Residence Life and Housing Officials, Dean of Students, Community Standards and Conduct, Gateway Program, Student Health Services, Counseling Services, Student Engagement staff, Title IX, Sexual Violence and Prevention staff, Access, Equity, Diversity, and Inclusion (AEDI) Officials, General Counsel, Human Resources, Faculty Advisors to student groups, and Victim Advocates, who receive training yearly, via in-person and Canvas courses.

The criminal offenses that CSAs must report are:

- Murder, negligent and non-negligent manslaughter,
- Sex offenses, including rape, fondling, incest, and statutory rape,
- Robbery,
- Aggravated assault,
- Burglary,
- Motor vehicle theft,
- Arson,
- All liquor, drug, or weapons violations resulting in arrest or disciplinary referral,
- Dating and Domestic Violence, and
- Stalking.

## **LIMITED VOLUNTARY CONFIDENTIAL REPORTING**

Because police reports are public records under state law, Cheltenham Township Police and other local police departments cannot hold reports of crime in confidence. Reports can be made to otherwise confidential Campus Security Authorities, such as counselors at the Counseling Center and medical personnel at Student Health Services and these reports will be included in the annual disclosure of crime statistics. The ONLY confidential resources on campus are providers at Counseling Services and Student Health Services. All other campus employees are mandated reporters who have an obligation to report certain incidents involving sexual harassment and sexual misconduct to the University’s Director of the Office of Equity and Civil Rights and Title IX Coordinator and all Campus Security Authorities have an obligation to report, as described herein.





*Florence, IT*

## **THE COLLEGE OF GLOBAL STUDIES**

The College of Global Studies is known internationally for academically sound and experientially rich study abroad programs, offering a wide range of academic programs at Arcadia centers as well as at leading universities around the world.

Student health, safety, and security are critical to a high-quality learning experience abroad and are therefore our highest priorities. The College of Global Studies has an experienced and well-connected Health and Safety team based in Glenside that works closely with our expert in-country Resident Directors and overseas staff to employ best practices in health, safety, and security on all of our programs. Our staff members are prepared to support student's pre-departure and while on-site and are available to respond to emergencies that may arise through 24-hour staffed telephone numbers.

For more information about The College's commitment to health, safety, and security, please visit: [Study Abroad Information](#).

## **THE DIVISION OF CIVIC & GLOBAL ENGAGEMENT**

The Division of Civic & Global Engagement initiates and manages short-term global learning opportunities for our community as well as services for international students and English language learning. These include Preview courses for new transfer and first year students and Global Field study (GFS) four credit courses for juniors and seniors.

Global Engagement provides pre-travel training to program leaders with health, safety, and security concerns presented to participants along with risk mitigation techniques prior to departure. The information is provided in various formats to meet the variety of learning styles of Arcadia's student population.

While abroad, program locations are remotely monitored 24/7 using open-source intelligence collection and analysis with actionable information relayed to program leaders. Students receive emergency contact information for their trip leaders, Arcadia's Global Health & Safety Team, as well as Arcadia's travel assistance provider. All resources are available 24/7 for the duration of the programs.



## CHRISTIANA, DELAWARE CAMPUS

The Arcadia University Department of Medical Science operates at two campuses—in Glenside, PA, and in Christiana, DE. The Christiana Campus is located in an executive center in the Newark area and the campus is immediately adjacent to the Christiana Hospital and the Delaware Academy of Medicine Library, which provides access to all Arcadia Medical Science (“Physician Assistant” or “PA”) students. The Delaware State Police is the law enforcement agency for this area and works closely with Arcadia’s Public Safety staff. Delaware State Police can be contacted by dialing 911 or calling 302-739-5901 at any time for assistance. Students of the Christiana, De campus follows the same university policies and procedures as those of the main campus in Glenside, Pa.

Public Safety provides onsite safety orientations to all incoming students and the space is accessible via Knight Card access. Property management maintains a security patrol at this location and Arcadia’s Public Safety staff is able to monitor activities 24/7 by CCTV in its main campus Command Center.

## WILLOW GROVE FACILITY

The Arcadia University Department of Forensic Science operates at two locations—in Glenside, PA., and Willow Grove, PA. Programming is offered by Arcadia University in partnership with the Fredric Rieders Family Renaissance Foundation (FRFRF) and in collaboration with NMS Labs, one of the nation’s premier forensic science laboratories. The location is 10 minutes from Arcadia University’s Glenside, PA campus in Willow Grove, PA. A significant portion of the coursework is conducted at the FRFRF facility, and forensic practitioners from NMS Labs provide a substantial part of instruction. Property management maintains security at this location. The Upper Moreland Township Police Department is the law enforcement agency governing this area and works closely with Arcadia’s Public Safety staff. The Upper Moreland Township Police can be reached at 215-657-4700 or 911 for assistance.

## FACILITIES DEPARTMENT

Arcadia University’s Facilities department manages campus maintenance, housekeeping, grounds, construction projects, and repairs of infrastructure. Facilities also maintain all of the University’s buildings and exterior grounds. Our Facilities department conducts daily building inspections, preventative maintenance, and ongoing routine repairs of University properties to ensure all life safety systems are operational, as well as performs regular/annual testing of all safety systems, for example, fire alarm

systems, fire suppression systems, water treatment, and many other regulatory and safety mechanisms to insure proper performance. Device malfunctions, hazardous conditions, and infrastructures issues need to be reported to the Facilities Department for corrections at [SchoolDude Work Orders](#). Additionally, Public Safety officers perform regular tours of all buildings and immediately report unsafe conditions observed. Arcadia University adheres to NFPA-10 guidelines for the proper placement and maintenance of fire extinguishers and other fire safety equipment. Fire extinguishers are installed and maintained by an outside contractor who conducts one annual inspection and three quarterly inspections of all fire safety equipment. Monthly inspections of fire extinguishers and emergency lights are completed by maintenance personnel. In addition:

- Facilities employees at Arcadia University receive safety training (OSHA approved) on a monthly basis. The training covers a variety of topics, including fire safety, chemical spills, and hazardous waste incidents.
- Exterior lighting has been designed for high visibility and is maintained by Facilities. Facilities identifies defective lighting and replaces it or has it replaced by contractors.
- Facilities manage key replacements for all doors on campus. Lost keys on individual dorm rooms will either be replaced, or the door locks will be changed, as determined by Residence and Commuter Life staff. If a universal key is lost, a decision will be made on a case-by-case basis as to whether any areas will need to be re-keyed.
- In an effort to maintain traffic safety on campus, speed bumps have been installed in various locations around the campus. The aim of the speed bumps is to remind drivers that the speed limit on campus is 15 mph.
- Entrances to the residence halls are monitored by surveillance cameras and the main entrance doors are accessible only with Knight Card electronic access cards. Residents are issued electronic access cards to gain entrance to their assigned residence hall. Exit doors and emergency exits doors are marked for their purpose.
- Prior to the start of each fall semester, landscaping staff cut back all trees and shrubbery, providing clear sight lines and limited possibilities for anyone to hide and offering CCTV cameras unrestricted views.
- The Christiana, DE location has state-of-the-art security systems that are maintained by the property owner.

## **STUDENT HEALTH SERVICES – WELLNESS CENTER**

The mission of Student Health Services (SHS) is to provide ambulatory medical services and healthy lifestyle promotion to students in the Arcadia community through direct service, individual and campus-wide health education programming. SHS endeavors to support the student's physical and emotional self, while in the pursuit of their education. We nurture students as they strive for independence by teaching self-care concepts and encouraging safe and thoughtful practices as health care consumers. We strive to prevent the spread of disease and hazards related to environmental factors and treat acute conditions and emergencies.

Services provided by SHS are:

- Acute Care: Upper Respiratory Infections, Injuries, UTI, Stomach problems, Skin conditions, etc.,
- Primary Care: Physical exams and immunizations, allergy injections,
- Men and Women's Reproductive Health: Birth Control, HIV, STI Screening, PrEP,
- Travel Health, and
- Laboratory Services.

The University's Student Health Services is located on the ground floor of Heinz Hall. It is staffed by two full-time nurse practitioners, a part-time nurse practitioner, a medical assistant and one administrative assistant. The office is open Monday through Friday 12 months a year with limited services in the summer months of June and July. If an ambulance is required, the staff of the SHS

or Public Safety Department will call 911 for emergency service.

In the event of illness or emergency when Student Health Services is not open, students should contact their Resident Assistant, Residence Life Coordinator, Professional on Duty, or Public Safety at 215-572-2999.

Along with providing physical healthcare and services, SHS works closely with Counseling Services to provide emotional support for students, as well as preventative programs and services for sexual violence, alcohol, and other drug-related issues.

## **COUNSELING SERVICES – WELLNESS CENTER**

The mission of Arcadia University Counseling Services is to assist students through personal challenges that may interfere with academic success. Counselors provide a safe, confidential place in which students have an opportunity to identify their problem areas and find creative solutions. Counseling Services also provides educational programs, consultation, and outreach to the larger campus community regarding prevention and overall emotional health and wellness. We are committed to creating an inclusive environment that is respectful to the diversity of our students.

Service provided include:

- free and confidential individual and group counseling,
- emergency triage,
- daily walk-in hours,
- alcohol and other drug counseling and programming,
- referral assistance, and
- wellness programming that includes sexual violence prevention.

Counseling Services is staffed by licensed mental health providers. The office is open Monday-Friday, 8:00am-5:00pm year-round (limited services are available in the summer months).

Psychological emergencies (such as those involving risk of harm to self or others, or incidents of sexual violence) are seen immediately during regular counseling hours (215-572-2967). If a psychological emergency occurs outside of regular counseling hours, Public Safety (215 572-2999), Residence, and Commuter Life (215-572-2933) can be contacted directly to enlist the assistance of the Administrator on Duty.

Pastoral and Professional Counselors, when deemed appropriate, are highly encouraged to inform any person they are counseling of any procedures to report crimes on a voluntary, confidential basis, for inclusion in the annual disclosure of crime statistics.





*Dilworth and Thomas Halls*

## **RESIDENCE LIFE AND HOUSING**

The Arcadia University Glenside, PA Residence Life and Housing staff includes 1 Director, 3 Residence Life Coordinators, and 41 Resident Assistants (RAs). Residence halls are supervised by full-time, live-in Residence Life Coordinators (RLCs). Student resident assistants (RAs) are also assigned to each residence hall. The RAs receive training prior to the return of students each semester, including security training. Other training regularly occurs throughout each semester. Public Safety staff meets regularly with residential staff to review campus security procedures, including how to complete incident reports, respond to emergencies, and monitor and inspect the residence halls for security problems. Public Safety officers conduct routine patrols in the residence halls at all hours of the day and night.

All new students living in residence halls are expected to attend floor meetings in which campus policies and security procedures are reviewed. These matters are also reviewed with upper-class students upon their return to campus and are reiterated by the Residence Life Coordinator during the academic year at building-wide meetings. Periodic floor meetings also deal with policy issues.

Residence halls are closed during holidays, semester breaks and vacation periods, although some students may be able to request break housing, and exceptions may be granted to accommodate students on an individual basis. Information is shared with the students remaining on campus during these periods to discuss special policies, security concerns and precautions.

### ***Student Housing***

Traditional rooms may be single, double, or triple occupancy. In some cases, students are housed in rooms that accommodate four or more students. Staff will respond to requests for special arrangements or special needs as facilities allow. Arcadia University first year and sophomore students who have a home address of 25 miles or farther are required to live on campus, in residence halls, unless approved via a waiver process. Junior, senior, and graduate students may elect to live off-campus, but the University assumes no responsibility for such accommodations. Housing arrangements for new students are made based on the completed housing application. Upper-class students select their own roommates, and their rooms are selected through a lottery system. Residence Life approves all room changes.

### *Student Housing During Low-Occupancy Periods, such as Holidays and Vacations*

All resident students must leave the campus during vacations and other holidays unless an exception is approved by the Director of Residence Life. Students are permitted to leave their property in their rooms during the winter break only if they have paid their room deposit for the spring semester on time. The University assumes no liability for loss or damage to property left in rooms. Students are strongly encouraged to purchase personal property insurance or renter's insurance, or to place a "rider" on their parents' homeowner policy. All students' property must be removed from residence halls at the conclusion of the spring semester, or earlier if the individual ceases to be a student. Availability of housing for students enrolled in summer classes is determined prior to the beginning of each summer session. Whenever students are residing in residence halls during the summer months, the security policy is identical to that practiced during normal school semesters.

### *Student Housing Information*

For complete information about student housing, including types of housing, policies on housing assignments, and requests to change room assignments, please refer to the Housing website at [Residence Life and Housing Website](https://residence.life.arcadia.edu). The Office of Residence Life can be reached via email at [Housing@arcadia.edu](mailto:Housing@arcadia.edu) or 215-572-4026 for assistance.

### *Residence Hall Security*

Student rooms are equipped with locks for which a key is issued to each resident. All residence hall windows on ground-floor rooms are equipped with security screens. An electronic card-access system is installed to provide greater control over entrance into all residence halls. Arcadia University ID cards (Knight Cards) allow students to enter buildings. Public Safety officers conduct regular interior and exterior patrols of the University property. Resident Assistants are selected and trained to serve in all residence halls and have on-site responsibility for security, fire protection, and general safety.

The Department of Public Safety immediately notifies the University Administrator on Duty (AOD), who is on call in the event of any incident involving a student. The AOD may mobilize any number of support options for victims of a crime. Victim Services of Montgomery County maintains active chapters near Arcadia University and a 24-hour hotline (610-277-5200).

For the protection of all residents of each building and their personal property, all residents are expected to cooperate with the security program, including the following regulations:

1. Keep the building entrance and exit doors closed and locked at all times.
2. Refrain from lending out your room key.
3. Do not give your Knight Card to anyone for building access.
4. Register guests' vehicles with the Public Safety and escort guests at all times.
5. Keep your room door locked at all times (even while inside the room).

### *Health & Safety Inspections*

The Office of Residence Life performs regular health and safety inspections of residence hall rooms throughout the school year to find and eliminate safety violations. They include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other fire safety systems. In addition, each room will be examined for the presence of prohibited items (such as sources of open flames, candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances in non-kitchen areas). The inspectors also will check for signs of prohibited activity such as smoking, tampering with life safety equipment, or possessing pets. The inspection also will include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated and discarded or donated without reimbursement. Students are expected to read the Student Handbook and their University Housing Agreement, which include the rules and regulations for the residence halls, and to comply with those rules and regulations.

The following high voltage electric and open coil appliances are prohibited in all University Housing:

Air conditioners, air purifiers, sunlamps, space heaters, hot plates, toaster ovens, ceiling fans, refrigerators larger than 3.2 cubic feet, lamps with exposed bulbs, halogen lamps without approved covers, coffee makers, and irons without automatic shut off capability.

The following items are permitted in the Oak Summit apartment kitchens **ONLY**:

George Foreman or similar grills, electric skillets, hot plates, and toaster ovens.

Traditional residence hall rooms are limited to one (1) microwave and two (2) refrigerators. All microwaves in traditional or suite style housing **MUST** be leased through an authorized University vendor.

Residents of triple and quad occupancy rooms may have one (1) microwave and one (1) refrigerator, provided it is supplied by an authorized University vendor.

Also prohibited in all campus housing are candles, incense, potpourri burning units, Bunsen burners, bottled gas appliances and grills, and other devices with open flames.

### *Residence Hall Keys*

It is mandatory for all University students to carry their Knight Card student ID and residence hall keys at all times. In the event that you misplace or lose your residence hall keys, please notify the Resident Assistant, Residence Life Coordinator, the Office of Residence Life or Public Safety.

Students are not allowed to duplicate University keys or add locks to University doors and furnishings. Lost and/or stolen keys can be replaced by reporting them to the Resident Assistant and/or Residence Life Coordinator, at a cost of \$200.

### *Lockouts*

Throughout the hours of 5 p.m. to 7 a.m., all lockouts will be handled based on the availability of the Resident Assistant or Residence Life Coordinator. Public Safety supports Housing with lockouts during regular business hours.

### *Room Changes*

Room changes begin after the first three weeks of classes and must be completed by the fourth week of classes. Students requesting room changes must receive written authorization from the Office of Residence Life prior to moving any personal items from one room to another. Unauthorized room changes will result in disciplinary action. The University reserves the right to make room changes when it is deemed in the best interest of the students involved and the University. Students who move without prior written authorization from the Office of Residence Life may also be assessed a fine.

### *Guest Policy*

Guests of Arcadia University faculty, staff, and students are welcome on our campus, but are expected to uphold all community standards and are the responsibility of their hosts. All guests are required to possess and display valid identification upon request. When visiting residential areas, guests should be escorted at all times. Overnight visitors remaining on campus must obtain a temporary parking permit from the Department of Public Safety. Visitors are expected to abide by all University policies, and local, state, and federal laws.

It is the University's policy that guests must not infringe upon the rights of other residents, in particular the rights of the host's roommate(s). The University reserves the right to deny access to any guest if it is reasonably determined that such a person has disturbed, will disturb, or is likely to disturb other students residing in the residence halls. Guests may not utilize residence hall facilities for more than two overnight periods in any seven-day period without the express written consent of the Residence Life Coordinator. Guest rooms are available on a limited basis.

Frequent patrols to check for unauthorized individuals and vehicles are conducted by Public Safety officers. Academic and administrative facilities are opened at the appropriate times on days they are scheduled for approved use, permitting free ingress and egress for faculty, students, staff, and visitors. They are secured at the completion of the scheduled or approved periods of time each day. When a facility is secured, access is restricted to authorized individuals only through Knight Cards and/or Public Safety. Unauthorized access is strictly prohibited and may result in judicial and/or criminal prosecution. Residence hall access is restricted to residents and their guests via Knight Cards. All vehicles entering or parked on campus must have a student-parking permit, a faculty/staff hang tag, or a temporary parking permit appropriately displayed.

### *Disciplinary Matters in Student Housing*

The Residence Life Coordinators and/or the Director of Residence Life will manage minor infractions of University policies, regulations, and guidelines that govern residence life (University Housing). The Office of Community Standards and Student Conduct, as outlined in the University's Code of Student Conduct (part of the Student Handbook), will manage major infractions, as well as repeated minor infractions.

A complete description of the Office of Campus Life's community standards, policies and procedures can be found on the Campus Life webpage: [Community Standards and Student Conduct](#).

### *Minimizing Your Risks*

Students, faculty, staff, and guests are encouraged to report any crime or unusual or suspicious incidents immediately to the Public Safety Department. A patrol officer will be dispatched to the scene to evaluate the situation and, if necessary, contact the proper authorities.





## The Office of Equity and Civil Rights/Title IX

Arcadia University's Office of Equity and Civil Rights (OECR) and Title IX, evaluates reports of alleged Sexual Harassment, Sexual Misconduct, Discrimination, Harassment, and Bias Incidents, even if the report was initially made to another individual or office. OECR/Title IX is available to meet with students and employees who have questions regarding the [Interim Policy Prohibiting Discrimination and Harassment](#) that address these types of misconduct, or who wish to make a report, file a complaint, and/or request a formal investigation. The Director of OECR can be contacted at 777 Limekiln Pike, Suite 112, by phone at 215-517-2659, or by email at [oeqr@arcadia.edu](mailto:oeqr@arcadia.edu).

OECR is responsible for:

- Responding to reports and complaints alleging prohibited conduct and ensuring that reports are handled according to Arcadia's approved non-discrimination [policy and procedures](#).
- Reviewing all Sexual Harassment, Sexual Misconduct, Discrimination, Harassment, and Bias incident reports to identify and address any potential patterns or systemic problems in Arcadia's community.
- Offering and explaining available Supportive Measures to parties that are involved in an allegation of conduct prohibited by Arcadia's policies.
- Overseeing investigations of allegations of prohibited conduct and drafting reports that summarize and synthesize the facts that were gathered during the investigation.
- Overseeing the adjudication process for allegations of conduct prohibited by Arcadia's policies.
- Monitoring the Arcadia community for barriers to reporting conduct prohibited by Arcadia's policies.
- Providing training to all employees, including Department of Public Safety employees, on OECR's policies and procedures, including appropriate initial responses to Complainants and ensuring that Complainants are provided with the required notices of available resources and reporting options.
- Coordinating with local victim advocacy organizations and service providers, including rape crisis centers, to ensure that Arcadia students, faculty, and staff have access to local resources.
- Coordinating with The Office for Sexual and Gender-Based Violence Prevention & Education to create prevention and awareness programming for students, faculty, and staff and periodically assessing the value, effectiveness, and outcome of these efforts.

The Office of Equity and Civil Rights staff are professionally trained to fulfill the above responsibilities. Arcadia's [Interim Policy Prohibiting Discrimination and Harassment](#) can be found in the University's [Policy Library](#) and on [OECR's website](#).

## CCTV

Arcadia University has a state-of-the art Closed Circuit Television (CCTV) system to view activity on the Glenside, Pennsylvania and Christiana, Delaware campuses. There are 358 digital cameras trained on most public areas of the campus. These cameras are observed 24-7 by members of the Department of Public Safety. The purpose of CCTV viewing of public areas by Public Safety personnel is to deter crime and to assist the Department of Public Safety in protecting the safety and property of the University community. Video viewing for security purposes will be conducted in a professional, ethical, and legal manner. CCTV shall only be viewed by members of Public Safety. Personnel involved in active video viewing will be appropriately trained and continuously supervised in the responsible use of this technology.

## MOTOR VEHICLES ON CAMPUS

Parking at Arcadia University Glenside, Pa campus is extremely limited. Any motor vehicle that you operate on University property, either regularly or temporarily, must be registered, and is subject to the driving, and parking regulations issued by the University. The University is not responsible for any car on campus, property in a vehicle, damage caused by accidents, or for mechanical problems. The campus speed limit is **15** miles per hour. Arcadia University has one-way traffic counterclockwise around campus. Failure to obey traffic signs and/or endangering the safety of campus pedestrians or other drivers may result in the loss of the privilege of having a vehicle on campus and prosecution under Pennsylvania state law.

### *Registration*

If you plan to park a car on campus, you must purchase a parking decal from Parking Services at the beginning of the academic year or the beginning of spring semester. All registered vehicles must display a Parking Decal. Parking Decals expire on August 31 of each year. All vendors are to check in with Public Safety for a temporary permit for any prolonged parking on campus.

To acquire a parking decal, an application must be completed via Rydin or online at [parking@arcadia.edu](mailto:parking@arcadia.edu). The office is located in the Facilities Office of Dilworth Hall, lower level. Students and employees will need a valid vehicle registration, insurance and operator's license when completing the application. The cost is \$5 to replace a lost or stolen permit. You must report your permit as lost or stolen and obtain a new one from Parking Services.

Parking decals are non-transferable; in other words, students and employees may not register the vehicle of another student or employee, share a decal or give their parking decal to another person. Temporary parking permits are available at Public Safety for those occasions when it is necessary to have a vehicle on campus for a short period of time.

First-Year resident students are not permitted to have cars on campus during the first year. Requests for permission regarding this policy must be submitted via the Parking Exception Form at [Parking Information](#). Questions should be referred in writing to the Department of Public Safety at [evansr@arcadia.edu](mailto:evansr@arcadia.edu) or by calling 215-572-2800.

### *Student Parking*

All parking lots are specifically marked. Arcadia has Student parking only, Faculty/Staff parking only and open parking lots. All parking lots require a parking permit (either a vinyl parking decal or a temporary parking permit). The temporary parking permits can be used for a maximum of three consecutive days. For the purposes of parking, a guest is someone who comes to campus to visit a student. A visitor is someone who is here to conduct business with faculty or staff.

### *Parking Penalties*

Penalties are assessed for motor vehicle and parking violations. Specific fines are posted on Public Safety's Parking page ([Parking Information](#)). Vehicles are not authorized to park next to curbs on the main drive unless designated by a sign. Vehicles parked in areas posted as booted or tow away zones may be booted or towed at the owner's expense without warning.

Vehicles parked in fire zones and handicapped spaces are subject to citations issued by the Cheltenham Township Police Department. All fines are to be paid by cash, check, or placed on a student account, within five business days of being issued a citation, at The Office of Student Accounts in 777 Limekiln Pike, Rm 204. After the five business days there will be a \$15 fee added to the fine. Fines must be paid prior to grades being released or before a student will be able to register for future classes. All appeals must be made within five business days of citation date unless the University is officially closed. No appeals will be processed if received after this period.

### *Guest and Visitor Parking*

If you have a guest or visitor on campus with a vehicle, you need to obtain a temporary parking permit from the Public Safety Office in Dilworth Hall (215-572-2800). All guests and visitors must register their vehicle with Public Safety. It is your responsibility to inform the guest or visitor of the regulations.

### *Motorcycles, Motorbikes and Scooters*

If you have a motorcycle, motorbike, or scooter on campus, you must adhere to the same "moving" and parking regulations that apply to all vehicles. Parking inside buildings and on walkways is prohibited at all times. All motorcycles, motorbikes and scooters need to be registered. Motorbikes and motorcycles are subject to all of the regulations governing motor vehicles and must be registered with Knight Card Services.

### *Bicycles*

Bicycles are not to be stored in corridors, lobbies, or under steps. Bike storage racks are located throughout campus outside administrative buildings and residence halls. ***At the end of the academic year, bikes left abandoned and unregistered will be removed and/or discarded. Contact the Public Safety Office at 215-572-2800 for appropriate locations for parking or storing your bicycle.***



## NON-DISCRIMINATION STATEMENT

Arcadia University is committed to ensuring equal opportunity to all persons and does not discriminate, nor does it permit Discrimination, including Harassment and/or related Retaliation, on the basis of race; color; sex (including sex stereotypes, sex characteristics, sexual orientation, or gender identity); pregnancy or related conditions; religion; creed; ethnicity; national origin; disability; age; parental, marital, or family status; veteran or military status; genetic information; or any other protected category under applicable local, state, or federal law in its educational programs, activities, admissions or employment practices as required by Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975, the Pennsylvania Human Relations Act, the Pennsylvania Fair Educational Opportunities Act, and other federal, state, and local laws and applicable statutes. Discriminatory conduct and harassment, including sexual harassment, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated.

## MISSING PERSON PROTOCOL

Arcadia University requests that every student annually provide, on a voluntary basis, emergency contact information in the event that you are reported missing. This emergency contact information may be the same as or distinct from the contact information you provide in the event of a medical emergency.

If you have reason to believe that an Arcadia University student living in University housing is missing from campus, please immediately contact a staff member in one of the following offices:

- Public Safety: Emergency # 215-572-2999, Non-Emergency # 215-572-2800 (24 hours a day, 7 days a week)
- Office of Campus Life: 215-572-2933 (8:30 a.m. – 5:30 p.m., Monday – Friday)

Members of Public Safety and Campus Life will investigate all reports of missing students they receive. In order to develop a thorough investigation plan, staff may utilize the following possible investigation steps including, but not limited to: use of phone, e-mail, text and social media to attempt to reach the student; contact known friends, roommates, faculty, campus employers and others who may have had contact with the student in previous days; explore and verify any use of student ID card activities to enter buildings or make purchases on campus; and consult with other campus authorities who may know the student or specific circumstances or events pertinent to the student and the possible disappearance. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted in the event the student is determined to be missing for more than twenty-four (24) hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. If the investigation determines that the student's whereabouts have been unknown for 24 hours, the University will:

- Notify the individual identified as your missing person contact
- Notify a parent or guardian and the appropriate law enforcement agency
- If a student is underage or 18 and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing. This is in addition to notifying any additional contact person designated by the student.
- A University Official will contact the local law enforcement agency within 24 hours of the determination that a student is still missing once all resources are utilized to find the student and the emergency contact on file is attempted to be contacted.

If you wish to provide the University with contact information in the event you are reported missing, please access the contact info page at <https://contactinfo.arcadia.edu/>.





*Haber Green*

## **POLICIES ON POSSESSION, USE, OR SALE OF ALCOHOL AND ILLEGAL DRUGS**

Use or possession of alcoholic beverages by persons under 21 is illegal in Pennsylvania under Title 18 Pa. S. § 6308(a). All laws related to the possession of alcoholic beverages by persons less than 21 years of age are strictly enforced by Cheltenham Township Police. Underage visitors in possession of alcoholic beverages may be cited for underage drinking under section 6308(a) and be asked to leave the campus. It is also unlawful for anyone to provide alcoholic beverages to minors. The University reserves the right to grant approval or disapproval of alcohol use by persons of legal age on or in any University property.

Alcoholic beverages should not be consumed in the hallways, public areas in the halls or outside the halls. Beer kegs and beer balls are not permitted in or around the residence halls. Please note that students are responsible for the conduct of their guests and for making Pennsylvania laws known to them. [Student Handbook](#).

Use or possession of illegal drugs, drug paraphernalia, and controlled substances is strictly prohibited on University property. Violators may be prosecuted under Title 35 Pa. C. S. § 780-113. Students will be referred to Community Standards and Student Conduct. Individuals prosecuted for illegal delivery of, or possession with intent to deliver, controlled substances can face penalties that include a maximum 15-year prison sentence.

To address students' issues related to substance use and misuse, the University has an Alcohol and Other Drugs Educator/Counselor in Counseling Services. In addition, the University, working with mental health and substance abuse agencies, offers to anyone affiliated with the institution a program of referral and support for substance abuse problems. For employees, referral also is available through Carebridge.

### **Employee Assistance Program (EAP)**

An EAP is a confidential service, through Carebridge, to help employees with a wide range of personal and family problems. Services provided to employees are confidential and are available at no charge. The program offers a variety of support programs for employees and any other household members. Counselors can be reached toll-free, 24-hours a day at 1-800-437-0911 or at [CAREBRIDGE](#).

Students may contact the [Alcohol and Other Drugs Educator/Counselor](#) for resources and support. All incoming students are required to log on to the [Vector Student Platform](#) and complete Alcohol and Other Drugs training, an interactive online program designed to reduce the negative consequences of alcohol amongst students.

To assist the campus community, Arcadia University has developed programs by which we hope to accomplish the following:

- Establish and enforce clear policies for employees and students that promote an educational environment free from the abuse of alcohol and the use of illegal drugs.
- Educate all members of the campus community about the health risks associated with the use of illegal drugs and the abuse of alcohol.
- Create a campus environment that promotes and reinforces healthy, responsible living and respect for community and campus standards and regulations; and
- Provide a reasonable level of care for community members affected by drug and alcohol addiction.

The Arcadia University Alcohol and Other Drug Program is located on the ground floor of Heinz Hall in the Counseling Center. Free, confidential, nonjudgmental counseling and resource and referral information is available.

### *Explosives, Fireworks and Weapons*

Faculty, staff, students, and visitors are prohibited from possessing weapons of any type on University property. The possession or use of explosives of any type, firearms of any type, knives not consistent with ordinary kitchen utensils, or other instruments designed for use as weapons, is forbidden everywhere on campus and is also a violation of the University's Weapons Free Campus Policy ([Weapons Free Campus](#)).

A permit to carry a weapon does not excuse compliance with this Policy. All violators may be subject to criminal prosecution and students are subject to disciplinary actions up to and including suspension and/or expulsion, while employees may be subjected to disciplinary action up to and including separation from the University.

The sale, production, purchase of any explosives, fireworks, incendiary devices, or weapons on University property is prohibited. This is spelled out in the Arcadia University Student Handbook, as are the disciplinary procedures that apply to violations ([AU Student Handbook](#)).

### *Policy Violations*

When a student does not uphold community standards, the conduct process may be engaged. Composed of both formal and informal proceedings, the conduct process is educational in nature. Through this process, the University seeks to provide a student the opportunity for reflection, to understand the impact of their actions on others, and encourage responsible decision-making in the future. However, not all policy violations are documented by university personnel only.

If students are addressed by law enforcement and found guilty of violating any local, state, or federal laws concerning alcohol and other drugs, they may receive significant sanctions from the appropriate legal authorities. These penalties may include fines and mandatory prison terms. The Commonwealth of Pennsylvania, in particular, has strict minimum mandatory sentencing laws for the selling of drugs. State and local laws concerning alcohol and other drugs are summarized in the Arcadia University Student Handbook ([AU Student Handbook](#)).

Revisions of the Higher Education Act in 1999 require that students reveal convictions for possession or sale of illegal drugs. Convictions may interfere with obtaining financial aid. Further, teaching certification in Pennsylvania and other professional opportunities may also be affected due to alcohol and other drug convictions. A student becomes ineligible for Title IV of the HEA program assistance if a conviction for a Federal or State offense involving the possession or sale of a controlled substance is for conduct that occurred during a period of enrollment.

## Health Risks

1. Alcohol: Alcohol is the most frequently used legal drug. It is a depressant, and the drug most abused on University campuses. The harmful effects of alcohol include the following: death from too rapid ingestion or combination with other drugs or medications; aspirating one's vomit; accidents resulting from loss of coordination or poor judgment; and unwanted or unsafe sexual encounters. Long-term effects include damage to relationships; decreased academic performance; decreased immunity; and damage to body organs.
2. Marijuana: Today, marijuana is 10 times more potent than the marijuana of the 1970s; therefore, its effects are stronger. Research has yielded data indicating that marijuana is addictive. The effects of marijuana include reduced motor skills and ability to drive, reduced learning ability, and mood swings. It also affects the bronchi and lungs, leading to respiratory problems. Marijuana carries mold that may cause infection and affects the cardiovascular system by increasing the cardiac rate. It also can affect sexual development and performance.
3. Cocaine: Cocaine abusers often have a stuffy, runny nose with eczema around the nostrils and possible perforation of the nasal septum. In addition, cocaine can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, depression, and death, even on first use. Cocaine use also can cause severe reactions after later use.
4. Amphetamines: These drugs can cause very rapid or irregular heartbeat, tremors, and seizures, loss of coordination, collapse, and even death from heart failure or from ruptured blood vessels in the brain. Heavy users are prone to irrational acts.
5. Heroin: This is an opiate drug that causes the body to have diminished pain reactions. Today's heroin is very potent. Many people are snorting or smoking heroin instead of injecting it to avoid HIV and other illnesses. Some of the risks associated with the use of heroin include marked slowing of the heart rate such that coma and death may result, liver and kidney disease, chronic constipation, and clouded mental functioning.
6. Prescription Drugs: These drugs are not illicit if used in accordance with the prescription. Sharing prescription medication with someone else is illegal and dangerous. Mixing these drugs with alcohol or other drugs or abusing them can be dangerous.
7. "Designer Drugs": These include LSD, Ecstasy, GHB and Fentanyl, to name a few. These drugs are a synthetic version of a controlled substance (as heroin), that is produced with a slightly altered molecular structure to avoid having it classified as an illegal drug. They can cause serious physiological and psychological problems.
8. Tobacco: Tobacco contains nicotine, a legal stimulant that is addictive. It causes more deaths worldwide than any other drug. It is a causative agent in lung and other cancers, as well as in emphysema. Increased upper respiratory infections commonly result from the damage and destruction to the respiratory tract lining from smoking tobacco.
9. Health Food Store Supplements and Additives: Herbs, energy drinks, fat burners, bodybuilding products and other such items can be useless, expensive, and sometimes harmful. No FDA regulations exist, and little research is available about many of these supplements and additives. Even getting good information about these items is difficult since information is often provided by those who sell the products.

Additional caution must be taken by those from families having a family history for substance abuse. The possibility of developing an addiction is higher in this population. We encourage you to utilize our University resources if appropriate; we hope this information is valuable to you as you work toward the completion of your degree.



125 Royal Avenue

### Primary University Contacts

- Director of Public Safety, Dilworth Hall (215-572-2800)
- Director of Counseling Services, Heinz Hall, (215-572-2967)
- Director of Student Health Services, Heinz Hall (215-572-2966)
- Dean of Students, Commons (215-572-2933)
- Director of Residence Life, Commons (215-572-4026)

### Campus Resources

- Alcohol and Other Drug Program and Counseling Center, Heinz Hall, Ground Floor, 215-572- 2967
- Student Health Services, Heinz Hall, Ground Floor, 215-572-2966
- Counseling Services, Heinz Hall, Room 38, 215-572-2967
- Campus Life Office, Commons, 215-572-2933
- Alcohol and Other Drug Program information [AU Wellness Center](#).

### Off-Campus Resources

- Alcoholics Anonymous: [www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org) or 610-527-9711
- Al-Anon: [www.al-anon.alateen.org](http://www.al-anon.alateen.org) or 215-222-5244
- Montgomery County Mental Health, Intellectual Disabilities, Drug & Alcohol Program: 610-278-3642
- National Institute on Alcohol Abuse and Alcoholism: [National Institute on AAA](#) or 301-443-3860
- National Institute on Drug Abuse: [Drug Abuse](#) or 301-443-1124
- Arcadia's Global Health and Safety Team, 24/7 emergency line 215-572-2123
- International SOS: [International Health and Security](#) 215-354-5957, member ID 11BCAS791724





## For Faculty and Staff

The University is concerned for the health and well-being of its employees, and ensuring that the community complies with federal, state, and local laws including the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

### Controlled Substances

Employees may not consume, manufacture, distribute, dispense, or be under the influence of controlled substances in the workplace, including in vehicles provided by Arcadia, at any worksite or location at which University duties are being performed by employees, or as part of any other University activities. The University will take disciplinary action against violators, consistent with federal, state, and local laws. Such disciplinary action may include satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement or continued employment; suspension; termination of employment; and referral for prosecution.

### Reporting Requirements

The Drug-Free Workplace Act requires that employers who are engaged in activities funded by federal grants or contracts notify the relevant federal agency of convictions under the criminal drug laws for violations occurring in the workplace. To ensure compliance with this federal law, an employee must report any criminal drug statute conviction for a violation occurring in the workplace as provided for in the faculty and staff handbooks and the University's Hiring and Background Check Policy. Within ten days of learning of such a conviction of any individual engaged in work under federal grants or contracts, Arcadia is required to notify the relevant federal agency. Upon notification of a conviction, managers should immediately contact Human Resources.

As noted, Arcadia University maintains a contract with Carebridge Employee Assistance Program. Services provided to employees are confidential and are available at no charge. The program offers a variety of support programs for employees and any other household members. Counselors can be reached toll-free, 24-hours a day at 1-800-437-0911 or [CAREBRIDGE](#).

Coverage for substance abuse treatment is also available for employees through the Independence Blue Cross Keystone HMO, Point of Service, and Personal Choice plans that the University offers. Please contact your primary care physician (where necessary) for a referral and additional information.

Brochures for these programs are available in the Office of Human Resources. The University encourages employees to utilize these resources if appropriate.

## CAMPUS SEX CRIMES PREVENTION ACT

In compliance with the Campus Sex Crimes Prevention Act, Arcadia's local law enforcement agencies and state websites where registered sex offender information may be obtained are listed below. All sex offenders are required to register under state law where they live, and with the state of any institutions of higher education where the offender is a student, is employed, or carries on a vocation.

Cheltenham Township Police Department  
8230 Old York Rd.  
Elkins Park, PA 190272  
215-885-1600  
[Pennsylvania's Megan's Law](#)

Newark Police Department  
220 South Main Street  
Newark, DE 19711  
302-366-7111  
[Delaware's Megan's Law](#)

## SEXUAL ASSAULT INFORMATION

According to the U.S. Department of Justice, crimes of sexual assault are the most under-reported of all crimes. Underreporting is an issue on many University campuses. To encourage reporting and to provide appropriate survivor support, we have established a framework of sexual violence awareness programming and survivor support services. The following is a summary of relevant information.

In an effort to reach students with a variety of concerns and interests, professional staff members and students plan, advertise and implement programs on sexual violence, developing positive relationships, effective communication, and related topics. Programs are offered during new student orientation and supplemented in the residence halls and with commuter students. We also invite guest speakers and representatives of local agencies from the greater Philadelphia area and surrounding communities.

Educational programming and victim/survivor support services can be initiated by contacting any of a number of campus organizations: Office of Equity and Civil Rights and Title IX, Campus Life, the Counseling Center, Student Health Services, or the Department of Public Safety. Arcadia's goal is to make all community members feel safe in reporting any harm they have experienced, including sexual harassment and sexual assault.

If you are sexually assaulted or raped, it is important that you follow these steps:

- Get help immediately! Contact any of the following departments/agencies to initiate assistance:
  - Public Safety Department: 215-572-2800 (Emergency line: 215-572-2999)
  - Office of Equity and Civil Rights and Title IX: 215-517-2659
  - Counseling Center: 215-572-2967
  - Student Health Services: 215-572-2966
  - Montgomery County Victim Services Center: 610-227-5200
- Get medical attention as soon as possible to deal with your physical condition and to collect evidence that may be used if you choose to take legal action.
- Attempt to preserve all physical evidence of the crime. This means you should not wash, douche, or change clothing. If you must change, put all your clothing into a paper bag. Preserve the scene of the crime as much as possible.
- Speak with a counselor who can maintain confidentiality, explain your options, and provide emotional support.

Victims of VAWA crimes are strongly encouraged to report all incidents to the Department of Public Safety at 215-572-2999, Counseling Center and/or Office of Equity and Civil Rights/Title IX (OECR). Public Safety will assist you in contacting local law enforcement, on, and off campus resources.

## JURISDICTIONAL DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING<sup>1</sup>

### *Rape and Sexual Assault*

The state of Pennsylvania defines rape as follows:

“A person engaging in sexual intercourse with a complainant by forcible compulsion (someone uses force, or threats of force, to prevent another person from resisting)”. The complainant can be either a male or female. There are multiple levels of other sexual assaults in the state of Pennsylvania. They are defined in detail in Chapter 31 of the Pennsylvania Crimes Code.

### *Rape Offense Defined*

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 to prevent resistance;
5. Who suffers from a mental disability, which renders the complainant incapable of consent. The Pennsylvania Crimes Code sections relating to sexual assault (PA CS Title 18, Subsection 3124.1), involuntary deviate sexual intercourse (PA CS Title 18, Subsection 3123) and aggravated indecent assault (PA CS Title 18, Subsection 3125) are considered rape for Clery and PA Uniform Crime Reporting (UCR).

### *Domestic Abuse*

Pennsylvania law defines domestic abuse as knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), sexually abusing minor children, or knowingly engaging in repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners, or those who share biological parenthood to qualify as domestic abuse. Section 2711 of the PA Crimes Code gives police officers the right to arrest without a warrant in all cases involving domestic violence.

### *Dating Violence*

The state of Pennsylvania does not have a definition of dating violence.

### *Stalking*

Pennsylvania law defines stalking when a 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 intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

[1] Arcadia University's [policies](#) have definitions that differ from the definitions used by the Commonwealth of Pennsylvania and by the state of Delaware. Arcadia University prohibits crimes under the VAWA Act.

### *Ineffective Consent*

Unless otherwise provided by the Pennsylvania Crimes Code or by the statute defining the offense, assent does not constitute consent if:

1. It is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
2. It is given by a person who because of youth, mental disease, or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
3. It is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
4. It is induced by force, duress, or deception of a kind sought to be prevented by the law defining the offense. The state additionally provides descriptors commonly associated with consent as part of its full definition when describing the offense of rape.

## **THE DEFINITION OF CONSENT**

### *The Definition of Consent*

Under the University's [Policy Prohibiting Discrimination and Harassment](#), consent is defined as follows:

Consent is defined as a freely and affirmatively communicated agreement to participate in sexual activity. Consent can be given by words or by clear, unambiguous action. What is essential is that the individual has affirmatively demonstrated their willingness to participate in sexual activity and, as such, consent may not be inferred from silence, passivity, or lack of response or resistance. Importantly, consent must be present at all times: at any time, a person can communicate that they no longer consent to sexual activity, and sexual activity must immediately cease.

Consent should be sought before initiating additional sexual acts, such that consent to some sexual activity (such as kissing) does not constitute consent to other sexual activity (such as intercourse), even if the person has previously agreed to engage in such sexual activity. Consent is not given if it results from the threat or use of physical force, intimidation, or any other factor that negates free choice. Determining whether consent was present during a sexual encounter is a fact- and circumstance-dependent inquiry which may include the larger context, if any, including Relevant (as defined by this Policy) facts regarding the relationship between the Parties.

The Violence Against Women Act requires that the University train the University community on the definition of consent, with reference to sexual offenses, in the applicable jurisdictions, which are Pennsylvania and Delaware. Pennsylvania and Delaware provide the following definitions of consent:

Pennsylvania law (Title IX Chapter 3: Culpability § 311. Consent. (a) General rule) provides: "The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negates an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense." Pennsylvania does not have a definition of consent applicable to criminal prosecutions of sex offenses.

Delaware's definition for "Without Consent" applicable to criminal prosecutions of sex offenses which is as follows (Title 11 Chapter 494):



- (1) The defendant compelled the victim to submit by any act of coercion as defined in §§ 791 and 792 of this title, or by force, by gesture, or by threat of death, physical injury, pain or kidnapping to be inflicted upon the victim or a third party, or by any other means which would compel a reasonable person under the circumstances to submit. It is not required that the victim resist such force or threat to the utmost, or to resist if resistance would be futile or foolhardy, but the victim need resist only to the extent that it is reasonably necessary to make the victim's refusal to consent known to the defendant; or
- (2) The defendant knew that the victim was unconscious, asleep, or otherwise unaware that a sexual act was being performed; or
- (3) The defendant knew that the victim suffered from a cognitive disability, mental illness or mental defect which rendered the victim incapable of appraising the nature of the sexual conduct or incapable of consenting; or
- (4) Where the defendant is a health professional, as defined herein, or a minister, priest, rabbi or other member of a religious organization engaged in pastoral counseling, the commission of acts of sexual contact, sexual penetration or sexual intercourse by such person shall be deemed to be without consent of the victim where such acts are committed under the guise of providing professional diagnosis, counseling or treatment and where at the times of such acts the victim reasonably believed the acts were for medically or professionally appropriate diagnosis, counseling or treatment, such that resistance by the victim could not reasonably have been manifested. For purposes of this paragraph, "health professional" includes all individuals who are licensed or who hold themselves out to be licensed or who otherwise provide professional physical or mental health services, diagnosis, treatment or counseling and shall include, but not be limited to, doctors of medicine and osteopathy, dentists, nurses, physical therapists, chiropractors, psychologists, social workers, medical technicians, mental health counselors, substance abuse counselors, marriage and family counselors or therapists and hypnotherapists; or
- (5) The defendant had substantially impaired the victim's power to appraise or control the victim's own conduct by administering or employing without the other person's knowledge or against the other person's will, drugs, intoxicants, or other means for the purpose of preventing resistance.

[2] Bondage and discipline, dominance and submission, and sadism and masochism.

## *Definition of Consent - Pennsylvania Law*

Title 18 § 311. Consent. [PA Consent Law](#)

- (a) General rule -- The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negates an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
- (b) Consent to bodily injury -- When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:
  - (1) the conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
  - (2) the consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).
- (c) Ineffective consent -- Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
  - (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
  - (2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
  - (3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
  - (4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

## **PROGRAMMING, TRAINING AND EDUCATION TO PREVENT SEXUAL VIOLENCE (SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING)**

### *Overview*

Arcadia University's comprehensive sexual violence prevention programming includes a variety of program formats, approaches, and modalities. At Arcadia University, the term "sexual violence" is used as an umbrella term to describe sexual assault, dating or domestic violence, and stalking. Programs include:

- Descriptions of safe and positive options for bystanders,
- Information on how to recognize warning signs of sexual violence,
- Risk and harm reduction techniques, and
- Prosocial, primary prevention techniques.

### *The Office of Sexual and Gender-based Violence Prevention and Education*

The purpose of the Office of Sexual Violence Prevention and Education is to prevent incidents of sexual and gender-based violence and improve the University's response to such incidents through:

- Assisting campus community members in understanding and accessing the resources and services available to them if they or someone they know have experienced sexual or gender-based violence;
- Educating the University community about sexual and gender-based violence and promoting behaviors that reduce the risk of such violence;
- Streamlining efforts to prevent and respond to sexual and gender-based violence at Arcadia University through the Coordinated Community Response Team; and,
- Supporting review of policies, protocols and procedures related to those efforts.

The Sexual Violence Prevention Director is responsible for directing the Office of Sexual Violence Prevention & Education as well as the efforts of the Coordinated Community Response Team. The Director also serves as a non-confidential resource for survivors, friends of survivors, and for faculty



and staff who support students. OSVPE also provides training for students at the Christiana, DE campus.

The Office of Sexual Violence Prevention & Education bases all training on primary prevention theory - meaning that they focus on cultivating culture shift, rather than encouraging potential victims to practice risk or harm reduction techniques.

Programming and outreach tactics are informed by research and assessed for learning outcomes that are intended to stop harmful and prohibited behavior before it occurs through the examination of the roots of harmful attitudes and beliefs and the promotion of positive and humane behaviors that foster healthy and mutually respectful relationships. Such programs seek to challenge harmful social norms and change behavior. During business hours, the Director can be contacted at (215) 572-4684.

### *The Coordinated Community Response Team*

The Arcadia University Coordinated Community Response Team (AUCCRT) is a multi-organization team that works together to address sexual violence on both campuses. The team works to ensure students at the University receive appropriate, ongoing, evidence-based, and best practice prevention education and that those who experience sexual violence receive timely, seamless, trauma-informed, and victim-centered care and access to resources.

Currently represented on the AUCCRT are:

- Campus Life/Office of the Dean of Students
- Office of Sexual Violence Prevention and Education
- Staff Counsel
- Office of Equity and Civil Rights/Title IX
- Department of Public Safety
- Counseling Services
- Student Health Services
- Victim Services Center of Montgomery County
- Cheltenham Township Police Department
- Laurel House Domestic Violence Services
- Faculty Senate
- Office of Access, Equity, Diversity, and Inclusion
- Disability Support Services
- Residence Life and Housing
- Office of Community Standards and Student Conduct
- Athletics

### *First-Year Comprehensive Prevention Programming*

The prevention and awareness programs start before the students commence classes in August. Pre-class programming, sponsored and overseen by various University departments, focuses on awareness and knowledge building designed to increase audience understanding of what sexual violence is, what resources are available to them should they or a friend experience sexual violence, promote safety, and reduce perpetration. For example, each year **all** incoming students are required to complete on-line tutorials presented by **Get Inclusive** Sexual Assault Prevention for Undergraduates (SAPU). Two sections are completed, one before arriving on campus and another about six (6) weeks after students commence classes. This online tutorial focuses on the federal, state, local and University definitions of consent, sexual assault, dating/domestic violence, stalking, harassment, sexual misconduct, and the importance of being an active bystander in prevention sexual assault. It also includes scenarios illustrating the intersections of alcohol and sexual violence and forums and opportunities for bystander intervention, as well as a pre and post-test about definitions and awareness of the statistics about sexual misconduct on college campuses and how to intervene safely and positively.

During orientation, students also participate in a large group session called *Zero Shades of Grey*, a program put on by Collegiate Empowerment that talks about red flags in relationships, how to be a positive bystander, and other tactics to recognize and prevent harm.

### *Annual Awareness and Prevention Programs*

#### **Consent Tabling**

Students and professional staff tabled in the Chat each day for a week in April to engage the campus community in conversations about consent, resources on campus, and provide information about the office. Two of the days, the Office of Sexual Violence and Prevention was joined by the Laurel House staff as well.

#### **Clothesline Project**

Students engaged in decorating t-shirts with their own stories of power-based personal violence or shows of support that were then hung on a clothesline on the Haber Green.

#### **Denim Day**

On the last Wednesday of April, we acknowledge Denim Day. Campus community members are encouraged to wear jeans, or a patch of jeans marked “Denim Day.” The campaign began after a ruling by the Italian Supreme Court where a rape conviction was overturned because the justices felt that since the victim was wearing tight jeans, she must have helped the person who raped her remove her jeans, thereby implying consent. The following day, the women in the Italian Parliament came to work wearing jeans in solidarity with the victim. The purpose of the campaign is to raise awareness not only of sexual assault, but also about the prevalence of victim blaming.

#### **Instagram Awareness**

During the month of April, the Office of Sexual Violence Prevention & Education’s Instagram page is “taken over” by the GoodKnights Peer Educators. During this time, the peer educators post information at least twice per week regarding information about sexual assault, information about how to prevent sexual assault and victim blaming, and resources available to victims of sexual assault.

#### *Dating and Domestic Violence Awareness Month (October)*

#### **#BaeGoals**

In conjunction with the Office of Engagement and New Student Program, the Office of Sexual Violence Prevention Program hosts several tables with the #BaeGoals Wheel of Facts during Dating and Domestic Violence Awareness Month. The Wheel is spun by students who then answer a question about healthy relationships, how to build a climate where healthy relationship behavior is encouraged, warning signs of an abusive relationship and on-campus resources. If the student answers correctly, they are awarded an official #BaeGoals laptop sticker and a bagel.

#### *Bystander Intervention*

Bystander Intervention consists of safe and positive options that may be carried out by an individual or group to prevent harm or intervene safely when there is a risk of an occurrence of harm to another. Training with regard to bystander intervention also includes recognizing situations of potential harm, gaining the confidence to intervene in any way, overcoming the barriers to intervening, identifying safe and effective intervention options and how to take action. Arcadia University’s Bystander Intervention programs intended student-learning outcomes are:

- Students will develop a working definition of consent, dating/domestic violence, sexual assault, and stalking.
- Students will be able to identify warning signs of sexual assault, dating/domestic violence, and stalking behaviors.
- Students will be more confident intervening as a bystander.



- Students will be able to identify realistic pro-social behaviors in which they can engage.

The University's specific bystander intervention programs include:

- Bystander Intervention workshops for all athletes on a 4-year rotating basis with other programs, ensuring that each athlete is exposed to the training at least once during their academic career.
- During the First Year Seminar, faculty members have the option to schedule a 50-minute Bystander Intervention workshop for their students or require that students attend a similar workshop scheduled outside of regular class time.
- Regularly Bystander Intervention workshops presented for the campus community at-large by trained peer educators and staff.

The presentations are tailored for specific audiences such as student-athletes, first year students, students who identify as LGBTQ+ and other student organizations.

### **Potential Options for Bystanders**

Oftentimes, when a sexual assault or other traumatic event is about to occur, bystanders are close by. Many would be willing to intervene if they had an idea of what they could do. It is important to evaluate the situation and develop a plan before taking action. It is imperative that you intervene **ONLY** if you can safely do so. If it is determined that an intervention may be performed safely, there are four techniques that might be employed. Below you will find a description and examples of each.

#### ***Direct Intervention***

This intervention style is direct and, by far, the most confrontational. It often involves naming the offending action. Examples: Speaking directly to a potential perpetrator saying, "What you're doing there is not ok, stop" or speaking directly to a potential victim saying, "This is not ok."

#### ***Distracting Intervention***

This intervention style relies on distracting the involved parties long enough to stop the offending behavior. Examples: Tell the potential perpetrator that the vulnerable person is your significant other, your cousin, little sister/brother, etc. Pretend to receive a phone call and tell the potential perpetrator someone asked for them to meet at a different location immediately. Pretend to feel sick and tell the vulnerable person you need them to help you leave. Say you see an old significant other, feel uncomfortable, and need someone to stay with you in case they approach you (then leave). Create a distraction - Ask for the time. Ask for a menu. Ask for directions. Tell a joke or a story.

#### ***Delaying Intervention***

This intervention style provides the bystander with an opportunity to clarify facts and circumstances. It is similar to Distracting Intervention, but acknowledges that not all situations that are perceived to be non-consensual are. Examples: Ask the potential victim to step away for a moment and ask clarifying questions such as "Is all that is going on ok with you?" Ask the potential perpetrator to step away for a moment and ask clarifying questions such as "Do you think that person is sober?" Ask other witnesses about their view of the situation

#### ***Delegation Intervention***

This intervention style includes some elements of the other interventions but dictates finding others to assist. This is often an effective technique when the bystander is nervous, or others know the involved parties better. Examples: Ask others to get involved (of course without being violent). Ask someone to distract the perpetrator while another person removes the victim from the situation

It is worth noting that many successful incidents of bystander intervention combine more than one of these techniques, particularly when intervening on the part of the potential perpetrator.

If a situation rises to the level of an emergency, call the police or Public Safety. If you do not want others

to know that you have contacted the authorities, go to a bathroom, closet or outside and make the call. Arcadia University's Amnesty Medical Policy may be utilized for interventions ([Health and Wellness Center](#)).

### *Student Leader Training*

Each summer, both Resident Assistants (RAs) and Orientation Leaders (OLs) receive position-specific training to ensure that they are prepared to engage in positive and safe active bystander techniques, support students who may have experienced incidents of sexual violence and assist in leading discussions about sexual violence prevention.

### *Residence Assistants Training*

Residence Assistants receive yearly training via various departments, including Office of Equity and Civil Rights (OECR)/Title IX, Community Standards and Student Conduct (CSSC), Office of Sexual Violence Prevention Education (OSVPE) and Public Safety, focusing on privacy, being a mandated reporter, their roles as campus security authorities, bystander intervention, reporting incident structures and managing situations, etc.

### ***Whoa! Whoa! Slowing or Stopping a Disclosure and Why You Might Want To***

This training is designed to assist students in recognizing their role as a mandatory reporter, student leader and friend. The participant learning outcomes for this training are:

- Participants will be developing an understanding of what their role is during a disclosure
- Participants will be able to identify signs that a student may be about to disclose an incident of sexual violence
- Participants will be able to articulate their responsibilities as a mandatory reporter with the intention of increasing victim autonomy
- Participants will be able to identify all confidential on-campus resources and one confidential off-campus resource for students who have experienced sexual violence
- Participants will be able to identify one realistic behavior they can engage in to build a culture of consent and respect within their community

### ***It's My Place: Becoming an Active Bystander***

This training is designed to assist student leaders in recognizing their role as community influencers and support their residents and commuter's growth as active, positive, and safe bystanders. The participant learning outcomes for this training are:

- Participants will be able to identify the mental steps an individual need to take in order to move from being a passive onlooker to an active bystander
- Participants will develop an understanding of the 4 different bystander intervention techniques and which technique might be best suited for their personality-style
- Participants will be able to identify some common barriers to intervening
- Participants will develop an increased confidence in engaging in safe, positive active bystander intervention techniques

### **Student Experience Leaders (SELs) and Orientation Leaders (OLs)**

Student Experience Leaders and Orientation Leaders help support and promote the programming for Title IX and Alcohol and other Drugs presentations. During Fall Welcome Week, a trained company delivers this information to all incoming students. This session is mandatory for all new knights. In addition, we encourage the Director of OSVPE and Title IX coordinator to be present so students are able to identify those to whom at Arcadia they can turn.

### **OSVPE Peer Educators**

The OSVPE Peer Education Program is overseen by the Office of Sexual Violence Prevention and Education and Arcadia University Counseling Services. Peer Educators are undergraduate students and

are selected based on applications submitted in the Fall semester. Peer Educators receive regular training and Continuing Education opportunities about being trauma-informed and how to facilitate group trainings.

Peer Educators are then asked to take a certification exam. Peer Educators who pass the exam are awarded NASPA certification and are allowed to continue on to workshop content.

### ***Workshop Content***

GoodKnights Peer Educators are trained in four (4) content areas. Each content area is presented by a University staff member with expertise in that area. The content areas and presenters are:

- Bystander Intervention presented by the Office of Sexual Violence Prevention and Education
- Stress Management presented by Counseling Services
- Alcohol and Other Drug Use Prevention presented by Counseling Services
- Sexual Health and Well-Being presented by Student Health Services

Once peer educators complete the content training, they are able to present workshops to other students on campus.

In addition to regular workshops, peer educators are also eligible to engage in other programming development and execution for ongoing prevention program efforts such as Sexual Assault Awareness Month, Dating/Domestic Violence Awareness Month and Stalking Awareness Month. All peer education programming is based on primary prevention theory - meaning that they are focused on cultural change, rather than risk or harm reduction.

### ***Employee Training***

Arcadia employees have the opportunity to participate in the following trainings:

#### **Campus Violence Awareness for Employees (Campus SaVE Act)**

A virtual training for employees with the goal of educating employees about the requirements of the Campus SaVE Act. This includes identification of and response to incidents of sexual violence against students. It covers sexual violence awareness, risk reduction, bystander intervention, action to take after sexual violence has occurred, student disciplinary proceedings, victim protection, and sanctions. This training is mandatory for all employees.

#### **Sexual Harassment: Staff-to-staff**

A virtual training for employees designed to provide employees with a basic understanding of sexual harassment and strategies to maintain a harassment-free environment. This training is mandatory for all employees.

#### **Mandated Reporter Training (Title IX):**

A mandatory training for faculty, staff, and Resident Assistants regarding their mandated reporter responsibilities under University policy and procedures.

### ***Publications and Web-based Resources***

#### **Students Rights and Resources Brochure**

The Students Rights and Resources Brochure includes a list of frequently asked questions, students' rights when they have experienced sexual violence, a general overview of the Title IX reporting and student conduct processes and a list of applicable resources for students who have experienced sexual violence. Students may receive a printed copy of the Students Rights and Resources Brochure from the Office of Sexual Violence Prevention & Education, the Office of Equity and Civil Rights or the Office of the Dean of Students. In addition, the resource may be accessed on the Arcadia University Office of Sexual Violence Prevention & Education website [OSVPE](#).

#### **Safety Planner**

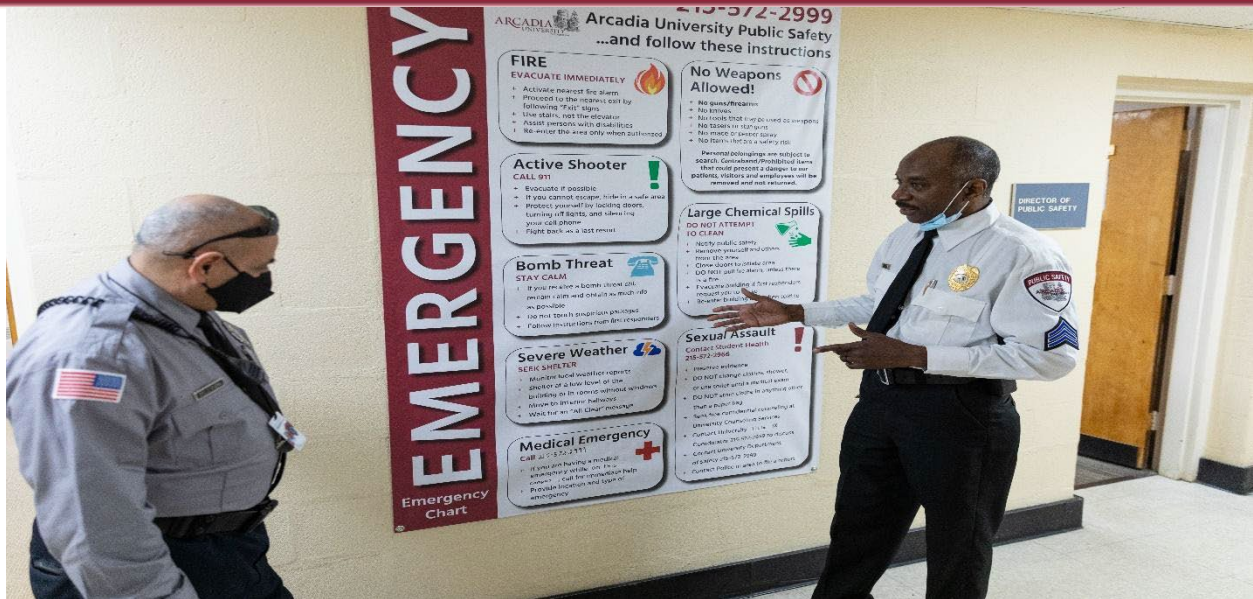
The Safety Planner is a document designed to assist students who may be experiencing stalking, dating or domestic violence in the creation of a safety plan. The Safety Planner may be obtained from the Office

of Sexual Violence Prevention & Education website ([OSVPE](#)) or a physical copies can be obtained in the Office of Sexual Violence Prevention & Education, the Office of Equity and Civil Rights (OECR), or Arcadia University Counseling Services. Arcadia University has developed a memorandum of understanding with Victim Services Center of Montgomery County to provide confidential professional assistance in filling out the Safety Planner. In addition, the Victim Services Center of Montgomery County has provided training to the Office of Equity and Civil Rights and the Arcadia University Counseling Services office to assist students in filling out the Safety Planner.

## **OFF-CAMPUS VIOLATIONS OF LAW**

If a student is criminally convicted of off-campus conduct, the University may impose campus sanctions as well, pursuant to the Student Handbook. The Arcadia University Public Safety Department works in conjunction with the Cheltenham Township Police Department and other law enforcement agencies in order to monitor criminal activity at off-campus locations. The Cheltenham Township Police Department routinely provides information to the University regarding incidents involving students residing or visiting the local areas. Other college and university police and public safety departments also report incidents involving Arcadia University students on their campuses. The Department of Public Safety can provide resources for students who are victims in off-campus incidents ([Public Safety](#)).





Officer Cruz Rivera (1961-1922) and Senior Sergeant Bruce Gant

## SAFETY AND SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

The Department of Public Safety conducts presentations related to safety, enforcement, crime prevention, and personal responsibility at all student orientation sessions each semester. The department also makes similar presentations each semester to all athletic teams (as requested) and Resident Assistant training. Various crime prevention and personal security-related printed information is also available to all students and posted throughout the campus. Public Safety meets each semester with the Student Government Organization to discuss safety related issues or concerns. Information is also conveyed informally through frequent visits to campus offices by public safety officers. The Department of Public Safety also uses a variety of media to address issues of campus safety and security and to promote Crime Prevention and Awareness. Programs are implemented on a dual concept of eliminating or minimizing criminal opportunities whenever possible while educating community members to be responsible for their own security and the security of others.

### *Safety Escort Service*

Upon the request of any student, faculty, staff member, or guest, the Department of Public Safety will provide safety escort services from one building to another and to and from the parking lots. You can contact the Safety Escort Service by calling the Public Safety Department at ext. 2800 from any campus phone, by dialing 215-572-2800, or by using an emergency call phone. Public Safety provides phone and virtual escort assistance to those students and staff of the Christiana, DE campus. When walking after dark, keep to the lighted walkways and avoid areas where shrubbery may conceal someone. When leaving your car, be sure to take your keys, remove your valuables and lock your car doors. Do not leave any personal property in sight and always close and lock your residence hall room door to protect your property and yourself.



### *Crime Prevention*

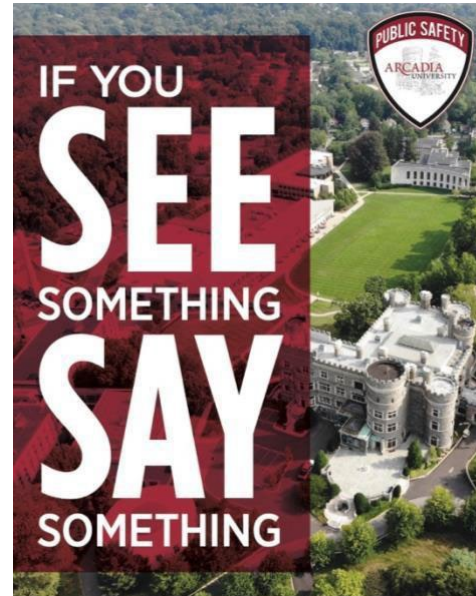
No community is 100 percent crime free. A University campus is not unlike any other community with the same problems and concerns. Although the incidence of serious crimes at Arcadia is low, Public Safety encourages all members of the University community to learn good crime prevention habits. Most crimes are crimes of opportunity and can be avoided with a little planning and common sense. Public Safety recognizes the types of problems that occur on campus and designs its training, crime prevention and education to respond to these situations.

- Crime Prevention Publicity: Fire and Crime Prevention training is conducted with Resident Assistants during orientation and is available to other student groups upon request.
- Burglar Alarm Systems: A proprietary electronic alarm system monitors a network of intrusion detection and duress alarm systems throughout the campus.
- Panic Buttons: Installed by request in critical areas throughout campus offices and entrances, to summon help in an emergency situation by sending a signal to the Department of Public Safety's Command Center. The system is tested monthly by Public Safety officers.

### *Safety Awareness and Education Programs*

- Sexual Assault Awareness, Education and Prevention: The University has a number of programs and organizations that address issues of sexual misconduct. Resident Assistants are trained to respond to sexual misconduct and provide education to the campus about how to avoid difficulties. Workshops are conducted during new student Orientations to explain and explore policies and cultural norms about sexual matters. ([Sexual Misconduct Resources](#)).
- Run. Hide. Fight. The University educates students, staff and faculty using Run, Fight, Hide techniques for active shooter protocol. This training is offered by the Federal Bureau of Investigations (FBI) and Public Safety officials each semester.
- "Chattin' with the Chief": The Director of Public Safety engages students monthly and one-on-one or in group settings to discuss safety issues and concerns brought forth.





## CRIME PREVENTION TIPS

Public Safety has an ongoing program promoting information and prevention tips during the academic year and will also distribute Emergency Notifications, Timely Warnings and Safety Alerts to communicate safety concerns to the community. There is much that students and employees can do to protect themselves from crime. Many crimes occur because there is an opportunity for them to happen. For example, most crimes of burglary and theft are random, not calculated. They occur because a residence hall door, room door or window is unsecured, or because car doors are unlocked, creating an opportunity. Always follow these safety tips:

### *On Campus*

- Walk in well-lit areas at night. Walk and jog in pairs or groups, particularly at night, or when in out-of-the way places. Do not ignore intuition: if you suspect you are being followed, change direction, or head for a campus building, or walk toward a group of people. Use the Campus Escort Service if you are walking alone.
- If a driver stops to ask for directions, do not get too close to the vehicle and risk being pulled inside.
- If you see a suspicious person or vehicle, call the Public Safety Department at 215 -572-2999 immediately. Be able to describe the person by sex; race; color, texture, and length of hair; body size and shape; clothing; scars and other noticeable markings; mode of travel and, if a vehicle, the type, color, and license number. Do not approach the person or the vehicle.
- Always have the key to your door in your hand before you arrive at the door. If attacked, use your keys as a weapon. Place a key between your forefinger and middle finger and strike in a downward motion across the attacker's face. Then run to safety. DO NOT keep large sums of cash on campus.
- Keep your money in a bank account. Open an account from which you can cash checks on campus, and which provides you with access to an ATM.
- Participate in campus crime prevention programs.
- Report all thefts and vandalism immediately to the Public Safety Department at 215-572-2800.
- Do not leave laptops, backpacks, or books unattended. Label all personal items with your name.
- Become familiar with the Emergency Call Boxes and their locations on campus.
- If you are the victim of an assault or crime, call the Public Safety Department immediately at 215- 572-2999, or contact your Area Coordinator (AC) or Resident Assistant (RA).

### *In Offices and Classrooms*

- Use situational awareness when working or studying alone in a building at night.
- While on campus, keep personal belongings in view.
- Use the Campus Safety Escort Service if you are walking alone at night by calling 215-572-2800.
- Report anyone who behaves suspiciously to the Public Safety Department. Remember the person's appearance and relay this information to Public Safety.

### *Residence Halls/Apartments*

- Always lock the door to your room, even if you are inside the room or step out briefly.
- If someone you don't know tries to enter a building behind you, say "NO!" and immediately notify Public Safety, Area Coordinator, or the Residence Assistant. This includes solicitors.
- Never prop open exterior doors of residence halls.
- Never loan your key or Knight Card to anyone. Report all lost, stolen or missing keys or cards immediately to the Public Safety Department at 215-572-2800, Knight Card Service at 215-572-2992 and to your Residence Assistant.
- Always ask who is at the door before opening it. Ask for identification to be slipped under the door so you can verify who it is.
- Report any unknown persons loitering in or around a residence hall immediately to the Public Safety Department at 215-572-2999.
- Never give out information about yourself to strangers over the phone, internet, etc.
- Never leave valuables, such as your wallet, purse, checkbook, or jewelry, in open view.

### *While Driving*

- Always lock your car doors when you are in the car and when it is parked.
- Park under a light or in well-lit lots.
- Always check the backseat and under the car before getting in.
- Have your keys in your hand ready to open the car door. Do not fumble in your purse or pockets looking for keys.
- Do not pick up hitchhikers.
- If you have car trouble, exit your car on the passenger side. Tie a white cloth on your antenna. Get back into your vehicle and lock your doors. Do not roll down the window all the way; roll it down only an inch or two to be able to ask for help, or to give a phone number. Never allow someone to fix the problem. Do not get out of the car. We strongly encourage everyone to belong to an emergency road service, such as AAA.
- If you think you are being followed, drive directly to the nearest police or fire station or, if you are driving on campus, go to Public Safety. Do not go to your room or apartment. If you cannot get to Public Safety, go to a public area such as a 24-hour convenience store and notify the police.



## CAMPUS EMERGENCY PHONE NUMBERS

Please note the following phone numbers for use in case of campus emergencies:

Dial extension only, shown in bold, when using campus phones. When dialing phone numbers not highlighted in bold from a campus phone, you must dial 9 and then the complete phone number.

### *Police/Fire/Ambulance/Emergency*

- Public Safety Department: 215-572-**2999**
- Cheltenham Township Police/Fire/Ambulance: 215-885-1600 or 911
- Delaware State Police: 302-739-5901 or 911

### *Non-Emergency*

- Public Safety Department: 215-572-**2800**
- Cheltenham Township Police: 215-885-1600
- Student Health Services: 215-572-**2966**
- Delaware State Police: 302-739-5901
- Global Health and Safety Team: 215-572-2123

### *Support Services - On Campus*

- Campus Life: 215-572-**2933**
- Student Health Services: 215-572-**2966**
- Counseling Center: 215-572-**2967**
- Alcohol & Other Drug Education Program: 215-572-**4091**
- Global Health and Safety Team: 215-572-**2123**

### *Support Services - Off Campus*

- Victim Services Center: 610-277-5200
- Abington Hospital: 215-481-2000
- Abused Women's Hotline: 215-885-5020
- Women's Center: 215-885-5020
- WOAR (Women Organized Against Rape): 215-985-3333 or [www.woar.org](http://www.woar.org)

# 2023 Annual Report of Campus Security Policies and Procedures

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965, a federal law that requires all colleges and universities to disclose certain timely and annual information about campus crime and security policies.

All public and private institutions of postsecondary education participating in federal student aid programs are subject to this Act. The United States Department of Education is the agency that is charged with the enforcement of the Act and where complaints of alleged violations can be made.

The Clery Act, originally enacted by congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard and Connie Clery after their daughter Jeanne, a college freshman, was raped and murdered in her residence hall in 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assaults certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 law also formally named the law in memory of Jeanne Clery.

Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender and campus emergency response. Also new campus safety requirements were added in the following areas: fire safety issues, hate crime reporting, missing students, and emergency response and evacuation procedures of institutions that maintain on-campus student housing.

In 2014, the final regulations for the Violence Against Women Act (VAWA) amendments to the Clery Act were published by the Department of Education. The regulations expanded the rights afforded to campus survivors of sexual assault, dating violence, domestic violence, and stalking. The statistical information for these additional categories is contained in this report.

The full text along with the statistical charts of this report can be located on our website at <https://www.arcadia.edu/life-arcadia/campus-services/public-safety/crime-statistics>. This report is prepared in cooperation with the local law enforcement agencies surrounding the Glenside, Pennsylvania campus and alternate sites, Residence and Commuter Life, Office of Campus Life, The College of Global Studies and other partners, as applicable. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Arcadia Public Safety Department, designated campus officials and local law enforcement agencies. Counseling Services staff inform their clients of the procedures to report crime to Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year on October 1<sup>st</sup>, an email notification is made to all enrolled students and employees that provides the website URL to access this report [Annual Security and fire Safety Report](#) for review. Copies of the report may also be obtained upon request at the Department of Public Safety, located in Dilworth Hall or by calling 215-572-2800.

## REPORTABLE GEOGRAPHIC LOCATIONS

Each institution must disclose crime statistics for the campus area, all unobstructed public areas immediately adjacent to or running through the campus and certain non-campus facilities and remote classrooms. Statistics must be gathered from all satellite campuses including those in other countries where students are sent to study and live. Statistics for the adjacent public properties to the campus are also gathered from multiple local police jurisdictions. At Arcadia University, that jurisdiction is the Cheltenham Township Police Department for the Glenside campus and Delaware State Police for the Christiana campus. The Clery Act specifies that all institutions disclose statistics for crimes committed in specific geographic locations. These locations are described as follows:

### *On Campus*

Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the University's educational purposes including residence halls. Examples of this for Arcadia University are the properties of Oak Summit apartments and Manor apartments, both of which are not on the Glenside, Pennsylvania campus but they are classified as "on campus" since they are reasonably contiguous to the main campus. The Glenside, Pennsylvania campus is bounded on the North by Church Rd; the Southeast side of the campus is bounded by Limekiln Pk., and Easton Rd; to the Southwest by PA Route 309 and the Northwest by Waverly Rd. and Holy Sepulcher Cemetery.

**NOTE:** *Arcadia University has a satellite campus in Christiana, Delaware. The statistics from that location will be noted by a separate chart for this crime report. The statistics for the space utilized in Willow Grove, Pa, are included in the Glenside, Pennsylvania campus statistics.*

Incidents that occur in or around Arcadia's Global Studies and Civic Engagement abroad facilities are included in the Glenside, Pennsylvania campus statistics, under the Non-Campus Properties section.

### *Residential Facilities*

A subset of the On Campus category that must be separately disclosed and counted. It can include the following types of housing:

- Undergraduate and graduate housing.
- Single family houses that are used for student housing.
- Summer school student housing.
- Buildings that are used for student housing but also have faculty, staff or any other individuals living there.
- Buildings that are owned by a third party that has a written agreement with the institution to provide student housing.
- Housing for officially and not officially recognized student groups, including fraternity or sorority houses, which are owned or controlled by Arcadia or are located on property that Arcadia owns or controls. **Note:** Arcadia University does not have housing for recognized student groups, fraternity, or sorority houses.

### *Non-Campus*

Any building or property owned or controlled by a student organization that is officially recognized by the institution: or any building or property owned or controlled by Arcadia University, that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, but is not within the same area that is reasonably contiguous to the University.

### *Public Property*

All public property, including thoroughfares, streets, sidewalks, and parking facilities, is within the campus or immediately adjacent to and accessible from the campus. This includes the sidewalk across the street from the campus.

## **DEFINITIONS OF CLERY ACT AND VAWA CRIMES**

The conclusion of this annual campus security report contains statistical accounting of various crimes that have been reported to the Department of Public Safety. All of the offenses are prohibited by the University and incidents may result in disciplinary action. The definitions used to classify these incidents are required to come from the Federal Uniform Crime Reporting Program and the National Incident-Based Reporting System and are as follows:

**Criminal Homicide - Murder and Non-Negligent Manslaughter** – The willful non-negligent killing of one human being by another.

**Criminal Homicide - Negligent Manslaughter** - The killing of another person through gross negligence or without malice.

**Sexual Assault (Sex Offenses)** – An offense that meets the definition of rape, fondling, incest, and statutory rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

**Rape** - is 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.

**Fondling** - is 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.

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

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

The Campus Safe Act adds the following offenses to the list of criminal offenses for which statistics must be reported.

- **Domestic violence:** The term "domestic violence" includes felony or misdemeanor crimes 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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 occurred.
- **Dating violence:** The term "dating violence" means violence committed by a person - who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on a consideration of the following factors:



- The length of the relationship.
  - The type of relationship.
  - The frequency of the interaction between the persons involved in the relationship.  
For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; and dating violence does not include acts covered under the definition of domestic violence.
- **Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - fear for their safety or the safety of others; or
    - suffer substantial emotional distress.

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

**Burglary** - The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** - 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.

**Weapon Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapon offenses that are regulatory in nature.

**Drug Abuse Violations** - The violations of laws prohibiting the production, distribution and/or use of controlled substances and the equipment or devices used in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations** - The violation of state and local laws or ordinances prohibiting the manufacture, purchase, sale, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**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. These incidents are counted when the event is related to a hate crime category.

**Larceny-Theft** - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. These incidents are counted when the event is related to a hate crime category.

**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. These incidents are counted when the event is related to a hate crime category.

**Destruction/Damage/Vandalism of Property** - 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. These incidents are counted when the event is related to a hate crime category.

## HATE CRIMES

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crimes that were previously listed and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

## PENNSYLVANIA UNIFORM CRIME REPORTING ACT (PAUCR)

Arcadia University is mandated by the Pennsylvania Uniform Crime Reporting Act (PAUCR) (formerly Pa. Act) to disclose crime statistics to the Pennsylvania State Police, in a form and manner described by the State Police, for publication in the Pennsylvania Uniform Crime Report. The information is submitted at the beginning of each month to [PAUCR Form](#).

## CRIME LOG

In compliance with the Clery Act, the Department of Public Safety maintains a daily log of reported crimes and is available for inspection, upon request, during normal business hours. All crimes reported to the Department of Public Safety are documented in the daily Crime Log. The Crime Log records information of criminal incidents, the nature of the crime, its general location, the date and time of occurrence and date and time reported, and the disposition of the complaint. The disposition of the event is included when and if reasonably available. The names of victims are excluded, and where the investigation of a crime, safety of an individual may be compromised, or when information might directly or indirectly identify a victim; the department may temporarily withhold information. Generally, all incidents are included in the log within two business days from when they are reported. The Crime Log for the last 60- day period is open to public inspection, upon request, during normal business hours. The Crime Log is located in the Public Safety Department and portions of the log that are older than **60** days are made available within two business days of a request for inspection.

## EMERGENCY NOTIFICATION AND TIMELY WARNINGS

The Clery Act requires colleges and universities to issue emergency notifications and timely warnings to the campus community when there is a threat to the health or safety of students or employees. Arcadia University is not required to issue Timely Warnings with respect to crimes reported to a Pastoral or Professional Counselor.

**Emergency notification** - are issued when there is a significant emergency or dangerous situation that poses an immediate threat to the campus community. These situations may also include Clery related crimes.

**Timely warnings** - are issued when a specific crime has occurred, and the threat is considered serious and continuing, and represents a threat to the safety of campus community. These situations may also include Clery related crimes.

Institutions must issue emergency notifications and timely warnings for any Clery Act crime that occurs within the Clery geography, that is reported to Public Safety, Campus Security Authorities or local police agencies and is considered by the institution to represent a serious or continuing threat to the campus community. Arcadia University also issues Safety Alerts to the campus community as needed.

Arcadia University issued **zero** Timely Warnings and Emergency Notifications in 2023.

## POLICY STATEMENT ADDRESSING ISSUING TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a Timely Warning or an Emergency Notification Determination Form will be completed and submitted to the Emergency Notification Team. The Emergency Notification Team, comprised of the Dean of Students, General Counsel, Marketing and Communications, and the Director of Public Safety, will review the Determination Form and decide if a warning is warranted. After consultation, a Timely Warning or Emergency Notification will be issued. The warning will be issued via University email, text, and phone systems to students, faculty, and staff.

- ***Please note that there will be instances where time will not permit consultation with the Emergency Notification Team and a warning will be sent to the community members.***

Depending on the particular circumstances of the incident, the Department of Public Safety may also post a notice on the campus intranet, MyArcadia ([my.arcadia.edu](http://my.arcadia.edu)) and Timely Warnings and Emergency Notifications page ([Timely Warnings and Emergency Notifications](#)). A copy of notices is posted in buildings throughout campus.

Anyone with information warranting a timely warning or an emergency notification should report the circumstances to the Department of Public Safety by phone (215-572-2999) or in person at the Command Center with Public Safety (Dilworth Hall). Timely Warning and Emergency Notifications notices will not include victim information.

## EMERGENCY NOTIFICATION SYSTEM

The Arcadia University mass emergency notification system is powered by Send Word Now ([Send Word Now](#)) that enables the University to quickly notify the campus community of critical information during a major emergency.

Currently the University can notify all Arcadia faculty, staff and students via cell phones, landlines, text messaging, and e-mail. The University can also send voicemail messaging and also uses the University website to provide current and continuous updates acting as a central point for accurate information.

The Arcadia mass emergency notification system is activated for emergencies such as, but not limited to, violent crimes, power outages, building evacuations, impending violent storms, and campus closures due to inclement weather, with the approval of the University's senior leadership.

### *Enrolling in the Emergency Notification System*

All members of the University community are advised that, for Send Word Now, the mass emergency notification system to be effective, contact information in the University's databases should be up to date. To update emergency contact information, go to [Contact Information](#) to update the information.

### *Testing the System*

The mass emergency notification system is tested at the beginning of each semester by Public Safety officials to ensure that students, faculty, and staff are familiar with emergency alerts and what their individual roles are during an actual situation. Email notifications, including dates and times of system testing are sent prior to testing for preparedness and enrollment assurance. The College of Global Studies tests their component of the mass emergency notification system each semester and during the summer term.

## EMERGENCY RESPONSE

### *Assessing the Threat*

The Crisis Emergency Management Team makes up the Incident Command Team in the event of a potential threat that may necessitate the evacuation of part or all of the campus. The Director of Public Safety will immediately review and evaluate the threat information, determine its significance, and notify all appropriate outside agencies if necessary.

*NOTE: In case of emergencies of a significant nature where outside agencies are involved, the Incident Command may be taken over by that agency with assistance from the University team.*

The Team will assemble at one of the following locations:

- The Castle – President's Conference Room
- The University Commons – Meeting Rooms
- Landman Library
- Any other appropriate off campus location if the need arises

### *Public Safety*

In the event that there is an incident that requires evacuation of a campus building or residence hall the Director of Public Safety will:

- Immediately notify Residence Life, Facilities, and the Vice President of Campus Life, who will then determine whether to activate the emergency notification system. NOTE: EMERGENCY NOTIFICATION WILL OCCUR PRIOR TO THE TEAM ASSEMBLY
- Activate the EOC (Emergency Operations Center) located in Dilworth Hall at the Department of Public Safety.

The on-scene Public Safety officer will assume the liaison function with any off-campus agencies that respond to an incident on the campus. The officer will serve as the point of contact between the Arcadia University entities and the Incident Commander in charge of the incident

### *Resident Assistants and Area Coordinators*

When conducting BUILDING DRILLS from residence halls, the Residence Assistants and Area Coordinators will assist Public Safety with the responsibility to see that all residents are safely and quickly evacuated from the buildings. These individuals shall knock on doors en route to the exit to assist in the complete evacuation of the floor and report conditions of fire, smoke, and those special needs persons unable to evacuate to the appropriate area of safe refuge, which in the case of the residence buildings, is the Walk of Pride. After which, residents will be directed to their Emergency Evacuation Location. Persons with special needs, depending on which residence hall they live in, will already have special arrangements for shelter until they are rescued. Personal Safety of the RAs and ACs takes precedence over assuring complete evacuation of the floor.



### *Definition of Emergency*

An emergency is an unplanned event that may cause deaths or significant injuries to students, faculty, and staff or the general public in or about the Arcadia University campus. This event may also disrupt the normal operations of the University, cause property and or environmental damage, or threaten the general well-being of the University. These emergency events may include, but are not limited to, any natural or manmade disasters such as:

- a. fire
- b. hazardous materials incidents on campus or near the campus
- c. floods
- d. hostage situations—workplace violence
- e. hurricanes or other natural disasters
- f. extreme weather conditions
- g. communication failure
- h. campus wide utility outage
- i. civil disturbance
- j. explosion
- k. structure collapse
- l. Homeland Security Alerts

### *Evacuation Decision*

The Incident Commander (Director of Public Safety), or designee, and Facilities Management will examine all information to determine if a campus evacuation is necessary and, if so, to what extent. If the threat is directed at one building or a known location, that particular location or building should be evacuated. If the location of the threat is unknown, the team will determine if an entire campus evacuation is necessary.

### **Threats of an immediate nature will necessitate immediate evacuation or response by on-scene administrators.**

The extent and length of the evacuation will be determined by the nature of the threat, the location of the threat, and all information pertaining to the threat. The Incident Commander will consult with the local authorities, police, and fire emergency services, as necessary. The Department of Public Safety and Facilities have the ability to lock down the campus utilizing access control software.

The Vice President of Marketing and Communications or the Director of Communications will be the official University spokesperson for issuing information (press releases, etc.) concerning the threat and activities related to it. No outside press or media will be permitted at the meetings of the Incident Command Team. A township public information officer or representative may also be involved in disseminating information on police or fire incidents.

### **In the event of an evacuation of a residence hall, due to an event that makes them unusable, students will relocate to the assigned Emergency Evacuation Location, where emergency provisions such as mattresses, blankets, and other necessities will be provided.**

In most cases, existing plans for fire evacuation are applicable for evacuation in response to a hazard, but building evacuation may not be the best course of action. For example, this might be the case if the hazard is a toxic release, and it is external. Such widespread toxic releases can take several forms such as a tanker truck, carrying hazardous materials, overturning on a highway near the University releasing a highly toxic plume near or in the campus area itself. In this circumstance, sheltering in place would be the preferred course of action to protect the University community and it can be implemented more rapidly than evacuation.

Shelter in Place is a strategy of protecting people from a specific hazard by directing them to remain *inside* a building until further notice from the emergency responders. Any directive to shelter in place will be communicated using the same techniques outlined above.

When a directive to shelter in place is issued, do not leave the building until there is official notification that is safe to do so.

The University also maintains an Incident Command Personnel Notification List, as follows:

Director of Public Safety:

- Facilities
- Outside Authorities and Agencies
- VP for Finance and Administration (CFO)

Vice President of Marketing/Communication:

- President of the University
- All Vice Presidents
- General Counsel

Vice President of Campus Life/Dean of Students:

- Provost/Senior Vice President
- Director of Residence Life
- Director of Student Health Services
- Director of Counseling Services
- Conference and Event Services
- Associate Dean of Students

## ACTIVE SHOOTER

Incidents involving active shooters are unpredictable and your immediate response depends on the situation at hand. Recognition of the danger, keeping a cool head, acting quickly, and following basic guidelines will govern your response.

If you are in a building where a dangerous situation is developing, utilize the **Run, Hide, Fight** techniques, and exit the building immediately, moving away from the source of the danger.

### RUN!

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 911 when you are safe and give as many details as possible.

### HIDE!

- Hide in an area out of the shooter's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.

- Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees, or buildings.
- Remain in place until you receive an “all clear” signal from law enforcement officials.

#### **FIGHT!**

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions...your life depends on it.

## **ARCADIA UNIVERSITY EVACUATION PLAN**

### *Evacuation Procedure*

The establishment of a safe environment is a shared responsibility of every member of the Arcadia University community. Occupants should be familiar with the exits in the buildings where they live and attend classes and should know the options for a secondary means of egress should the primary exits not be desirable or rendered useless during an emergency.

Everyone is required to participate in ALL BUILDING DRILLS, which are the foundation of all emergency exit drills. In buildings where there are floor plans and evacuation procedures on the back of doors or in hallways and lobbies, occupants should become familiar with and understand the instructions on them.

Emergency evacuation and Building drills are conducted each semester, with prior notification, in order to prepare occupants for an organized evacuation in case of an emergency and to familiarize them with the various exits of their particular buildings. During these drills, building occupants are guided to pre-designated areas in order to account for the number of students, faculty, and staff in that particular building.

### **DO NOT USE BUILDING ELEVATORS IN THE EVENT OF AN EMERGENCY THAT REQUIRES EVACUATION.**

#### *General Building Evacuation Procedures*

- Fire alarms and other warnings, verbal or otherwise, will be used to sound a building evacuation
- Walk quickly and do not run; DO NOT PANIC!
- Always use stairways
- Give assistance to any disabled person as long as it's safe to do so; notify emergency personnel with their exact location if you cannot render further assistance
- Follow the instructions of emergency responders
- If possible, time permitting, turn off electrical appliances; close residence doors; bring your room keys with you
- Go to the designated outside areas away from the building to allow emergency personnel and vehicles to have a clear path to the area
- Make sure you know an alternate exit route in case the regular exit route is blocked

#### *Evacuation Procedures for Residence Halls*

If a fire starts in your residence hall room:

- Leave the room immediately and close the door behind you to keep the fire from spreading; the smoke and heat detectors will sound the alarm, but to make sure, pull the nearest alarm in the hall
- Leave the building by the closest exit
- Call Public Safety from a safe location and alert them to anyone who may still be in the building, including those who may require assistance in leaving due to a disability

If you hear a fire alarm:

- Go to the door of your room if it is closed—feel the door with your hand, if the door or the doorknob is hot, **do not open the door**--leave it shut

- Let someone know you are in the room; call Public Safety
- Open your room window and hang a bed sheet or similar item out of the window to signal the fire responders
- Seal openings around the hallway door with towels, etc.
- If the door is not hot, check the hall. If you can leave safely, take your keys with you, and close the door, go to the nearest clear exit, and leave the building
  - DO NOT USE THE ELEVATORS
  - If smoke blocks your path, there is cleaner, cooler air nearer the floor level. DO NOT STAND AS SMOKE AND TOXIC GASSES RISE

#### *Evacuation Procedures for Non-Residence Halls*

In the event of fire or other emergencies, in non-residential buildings, at the sound of a fire alarm, occupants of the building need to evacuate the building quickly and safely and once outside, go to a pre-designated location so it can be determined that everyone is out of the building, and await further instructions from Public Safety.

- DO NOT USE THE ELEVATORS
- If smoke blocks your path, there is cleaner, cooler air nearer the floor level. DO NOT STAND AS SMOKE AND TOXIC GASSES RISE

**You must keep a safe distance from the building for personal safety and so as not to impede the work of the firefighters and/or law enforcement officials.**





*Dave Washington, Facilities Fire Safety Expert with Resident and Commuter Assistants during Fire Safety Training*

## 2023 Annual Fire Safety Report

### FIRE LOG

Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Arcadia University complies with this rule by including all fire related incidents in the Daily Crime and Fire Log.

### ANNUAL FIRE SAFETY REPORT

Institutions with on-campus housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Arcadia University complies with this regulation by including all fire related incidents at on-campus housing facilities as part of this Annual Fire Safety and Security Report. Information contained in this annual fire safety report includes number and causes of fires at all on-campus housing facilities; number of fire related deaths; related injuries; value of fire related damages; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliances, smoking, and open flames.

If a fire occurs in any building, Arcadia community members must immediately notify Public Safety at 215-572-2999 or Christiana, DE Fire Company at 302-737-2433. Public Safety will respond and determine if smoke or fire is present and will summon the Fire Department to the campus when appropriate.

If any member of the Arcadia community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident.

The campus fire alarm systems alert community members of potential hazards. Arcadia community members are required to heed an activated fire alarm system and evacuate a building immediately. Use the nearest available exit to evacuate the building. **DO NOT USE ELEVATORS.**

## FIRE PROTECTION EQUIPMENT/SYSTEMS

All residential and non-residential University buildings are equipped with automatic fire detection and alarm systems which are monitored by the Public Safety Command Center, 24 hours a day, and 365 days a year.

## FIRE DEFINITIONS

**Fire:** Rapid oxidation of combustible material accompanied by heat, light, and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency personnel.

**Fire-related deaths:** Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

**Fire-related injuries:** Number of people receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from a fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Estimated U.S. Dollar Loss Related to Fire Incidents:** Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

## EVACUATION PROCEDURES POSTED

When a fire alarm is activated, evacuation is mandatory. **DO NOT USE ELEVATORS.** Evacuate the building using the nearest exit and proceed to the nearest point of safety to begin the accountability and assessment process.

## FIRE SAFETY EDUCATION AND TRAINING

The Department of Public Safety includes fire safety education and instructions during orientations and building drills. In addition, students, faculty, and staff are encouraged to make use of training provided by Public Safety or Facilities. The direct training provides instruction in numerous aspects of fire safety, focusing on proper procedures for safe evacuation of residence halls and other buildings during a fire emergency.

There are a number of fire prevention programs to be delivered to the occupants of residence halls and other members of the University community, conducted by persons of authority within the University or Cheltenham Township and Glenside Fire Departments.



*Oak Summit Apartment Style Housing*

## **BUILDINGS EQUIPPED WITH FIRE ALARM SYSTEMS AND SMOKE DETECTORS**

All residence halls and apartment style housing, on and off campus (i.e., Oak Summit and Manor), as well as non-residential buildings on and off campus, are equipped with smoke or heat detectors and fire alarms that are monitored at the Public Safety Command Center twenty-four (24) hours a day and seven (7) days a week.

## **EMERGENCY BUILDING DRILLS (FORMERLY KNOWN AS FIRE DRILLS)**

Throughout the year, various supervised scheduled building drills or actual events at campus are facilitated and certified by the Department of Public Safety, in cooperation with Residence Life personnel and Facilities. These drills familiarize students, faculty, and staff with emergency procedures.

Each semester, emergency evacuation drills are conducted at the residence halls. Emergency evacuation drills are conducted yearly in non-residential buildings by the Department of Public Safety.

**2023 ARCADIA UNIVERSITY RESIDENCE HALLS  
FIRE SAFETY INSPECTIONS**

**On Campus**

<b>LOCATION</b>	<b>FIRE ALARMS MONITORED BY PUBLIC SAFETY</b>	<b>EQUIPPED WITH FULL SPRINKLER SYSTEMS</b>	<b>FIRE ALARMS AND SMOKE DETECTORS</b>	<b>EVACUATION PLANS POSTED AND FIRE SAFETY CONDUCTED</b>	<b>NUMBER OF DRILLS CONDUCTED 2023</b>
GREY TOWERS CASTLE	YES	NO	YES	YES	2
KISTLER HALL	YES	YES	YES	YES	2
THOMAS HALL	YES	YES	YES	YES	2
DILWORTH HALL	YES	YES	YES	YES	2
HEINZ HALL	YES	YES	YES	YES	2
KNIGHT HALL	YES	YES	YES	YES	2

**Off Campus**

<b>LOCATION</b>	<b>FIRE ALARMS MONITORED BY PUBLIC SAFETY</b>	<b>EQUIPPED WITH FULL SPRINKLER SYSTEMS</b>	<b>FIRE ALARMS AND SMOKE DETECTORS</b>	<b>EVACUATION PLANS POSTED AND FIRE SAFETY CONDUCTED</b>	<b>NUMBER OF DRILLS CONDUCTED 2023</b>
OAK SUMMIT APARTMENTS	YES	YES	YES	YES	2
MANOR 777 LIMEKILN PIKE	YES	YES	YES	YES	2

**2023 Residential Reported Fire (s) = 0**



**2022 ARCADIA UNIVERSITY RESIDENCE HALLS  
FIRE SAFETY INSPECTIONS**

**On Campus**

<b>LOCATION</b>	<b>FIRE ALARMS MONITORED BY PUBLIC SAFETY</b>	<b>EQUIPPED WITH FULL SPRINKLER SYSTEMS</b>	<b>FIRE ALARMS AND SMOKE DETECTORS</b>	<b>EVACUATION PLANS POSTED AND FIRE SAFETY CONDUCTED</b>	<b>NUMBER OF DRILLS CONDUCTED 2022</b>
GREY TOWERS CASTLE	YES	NO	YES	YES	2
KISTLER HALL	YES	YES	YES	YES	2
THOMAS HALL	YES	YES	YES	YES	2
DILWORTH HALL	YES	YES	YES	YES	2
HEINZ HALL	YES	YES	YES	YES	2
KNIGHT HALL	YES	YES	YES	YES	2

**Off Campus**

<b>LOCATION</b>	<b>FIRE ALARMS MONITORED BY PUBLIC SAFETY</b>	<b>EQUIPPED WITH FULL SPRINKLER SYSTEMS</b>	<b>FIRE ALARMS AND SMOKE DETECTORS</b>	<b>EVACUATION PLANS POSTED AND FIRE SAFETY CONDUCTED</b>	<b>NUMBER OF DRILLS CONDUCTED 2022</b>
OAK SUMMIT APARTMENTS	YES	YES	YES	YES	2
MANOR 777 LIMEKILN PIKE	YES	YES	YES	YES	2

**2022 Residential Reported Fire (s) = 0**

**2021 ARCADIA UNIVERSITY RESIDENCE HALLS  
FIRE SAFETY INSPECTIONS**

**On Campus**

<b>LOCATION</b>	<b>FIRE ALARMS MONITORED BY PUBLIC SAFETY</b>	<b>EQUIPPED WITH FULL SPRINKLER SYSTEMS</b>	<b>FIRE ALARMS AND SMOKE DETECTORS</b>	<b>EVACUATION PLANS POSTED AND FIRE SAFETY CONDUCTED</b>	<b>NUMBER OF DRILLS CONDUCTED 2021</b>
GREY TOWERS CASTLE	YES	NO	YES	YES	2
KISTLER HALL	YES	YES	YES	YES	2
THOMAS HALL	YES	YES	YES	YES	2
DILWORTH HALL	YES	YES	YES	YES	2
HEINZ HALL	YES	YES	YES	YES	2
KNIGHT HALL	YES	YES	YES	YES	2

**Off Campus**

<b>LOCATION</b>	<b>FIRE ALARMS MONITORED BY PUBLIC SAFETY</b>	<b>EQUIPPED WITH FULL SPRINKLER SYSTEMS</b>	<b>FIRE ALARMS AND SMOKE DETECTORS</b>	<b>EVACUATION PLANS POSTED AND FIRE SAFETY CONDUCTED</b>	<b>NUMBER OF DRILLS CONDUCTED 2021</b>
OAK SUMMIT APARTMENTS	YES	YES	YES	YES	2
MANOR 777 LIMEKILN PIKE	YES	YES	YES	YES	2

**2021 Residential Reported Fire (s) = 0**

## Addendum A: Arcadia University Crime Statistics

GLENSIDE, PA CAMPUS	(*)All On-Campus Property			Non-Campus Property			Public Property			Residential Facilities		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Homicide - Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES (TOTAL)</b>	<b>3</b>	<b>8</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>5</b>
Sexual Assault - Rape	1	6	5	0	0	0	0	0	0	1	6	5
Sexual Assault - Fondling	2	2	0	0	0	0	0	0	0	0	2	0
Sexual Assault - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS (TOTAL)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
<b>REFERRALS (TOTAL)</b>	<b>62</b>	<b>89</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>88</b>	<b>44</b>
Liquor Law violations referred for disciplinary action	47	64	30	0	0	0	0	0	0	47	63	29
Drug Law violations referred for disciplinary action	15	25	15	0	0	0	0	0	0	15	25	15
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0

*\*Statistics from the Global Studies and Civic Engagement Programs are included within the Glenside, Pa main campus table, in the Non-Campus Property section. Statistics from those areas are provided by our International partners, including in-country law enforcement.*





## CLERY ACT HATE CRIME STATISTICS – 2023 REPORT

The figures in the following crime categories depict the number of these crimes that manifested evidence that the victim was intentionally selected because of the perpetrator’s bias. See the "Key to Hate Crime notations" below for the types of bias that occurred.

GLENSIDE, PA CAMPUS	(*)All On-Campus Property			Non-Campus Property			Public Property			Residential Facilities		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Homicide - Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Criminal Homicide – Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES (TOTAL)</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Assault - Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Assault - Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Assault - Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Assault – Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>OTHER OFFENSES (TOTAL)</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny/Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Harassment</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Vandalism</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other crimes involving bodily injury</b>	0	0	0	0	0	0	0	0	0	0	0	0

### Notes on Clery Act Hate Crime Statistics

(\*) This category includes all on-campus incidents including those listed in the category "Residential Facilities", therefore the two categories are not cumulative, but duplicative. HATE CRIMES: Offenses motivated by a type of bias or prejudice will have a superscript notation for the type of bias. ***\*Statistics from the Global Studies and Civic Engagement Programs are included within the Glenside, Pa main campus table, in the Non-Campus Property section. Statistics from those areas are provided by our International partners, including in-country law enforcement.***

### Key to Hate Crimes Notations:

Race = ra	Religion = re	Ethnicity = e
Sexual Orientation = s	Disability = d	Gender Identity = gi
Gender = g	National Origin = no	

CHRISTIANA, DE	(*)All On-Campus Property			Non-Campus Property			Public Property			Residential Facilities		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Homicide - Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide – Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES (TOTAL)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sexual Assault - Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
<b>OTHER OFFENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Harassment	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0

**Notes on Clery Act Hate Crime Statistics**

(\*) This category includes all on-campus incidents including those listed in the category "Residential Facilities", therefore the two categories are not cumulative, but duplicative. HATE CRIMES: Offenses motivated by a type of bias or prejudice will have a superscript notation for the type of bias.

**Key to Hate Crimes Notations:**

Race = ra

Sexual Orientation = s

Gender = g

Religion = re

Disability = d

National Origin = no

Ethnicity = e

Gender Identity = gi

## CLERY ACT VAWA STATISTICS – 2023 REPORT

The Clery Act, as amended in 2013, now includes three additional crimes CSAs must report to the reporting structure of their institution. Those crimes are dating violence, domestic violence, and stalking. It is important to note that while dating violence is not a defined crime in Pennsylvania, it is a crime for the purposes of Clery Act reporting.

The new crime reporting requirements take effect for the College's Annual Security Report institutions and must be published on or before October 1, 2024.

GLENSIDE CAMPUS	(*)All On-Campus Property			Non-Campus Property			Public Property			Residential Facilities		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Violence Against Women Act Offenses (VAWA) (Totals)	5	4	2	0	0	0	0	0	0	0	1	2
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	2	0	0	0	0	0	0	0	1	2
Stalking Incidents	5	3	0	0	0	0	0	0	0	0	0	0

CHRISTIANA, DE CAMPUS	(*)All On-Campus Property			Non-Campus Property			Public Property			Residential Facilities		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Violence Against Women Act Offenses (VAWA) (Totals)	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking Incidents	0	0	0	0	0	0	0	0	0	0	0	0

***\*Statistics from the Global Studies and Civic Engagement Programs are included within the Glenside, Pa main campus table, in the Non-Campus Property section. Statistics from those areas are provided by our International partners, including in-country law enforcement.***

# **Addendum B: Arcadia University's Interim Policy Prohibiting Discrimination and Harassment, including Sexual Harassment and Sexual Misconduct**

## **POLICY STATEMENT**

The University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from Sexual Harassment, Sexual Misconduct, and Retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the Education Program or Activity, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of Sexual Harassment, Sexual Misconduct, or Retaliation. The University values the dignity of all persons and strives to balance the rights of the Parties during what is often a difficult time for all those involved.

The Office of Equity and Civil Rights is responsible for enforcing a Policy Prohibiting Sexual Harassment and Sexual Misconduct (the "Policy" or this "Policy") on behalf of the University and has Procedures available to do so. This Policy does not address Discrimination, Harassment, or Bias Incidents as defined in and governed by the University's Non-Discrimination and Non-Harassment Policy.

This Policy is intended to meet the University's obligations under Title IX of the Education Amendment of 1972; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), as amended by Violence Against Women Reauthorization Act of 2013 (VAWA), with respect to its application to sex and gender-based misconduct; Title VII of the Civil Rights Act of 1964 (Title VII) with respect to its application to sex and gender-based misconduct; and other related and applicable law, including Pennsylvania's Act 16 of 2019.

The following sections are derived from the Policy Prohibiting Sexual Harassment and Sexual Misconduct. The policies referenced here and their related Procedures in their entirety can be accessed via the following links:

- [Arcadia University Policy Prohibiting Sexual Harassment and Sexual Harassment](#)
- [Arcadia University Non-Discrimination and Non-Harassment Policy](#)
- [Arcadia University Procedures for Resolution of Complaints Under the Non-Discrimination and Non-Harassment Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct](#)

## **PROHIBITED CONDUCT**

### **A. Sexual Harassment**

The United States Department of Education requires the University to use a specific definition of Sexual Harassment which it views as prescribed by Title IX of the Education Amendments of 1972 ("Title IX"). If the alleged conduct reported meets the Title IX definition of Sexual Harassment, Arcadia will use the hearing procedures in Appendix A of the Procedures.

Acts of Sexual Harassment may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, gender identity, and/or gender expression of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, each of which is defined by OCR as follows. Conduct on the basis of sex/gender or that is sexual that satisfies one or more of the following:

1. Sexual harassment, defined as:

- a. unwelcome conduct,
- b. determined by a reasonable person,
- c. to be so severe, and
- d. pervasive, and
- e. objectively offensive,
- f. that it effectively denies a person equal access to the University's Education Program or Activity

OR

"Quid Pro Quo," when:

- a. an employee of Arcadia,
- b. conditions, implicitly or explicitly, the provision of an aid, benefit, or service of Arcadia,
- c. on an individual's participation in unwelcome sexual conduct.

2. Sexual assault, defined as any sexual act directed against another person, without the consent of that person, including instances where the person is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following, including attempt of the following, as defined for purposes of the FBI's Uniform Crime Reporting (NIBRS) program:

Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- a. Rape: The carnal knowledge of a person (i.e., penile-vaginal penetration), without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (it should be noted that individuals of any gender identity could be Complainants under this definition);
- b. Oral or anal sexual intercourse (i.e., penile penetration) with another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- c. To use an object or instrument (e.g., an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- d. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (for purposes of this definition, "private body parts" includes breasts, buttocks, or genitals, whether clothed or unclothed);
- e. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
- f. Statutory Rape: Sexual intercourse with a person who is under the statutory age of Consent.



3. Dating violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

1. The existence of such a relationship shall be determined based on the Complainant'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. For the purposes of this definition—

- i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- ii. Dating violence does not include acts covered under the definition of domestic violence.

4. Domestic violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by:
  - 1. a current or former spouse or intimate partner of the Complainant,
  - 2. a person with whom the Complainant shares a child in common, or
  - 3. a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner,
  - 4. a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of applicable state law, or
  - 5. 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 applicable state.

To categorize an incident as Domestic violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

5. Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person,
- d. that would cause a reasonable person to
  - i. fear for the person's safety, or
  - ii. fear for the safety of others, or
  - iii. suffer substantial emotional distress.

For the purposes of this definition—

- a. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
- b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

The University reserves the right to impose any level of Sanction, ranging from a reprimand up to and including expulsion and/or termination, as appropriate, for any offense under this Policy.

## B. Other Sexual Misconduct

As noted, the conduct defined above as Sexual Harassment is prohibited by Title IX. The University also prohibits additional conduct of a sexual nature, defined as Sexual Misconduct. Sexual Misconduct, as an umbrella category, includes sexual exploitation, discriminatory harassment, and attempted domestic violence or dating violence, each of which is defined as follows. If the alleged conduct reported meets the definition of Sexual Misconduct, Arcadia will use the hearing procedures in Appendix B (for student Respondents) and Appendix C (for employee Respondents) of the Procedures.

Acts of Sexual Misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, gender identity, and/or gender expression of those involved.

- Sexual exploitation, defined as: taking, or attempting to take, non-consensual or abusive sexual advantage of another for the Respondent's own benefit or for the benefit of anyone other than the person being exploited, when such conduct does not otherwise constitute Sexual Harassment under this Policy.

Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
  - Taking pictures, video, or audio recording of another engaged in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of "revenge pornography" (footnote: Dissemination of a visual depiction of a current or former sexual or intimate partner in a state of nudity or engaged in sexual conduct with the intent to harass, annoy, or alarm that person. 18 Pa.C.S. A. § 3131 (Unlawful Dissemination of Intimate Image)).
  - Prostituting another person
  - Engaging in sexual activity with another person while knowingly infected with a sexually-transmitted infection ("STI"), also known as a sexually transmitted disease ("STD"), without informing the other person of the infection
  - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
  - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
  - Forcing a person to take a non-sexual action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
  - Knowingly soliciting someone under the age of consent as defined by state or federal law for sexual activity
  - Engaging in sex trafficking as defined by state or federal law
  - Creation, possession, or dissemination or child pornography as defined by state or federal law
  - "Stealthling," defined as removing a condom (external ("male") or internal ("female")) during sexual intercourse without affirmative consent of the sexual partner; or the act of intentionally misleading a sexual partner to believe a condom is being used during sexual intercourse
- Attempts of conduct defined in the above definitions of domestic violence and dating violence,
  - Discriminatory harassment based on sex, defined as any unwelcome sexual advance, request for sexual favor(s), or other unwelcome verbal, nonverbal, graphic, or physical conduct of a

sexual nature when such conduct is so severe, or pervasive, or so objectively offensive, that it has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, or social environment. The purpose or effect will be evaluated based on the perspective of a reasonable person in the position of a Complainant.

- A single, isolated incident of discriminatory harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Discriminatory harassment based on sex:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has or had an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a one-time event or can be part of a pattern of behavior.
- May be committed in the presence of others or when the Parties are alone.
- May affect the Complainant, reporter and/or third Parties who witness or observe harassment.

The University reserves the right to impose any level of Sanction, ranging from a reprimand up to and including expulsion and/or termination, as appropriate, for any offense under this Policy.

## **REPORTING SEXUAL MISCONDUCT**

The University is committed to treating all members of the community with civility, dignity, empathy, and respect. Any individual affected by Sexual Harassment, Sexual Misconduct, or Retaliation, whether as a Complainant, a reporter, a Respondent, or a third party, will be provided with resources, information, and options. The University recognizes that deciding whether to make a report and choosing how to proceed can be difficult decisions. Accordingly, the University encourages any individual who has questions or concerns to seek the support of campus and/or community resources which can provide guidance in making decisions, information about available resources and procedural options, and assistance to any party in the event that a report and/or resolution under this Policy is pursued. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

### ***Emergency/Immediate Reporting Options***

The University encourages all individuals to consider seeking assistance from a medical provider and/or law enforcement immediately after an incident of Sexual Harassment or Sexual Misconduct in order to ensure preservation of evidence for the purposes of seeking criminal or civil remedies, or in case an individual would like to make a Formal Complaint to the University. Seeking assistance from these resources can ensure preservation of evidence for the purposes of seeking criminal or civil remedies, or in case an individual would like to make a Formal Complaint to the University. The University will provide coordination with law enforcement, information about the University's resources and complaint processes, as applicable, and transportation to the hospital.

All employees of the University (including student Resident Assistants), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Director of OECR/Title IX Coordinator all known details of a report made to them in the course of their employment.

Only a report to the Director of OECR/Title IX Coordinator will trigger the University's obligation to respond to an allegation of Sexual Harassment or Sexual Misconduct.

### *Options for Contacting Law Enforcement*

**Contact Public Safety and/or local law enforcement if you are in any immediate danger.**

#### **University Department of Public Safety**

The Department of Public Safety is available 24-hours a day, year-round  
Emergencies, dial 215-572-2999 or x2999 from any campus phone  
Non-emergency, dial 215-572-2800 or x2800 from any campus phone

#### **Cheltenham Township Police Department**

Emergency: 911  
Phone: 215-885-1600  
Location: 8230 Old York Road, Elkins Park, PA 19027

#### **Delaware State Police**

Emergency: 911  
Phone: 302-739-5901  
Location: 100 Cpl/1 Stephen J. Ballard Way, Newark, DE 19702

Students may also request to speak with a Campus Life Administrator on call. Call Public Safety at 215-572-2800 to be connected to the Campus Life Administrator after hours or 215-572-2933 during academic year business hours.

Employees may contact the Employee Assistance Program, Cigna Behavioral Health at 1-800-538-3543.

### *Options for Seeking Medical Attention*

#### **Abington Memorial Hospital**

Phone: 215-481-2000 (24 hours a day, seven days a week)  
Location: 1200 Old York Road, Abington, PA 19001

A medical provider at Abington Memorial Hospital (AMH) can provide emergency and/or follow-up medical services and provide a forum to discuss any healthcare concerns related to the incident in a confidential medical setting. AMH can conduct a medical exam through a Sexual Assault Nurse Examiner (SANE). A medical exam will treat any injury or trauma and address concerns about sexually transmitted infections and pregnancy.

The University encourages individuals to bring a support person for accompaniment during the exam. Public Safety is also available to transport you to a medical exam.

There is a limited window of time following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. However, preserving evidence may assist in proving that an alleged crime occurred or in obtaining a Protection from Abuse Order from a judge. The decision to seek medical attention at AMH and to gather any evidence will remain confidential and will preserve the full range of options to seek resolution through the criminal legal system and/or the University's complaint processes. In Pennsylvania, an individual can submit to a medical exam anonymously.

### Preservation of Evidence

The Director of OECR/Title IX Coordinator will inform the Complainant, when applicable, of the importance of preserving evidence by informing the Complainant of the following actions:

1. Seek forensic medical assistance at the hospital, ideally within 120 hours of the incident (sooner is better)
2. Avoid showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if they do.
3. Try not to urinate.
4. If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
5. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container.
6. Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

Evidence collection is best conducted as soon as possible after a sexual assault. Hospitals have different time frames for providing care and collecting evidence, but all hospitals in Pennsylvania will provide an exam within 72 hours of an assault. Some hospitals in Pennsylvania have extended the time frame for evidence collection up to 120 hours. Check with your local rape crisis center (for Pennsylvania residents) or emergency department for this information. For information regarding medical care for TCGS participants, please see the TCGS Addendum at the end of this Policy.

For more information about evidence preservation, please contact the following organizations:

**Victim Services Center of Montgomery County, Inc.** 1- 888-521-0983 (24-hour crisis line)

325 Swede St.  
Norristown, PA 19401  
(610) 277-0932

[Victim Services](#)

**Laurel House** – 1-800-642-3150 (24-hour Hotline)

180 W. Germantown Pike #2  
East Norriton, PA 19401  
610-277-1860  
Laurel-house.org

**Women Organized Against Rape** - 215-985-3333 (24-hour Hotline)

One Penn Center  
1617 JFK Boulevard, Suite 800  
Philadelphia, PA 19103  
215-985-3315

### *Additional Option for Students*

#### [Student Health Services](#)

Phone: 215-572-2966 or x2966 from any campus phone

Location: Heinz Hall, Ground floor

Student Health Services (“SHS”) is staffed by certified nurse practitioners, part-time physicians, and secretarial support. Students are assessed and treated for illness and injuries by nurse practitioners with physician consultation and referral when necessary. Sexual health information, including STI testing, counseling and birth control options are available through SHS.

Emergencies are seen immediately by SHS staff during hours of operation. After-hour emergencies and those emergencies that cannot be handled at SHS are sent to area hospitals using private transportation or ambulance, as necessary.



## COORDINATION WITH LAW ENFORCEMENT

The University encourages all individuals to consider seeking assistance from a medical provider and/or law enforcement immediately after an incident of Sexual Harassment or Sexual Misconduct in order to ensure preservation of evidence for the purposes of seeking criminal or civil remedies, or in case an individual would like to make a Formal Complaint to the University. Seeking assistance from these resources can ensure preservation of evidence for the purposes of seeking criminal or civil remedies, or in case an individual would like to make a Formal Complaint to the University. The University will provide coordination with law enforcement, information about the University's resources and complaint processes, as applicable, and transportation to the hospital.

## RESOURCES FOR VICTIMS

### *ON-CAMPUS SUPPORT RESOURCES*

University community members have access to a variety of resources provided by the University. All of the staff listed below are trained to support individuals affected by alleged Sexual Harassment or Sexual Misconduct and to coordinate with the Director of OECR/Title IX Coordinator consistent with the University's commitment to a safe and healthy educational environment.

The University Department of Public Safety is available 24-hours a day, year-round. In an emergency a 215-572-2999 or x2999 from any campus phone. For all other calls, dial 215-572-2800 or x2800 from any campus phone.

#### **University Counseling Services (confidential)**

215-572-2967 (from 8 am to 6 pm, Monday-Friday)

215-572-2999 (to be connected to Public Safety for after-hours emergencies)

Heinz Hall, Ground Floor

#### **Student Health Services (confidential)**

Phone: 215-572-2966 or x2966 from any campus phone

Location: Heinz Hall, Ground floor

Campus Resources Available Monday through Friday, 8:30 a.m. to 5 p.m.:

- **Office of Equity and Civil Rights and Title IX Coordinator:**  
215-517-2659, [oeocr@arcadia.edu](mailto:oeocr@arcadia.edu), 777 Limekiln Pike, Suite 112, Glenside, PA 19038
- **Dean of Students Office:** 215-572-2934, Commons, 450 S. Easton Road, Glenside, PA19038
- **Human Resources/Affirmative Action Office:**  
215-572-2790, [hr@arcadia.edu](mailto:hr@arcadia.edu), 777 Limekiln Pike, Glenside, PA 19038
- **Public Safety:** 215-572-2800, [public-safety@arcadia.edu](mailto:public-safety@arcadia.edu) Dilworth Hall, 450 S. Easton Road, Glenside, PA 19038
- **Deputy Title IX Coordinator and Associate Dean of Students:** Dian Taylor-Alleyne, 215-572-2932, [taylor-alleyne@arcadia.edu](mailto:taylor-alleyne@arcadia.edu), Commons, 450 S. Easton Road, Glenside, PA 19038
- **Deputy Title IX Coordinator and Head Coach, Women's Field Hockey & Lacrosse:** Erin Livingston, 267-620-4856, [livingse@arcadia.edu](mailto:livingse@arcadia.edu), Kuch Center, 450 S. Easton Road, Glenside, PA 1 9038
- **Deputy Title IX Coordinator, Director of Academic Enterprise and Business Solution; Director of Intern Philly, The College of Global Studies:** Tim Barton, 215-572-4070, [bartont@arcadia.edu](mailto:bartont@arcadia.edu), Larsen Hall, 450 S. Easton Road, Glenside, PA19038

### **OFF-CAMPUS SUPPORT RESOURCES**

Students, faculty, and staff may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. All individuals are encouraged to use the resources that are best suited to their needs, whether on- or off-campus and should inquire of each resource as to the level of confidentiality it can provide.

**Cheltenham Township Police Department - 215-885-1600**

**Delaware State Police – 302-739-5901**

**Abington Memorial Hospital - 215-481-2000 (24-hour dispatcher) (confidential)**

HIV/AIDS and Sexually Transmitted Infections (STI) Testing

Medical exam

Morning-after pregnancy prevention

Sexual Assault exam\*

*\*These exams do not obligate you to file criminal charges. Evidence is stored by law enforcement to preserve the chain of evidence. Additionally, under Pennsylvania law, these exams can be submitted anonymously*

**Pennsylvania Victims Compensation Assistance Program - 1-800-233-2339**

[www.pccd.state.pa.us](http://www.pccd.state.pa.us) (click on “Victim Services” tab)

**National Domestic Violence Hotline - 1-800-799-SAFE (7223) OR 1-800-787-3224 (TTY)**

**Victim Services Center of Montgomery County, Inc. - 888-521-0983 (24-hour crisis line)**

325 Swede St.

Norristown, PA 19401

(610) 277-0932

[Victims Services](#)

**Women Organized Against Rape - 215-985-3333 (24-hour Hotline)**

One Penn Center

1617 JFK Boulevard, Suite 800

Philadelphia, PA 19103

215-985-3315

### **Religious and Spiritual Advisors**

Rev. Beth Lyon (United Church of Christ) 215-887-1819

Pastor Henrik Sonntag (St. Paul’s Lutheran Church) 215-884-3005

Rev. Joseph Brandt (St. Luke’s Roman Catholic Church) 215-572-

0128 Rabbi Saul Grife (Beth Tikvah-B’nai Jeshurun) 215-836-5677

## **NO-CONTACT DIRECTIVES, NO TRESPASS ORDERS, PROTECTION FROM ABUSE ORDERS, AND PROTECTION FROM SEXUAL VIOLENCE AND INTIMIDATION ORDERS**

### ***No Contact Directive***

A Complainant or Respondent may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction between campus community members. This communication and contact restrictions generally preclude in-person, telephone, electronic or third-party communications. A student or employee can always request modification of the No Contact Directive.

The University may also limit an individual or organization’s access to certain University facilities or activities as part of the No-Contact Directives.

### ***No Trespass Order (Persona Non Grata)***

A Complainant or Respondent may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction between campus community members and

external individuals. This communication and contact restrictions generally preclude in-person, telephone, electronic or third-party communications. A student or employee can always request modification of the No Trespass Order. The University restricts an individual's or organization's access to all University facilities or activities as part of the No Trespass Order.

### *Protection from Abuse Order or Protection from Sexual Violence and Intimidation Order*

In some cases, an individual may wish to consider a Protection from Abuse Order or a Protection from Sexual Violence and Intimidation Order from the local courts of the Commonwealth of Pennsylvania and the State of Delaware. These Orders require a civil proceeding independent of the University. If a court Order is issued, the University will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on-campus compliance with the Order. The court enforces the Order through law enforcement. The University does not enforce the order but does enforce its own rules.

## **CONFIDENTIALITY OF VICTIMS AND OTHER PARTIES**

The University strongly supports a Complainant's interest in confidentiality in cases involving Sexual Harassment and Sexual Misconduct.

Complainants may want to carefully consider whether they share personally identifiable details with non-Confidential Resources/Mandated Reporters, as those details must be shared by the Mandated Reporter with the Director of OECR/Title IX Coordinator. Mandated Reporters must promptly share *all* details of behaviors implicated by this Policy that they observe or have knowledge of, even if not reported to them directly by a Complainant, Respondent, or third party.

The University maintains a daily crime log, which includes statistics of incidents of Sexual Misconduct, Relationship Violence, or Stalking. Additionally, the University is obligated to report these incident statistics in the Annual Security report. In both instances, reporting and disclosures will be made without inclusion of identifying information about the victim.

## **WRITTEN STUDENT AND EMPLOYEE NOTIFICATION OF OPTIONS**

When a student or employee reports to the University that the student or employee has been a victim of sexual harassment or sexual misconduct, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of the student's or employee's rights and options including:

- Importance of preserving evidence
- How and to whom the offense should be reported
- Options about involvement of law enforcement and campus authorities
  - Option to notify proper law enforcement authorities, including on-campus Public Safety and local police
  - Be assisted by OECR in notifying law enforcement if the victim so chooses
  - Decline to notify such authorities
- Information about how the institution will protect the confidentiality of victims and other necessary parties
  - Within publicly available recordkeeping
  - When implementing accommodations/protective measures
- Options for, available assistance in, and how to request changes to
  - Academic situations
  - Living situations
  - Transportation situations
  - Working situations
  - Protective measures
  - Explanation of procedures for institutional disciplinary action

The University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to

provide the accommodations or protective measures.

### ***SUPPORTIVE MEASURES:***

The University will offer and implement appropriate and reasonable supportive measures, which do not burden the other party, upon Notice of alleged Sexual Harassment, Sexual Misconduct, and/or Retaliation by a Complainant.

Supportive measures are individualized services, accommodations, and other assistance that the University offers and may put in place, without fee or charge. Supportive measures are designed to restore or preserve equal access to the University's Education Program or Activity, protect the safety of all Parties and the University's educational environment, and/or deter Sexual Harassment, Sexual Misconduct, and/or Retaliation, without being punitive or disciplinary in nature or unreasonably burdening the other party.

When the Director of OECR/Title IX Coordinator receives a report of possible Sexual Harassment or Sexual Misconduct—regardless of whether that report is made by the Complainant, a witness, or other party or is provided to the Title IX Coordinator by a Mandated Reporter—the Director of OECR/Title IX Coordinator will contact the Complainant (1) to discuss the availability of supportive measures and (2) to explain that supportive measures are available with or without filing a Formal Complaint.

Supportive measures may also be requested by and made available to Respondents, witnesses, and other impacted members of the University community.

The Director of OECR/Title IX Coordinator will ultimately serve as the point of contact for any individual requesting supportive measures.

The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures or, where applicable, to comply with the U.S. Department of Education's Title IX Regulations.

These actions may include, but are not limited to:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of a University no-contact directive [3]
- Imposition of a University no-trespass directive
- Rescheduling of exams and assignments
- Providing alternative course completion options
- A change in class schedule or transferring sections, including the ability to drop a course without penalty and, when possible, without any impact on financial aid
- A change in work schedule or job assignment
- A change in student's University housing assignment
- Assistance from University staff in facilitating University housing relocation
- Financial aid-related services
- A voluntary leave of absence
- Providing an escort to promote safe movement between classes and activities
- Providing medical services
- Providing academic support services, such as tutoring
- A change of office space
- Any other accommodation which can be tailored to the involved individuals to achieve the goals of this Policy

Each case is different and not all such actions will be available in every case.

[3] Violations of no-contact directives will be referred to appropriate student or employee conduct processes for enforcement.

## UNIVERSITY DISCIPLINARY PROCEDURES

### TITLE IX/VAWA INTAKE ASSESSMENT

Only a report to the Director of OECR/Title IX Coordinator will trigger the University's obligation to respond to an allegation of Sexual Harassment or Sexual Misconduct. When the Title IX Coordinator receives a report of Sexual Harassment or Sexual Misconduct from a Mandated Reporter, the Director of OECR/Title IX Coordinator will in all cases where the Complainant is identified, contact the Complainant to: (1) discuss the availability of supportive measures; (2) ask about the Complainant's wishes with respect to supportive measures; (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and (4) explain to the Complainant the process for filing a Formal Complaint.

After receiving a report of Prohibited Conduct, including conduct that, if true, would constitute a violation of the Non-Discrimination and Non-Harassment Policy or Sexual Harassment and Sexual Misconduct Policy, the Director of OECR/Title IX Coordinator will promptly contact the Complainant and:

- discuss the availability of supportive measures;
- explain that supportive measures are available with or without the filing of a Formal Complaint;
- inform the Complainant of the process for filing a Formal Complaint; and
- inform the Complainant that even if they decide not to file a Formal Complaint, the Director of OECR/Title IX Coordinator may do so on the Complainant's behalf.

The Director of OECR/Title IX Coordinator will also ensure that the Complainant receives a written explanation of available resources and options, including the following:

- Support and assistance available through University resources, including the Complainant's option to seek supportive measures regardless of whether they choose to participate in a University or law enforcement investigation;
- The Complainant's option to seek medical treatment and information on preserving potentially key forensic and other evidence;
- The process for filing a Formal Complaint of Sexual Harassment, if appropriate;
- The University's procedural options including investigative and informal resolution;
- The Complainant's right to an Advisor of the Complainant's choosing;
- The University's prohibition of Retaliation against the Complainant, the Respondent, the witnesses, and any reporting Parties, along with a statement that the University will take prompt action when Retaliation is reported (and how to report); and
- The opportunity to meet with the Director of OECR/Title IX Coordinator in person to discuss the Complainant's resources, rights, and options.

An individual can provide notice or otherwise report Sexual Harassment or Sexual Misconduct without choosing to file a Formal Complaint. In cases in which the Complainant chooses not to file a Formal Complaint or otherwise requests that no formal action be taken, and the circumstances allow the University to honor that request, the University will offer supportive measures to the Complainant and the community but will not otherwise pursue formal action. The goal is to provide the Complainant with as much control over the process as possible, while balancing the University's obligation to protect its community.

*Note that the University's ability to remedy and respond to notice/reports may be limited if the Complainant does not participate in the grievance process.*

*If the Complainant elects not to sign a Formal Complaint, they can change that decision if they decide to pursue a Formal Complaint at a later date.*



### ***EMERGENCY REMOVAL***

Upon receipt of a report or other Notice of an alleged violation of either the Non-Discrimination and Non-Harassment Policy or Policy Prohibiting Sexual Harassment and Sexual Misconduct, the Director of OECR/Title IX Coordinator will assess whether the reported misconduct poses a risk of harm to individuals or the campus community. If so, the Director of OECR/Title IX Coordinator will take the necessary steps to address those risks.

The University can act to remove a Respondent entirely or partially from its Education Program or Activity on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Director of OECR/Title IX Coordinator in conjunction with the Dean of Students, or their designee (wherever the Dean of Students is referenced herein, such reference shall be construed to include that individual's designee), if the Respondent is a student, or Vice President of Human Resources, or their designee (wherever the Vice President of Human Resources is referenced herein, such reference shall be construed to include that individual's designee), if the Respondent is an employee, in consultation with the Director of Public Safety and other individuals at the Director of OECR/Title IX Coordinator's discretion. The decision will be conveyed by the Dean of Students for student Respondents and Vice President of Human Resources for employee Respondents.

In all cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Director of OECR/Title IX Coordinator (either with or without one or more of the individuals listed in the immediately preceding paragraphs) after emergency removal is implemented, to show cause why the removal should not have been implemented or should be modified. A Respondent may be accompanied by an Advisor of their choice for this meeting and will be given access to a written summary of the basis for the emergency or interim removal prior to the meeting to allow for adequate preparation.

This meeting is not a hearing on the merits of the underlying allegation(s) of Policy violations but is rather an administrative process intended to determine solely whether the interim removal is appropriate. If the Respondent does not request the meeting within twenty-four (24) hours of the notice, objections will be deemed waived. If a Respondent requests a meeting within twenty-four (24) hours of the notice, the University will ensure that it occurs promptly.

In the event that restrictions on the participation of a student athlete are put in place on an interim basis, the imposition of those restrictions is also subject to this same process of the requested review. There is no further appeal process for emergency or interim removal decisions.

Violation of an emergency removal will be independent grounds for discipline, which may result in Sanctions up to and including expulsion or termination.

### ***DISMISSAL (MANDATORY AND DISCRETIONARY)***

The University must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined in the Policy Prohibiting Sexual Harassment and Sexual Misconduct (Section XII(A)), even if proved); and/or
- 2) The conduct did not occur in an Educational Program or Activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in Arcadia's Education Program or Activity.

The University may dismiss a Formal Complaint, or any allegations contained therein if, at any time during the Formal Grievance Process:

- 1) A Complainant notifies the Director of OECR/Title IX Coordinator in writing that the

Complainant would like to withdraw the Formal Complaint or any allegations therein: or  
2) The Respondent is no longer enrolled in or employed by the University; or  
3) Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations contained therein.

The University will promptly send written notice of any dismissal and the rationale for the dismissal simultaneously to the Parties.

This dismissal decision is appealable by any Party under the procedures for appeal in Appendix A, Section (II)(I). The decision not to dismiss is also appealable by any Party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a Formal Complaint may later request to reinstate it or refile it.

These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45. Dismissing a complaint filed under Title IX that is dismissed does not preclude it from being addressed under Appendices B or C.

#### ***TIMEFRAMES FOR RESOLUTION OF COMPLAINTS***

Arcadia will make a good faith effort to complete the Formal Grievance Process within a ninety (90) business day time period, beginning on the day the Formal Complaint is received by the Director of OECR/Title IX Coordinator, including appeals, which can be extended as necessary for appropriate cause by the Director of OECR/Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the Parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

#### ***RIGHT TO AN ADVISOR***

The Parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the Formal Grievance Process, if they so choose. The Parties may select whoever they wish to serve as their Advisor as long as the Advisor is available and willing to serve in the role.

While a Party is permitted to choose an Advisor who is also a witness, that Party should anticipate that issues of potential bias and/or conflict of interest will be explored by the Hearing Officer(s).

Parties also have the right to choose not to have an Advisor in the initial stages of the Formal Grievance Process, prior to a hearing.

#### ***INVESTIGATION***

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The Director of OECR/Title IX Coordinator promptly appoints Investigators to conduct the investigation (typically using a team of two Investigators). The University may designate Investigators of its choosing from inside or outside of the University. The Investigators will be individuals who have specific training and experience investigating allegations of Discrimination, Harassment, Bias Incidents, Sexual Harassment, Sexual Misconduct, and Retaliation. The University will typically designate an Investigator from the Office of Equity and Civil Rights, or a Deputy Title IX Coordinator, to conduct the investigation. The University may also choose to engage an external Investigator, at its sole discretion.

## **GRIEVANCE PROCEDURES**

### **Procedures for Resolution of Complaints Under the Non-Discrimination and Non-Harassment Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct:**

The Procedures for Resolution of Complaints under the Non-Discrimination and Non-Harassment Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct (the "Procedures") apply to all allegations of Harassment, Discrimination, or Bias Incidents, as defined by the Non-Discrimination and Non-Harassment Policy, and to allegations of Sexual Harassment and Sexual Misconduct, as defined by the Policy Prohibiting Sexual Harassment and Sexual Misconduct, when such allegations involve students

and employees of the University. All capitalized terms herein have the same meaning as in the relevant Policy.

If alleged Sexual Harassment reported via a Formal Complaint occurred within Arcadia's Educational Program or Activity, and occurred within the United States, Arcadia will use the hearing procedures prescribed by the U.S. Department of Education's Office of Civil Rights, which are provided in Appendix A. Arcadia will only use these procedures if the Complainant is participating or attempting to participate in Arcadia's Education Program or Activity.

If the alleged conduct falls outside of the definition of Sexual Harassment, but would meet the definition of Sexual Misconduct, or if Sexual Harassment occurs outside of Arcadia's Education Program or Activity (for example, in an off-campus building) or occurs outside of the United States, Arcadia will use the hearing procedures provided in Appendix B (for student Respondents) or Appendix C (for employee Respondents). Alleged conduct that falls within the scope of the Non-Discrimination and Non-Harassment Policy will also be addressed using the hearing procedures in Appendix B (for student Respondents) or Appendix C (for employee Respondents).

All reports of Retaliation are taken seriously and should be reported to the Office of Equity and Civil Rights. Reports of Retaliation will be promptly investigated and, as appropriate, adjudicated through the process detailed in Appendix B for (student Respondents) and the process detailed in Appendix C for (employee Respondents).

### ***RESOLUTION OF FORMAL COMPLAINTS***

The Office of Equity and Civil Rights oversees the resolution of Formal Complaints of Discrimination, Harassment, Bias Incidents, Sexual Harassment, Sexual Misconduct, and Retaliation. The University uses both informal and formal procedures to resolve complaints.

#### **A. Informal Resolution of Formal Complaints**

When appropriate, and where the Complainant and Respondent agree to participate, the University encourages Formal Complaints to be resolved through informal resolution. If the Director of OECR / Title IX Coordinator determines that informal resolution is appropriate, the Director of OECR/Title IX Coordinator will discuss informal resolution options with the Complainant. The University will not compel a Complainant or Respondent to engage in informal resolution or have direct contact for these purposes. Participation in informal resolution is completely voluntary, and a Complainant or Respondent can request to end the informal resolution process and pursue a Formal Grievance Process at any time, including if informal resolution is unsuccessful at resolving the report.

Informal resolution is an educational and remedies-based approach to the resolution of Formal Complaints. This could consist of an individual who feels they were mistreated communicating directly to the person(s) they deem accountable for the mistreatment that their conduct was unwelcome and asking that it cease. The decision to pursue informal resolution may be made before, during, or after a full factual investigation by the University. Informal resolution is not available in cases where a student Complainant is alleging Sexual Harassment by an employee Respondent.

#### **B. Formal Resolution of Formal Complaints**

The procedures for formal resolution will be determined by the status of the Respondent(s) and the nature of the reported conduct. Specifically:

- Formal Complaints against students and employees for reports of conduct that constitutes Sexual Harassment (which occurred within the University's Program or Activity, which occurred within the United States, and where the Complainant is participating, or attempting to participate in Arcadia's Education Program or Activity) will be resolved utilizing the procedures outlined in Appendix A.
- Formal Complaints of reported conduct that implicates the Non-Discrimination and Non-Harassment Policy or which would constitute Sexual Misconduct under the Policy Prohibiting Sexual Harassment or Sexual Misconduct, or Sexual Harassment (but which did not occur within the University's Program or Activity, did not occur within the United States, or where the Complainant is not participating, nor attempting to participate in Arcadia's Education Program

or Activity) will be resolved utilizing the procedures outlined in Appendix B (for student Respondents) or Appendix C (for employee Respondents).

### ***REFERRAL FOR HEARING***

Provided that the Formal Complaint is not resolved through informal resolution, once the final investigation report is shared with the Parties, the Director of OECR/Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the Parties and the decision maker–unless all Parties and the decision maker agree to an expedited timeline.

The Director of OECR/Title IX Coordinator will select an appropriate decision maker depending on what Formal Grievance Process will be used and whether the Respondent is an employee or a student. The process used for allegations involving student-employees, in the context of their employment, will be directed to the appropriate decision maker depending on the context and nature of the alleged misconduct.

### **Long Term Remedies/Other Actions**

Following the conclusion of the Formal Grievance Process, and in addition to any Sanctions implemented, the Director of OECR/Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the campus community that are intended to stop the Harassment, Discrimination, a Bias Incident, Sexual Harassment, Sexual Misconduct, and/or Retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Director of OECR/Title IX Coordinator, certain long-term support or measures may also be provided to the Parties even if no policy violation is found.

### ***HEARING PROCEDURES***

At the hearing, the decision maker has the authority to hear and make determinations on all allegations of conduct that constitutes Sexual Harassment, where the conduct occurred within Arcadia's Education Program or Activity, occurred within the United States, and where the Complainant is participating, or attempting to participate, in Arcadia's Education Program or Activity.

Participants at the hearing will include the decision maker (judicial board or external adjudicator), the Investigator(s) who conducted the investigation, the Parties (or three (3) organizational representatives when an organization is the Respondent), Advisors to the Parties, any called witnesses, the Director of OECR/Title IX Coordinator, and anyone providing authorized accommodations or assistive services.

The decision maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. Witnesses will appear at a portion of the hearing in order to respond to specific questions. The witnesses will then be excused.

### ***DELIBERATION, DECISION MAKING, AND STANDARD OF PROOF***

The decision maker will deliberate in closed session to determine whether the Respondent is responsible

or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used.

If there is a Finding of responsibility on one or more of the allegations, the decision maker may then consider the previously submitted Party impact statements in determining appropriate Sanction(s). The decision maker will review the statements, and any pertinent conduct history provided by the Dean of Students (for student Respondents) or the Vice President of Human Resources (for employee respondents). After making a determination on responsibility, the decision maker, if the Respondent is responsible, will consult with the Dean of Students/ Vice President of Human Resources for final Sanctions to determine the appropriate Sanctions to be imposed for student/employee Respondents. Per the Faculty Handbook, the President will issue Sanctions for faculty Respondents; the President will communicate the Sanctions to the decision maker, who will then incorporate that decision into the Notice of Outcome.

The decision maker will then prepare a written Notice of Outcome that (1) identifies the allegations that were at issue at the hearing; (2) describes the procedural steps taken from the receipt of the Formal Complaint through the decision maker's determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) includes Findings of fact supporting the determination; (4) includes conclusions regarding application of the Policy and Code of Conduct to the facts; (5) includes a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any Sanctions that will be imposed, and whether remedies designed to restore or preserve equal access to the University's Education Program or Activity will be provided; and (6) identifies the procedures and permissible bases for the Complainant and Respondent to appeal.

The decision maker then submits the final Notice of Outcome to, as appropriate, the Dean of Students or Vice President of Human Resources within five (5) business days of the end of deliberations, unless the Dean of Students or Vice President of Human Resources grants an extension. If an extension is granted, the Dean of Students or Vice President of Human Resources will notify the Parties.

## **SANCTIONS**

The Sanctions described in these Procedures are not exclusive of, and may be in addition to, other actions taken, or Sanctions imposed by external authorities.

### **A. Student Sanctions**

Sanctions that may be imposed for violations of the Non-Discrimination and Non- Harassment Policy or the Policy Prohibiting Sexual Harassment and Sexual Misconduct include:

**Warning:** Notice, in writing, that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action.

**No Contact Directive:** Compliance with directives of no contact that limit access to specific University areas or forms of contact with particular persons.

**Educational Requirements:** Completion of projects, programs, or requirements designed to help the student manage behavior and understand why it was inappropriate. This includes appropriate and relevant community service opportunities.

**Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time (privileged activities may include, but are not limited to, elected or appointed offices, student research, athletics, University-related student employment, and study abroad). Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other University policy violations may result in further disciplinary action.

**Restitution:** Repayment to the University or to an affected Party for damages resulting from a policy violation. To enforce this Sanction, the University reserves the right to withhold its transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.

**Housing Restrictions:** Exclusion from University Housing or required change in University Housing assignment.

**Suspension:** Exclusion from University premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file. Conditions for readmission may be specified in the suspension notice.



**Expulsion:** Permanent termination of student status and exclusion from University premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript.

Other Sanctions may be imposed instead of, or in addition to, those specified here. More than one of the Sanctions listed above may be imposed for any single violation.

### **B. Employee Sanctions**

Responsive actions for an employee who has engaged in Harassment, Discrimination, a Bias Incident, Sexual Misconduct, Sexual Harassment, and/or Retaliation can include:

- Warning – Verbal or Written
- Performance Improvement Plan
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Probation
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Reassignment
- Assignment to a new supervisor
- Suspension with pay
- Suspension without pay
- Termination

In addition to or in place of the above Sanctions, the University may assign any other Sanctions as deemed appropriate.

### **APPEALS**

Any Party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Director of OECR/Title IX Coordinator within seven (7) days of the delivery of the Notice of Outcome.

The Appellate Officer for student and employee cases will be the Provost, or designee.

The Request for Appeal will be forwarded to the Appellate Officer for consideration to determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

### **Grounds for Appeal**

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Director of OECR/Title IX Coordinator, Investigator(s), or decision maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.
- (D) Severity of the Sanction imposed: To determine whether the Sanction(s) imposed was appropriate for the violation of the policy of which the student was found in violation.

If any of the grounds in the Request for Appeal do not meet the grounds in these Procedures, that request will be denied by the Appellate Officer and the Parties, and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in these Procedures, then the Appellate Officer will notify the other Party(ies) and their Advisors, the Director of OECR/Title IX Coordinator, and, when appropriate, the Investigators and/or the original decision maker.

The other Party(ies) and their Advisors, the Director of OECR/Title IX Coordinator, and, when appropriate, the Investigators and/or the original decision maker will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was accepted, and which involves them. All responses will be forwarded by the Appellate Officer to all Parties for review and comment.

Neither Party may submit any new requests for appeal after this time period. The Appellate Officer will collect any additional information needed and all documentation regarding the approved grounds and Appellate Officer will render a decision in ten (10) business days, barring exigent circumstances or complex cases. All decisions apply the preponderance of the evidence standard.

## **DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OF NON-FORCIBLE SEX OFFENSES**

Arcadia University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Arcadia University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **PENNSYLVANIA'S VICTIM'S BILL OF RIGHTS**

As a victim of crime in Pennsylvania you have the following rights:

- To receive basic information concerning the services available
- In personal injury crimes, to be notified of the arrest of the suspect or the suspect's escape from police custody;
- To be accompanied at all public criminal proceedings by a family member, a victim advocate, or another person;
- In case of personal injury crimes, burglary, or driving under the influence involving bodily injury, to submit prior comment to the prosecutor's office on the potential reduction or dropping of any charge or changing of a plea, if the victim so requests;
- To offer prior comment or to submit a written impact statement for the judge's consideration at sentencing;
- To obtain restitution to the extent possible, including compensation through the State Crime Victim's Compensation program;
- Upon request, where the offender is sentenced to a state prison, to provide prior comment on and to receive notice of release decisions, and to be immediately notified if the offender escapes;
- Upon request, in personal injury crimes, where the offender is sentenced to a local correctional facility, to receive notification of any release or escape of the offender, in addition to any relevant conditions imposed prior to release;
- Upon prior request, to receive notice when an offender is committed to a mental health facility from a state prison and of the discharge, transfer or escape of the offender from the mental health facility, and;
- Upon request, to have assistance in the preparation of, submission of and follow-up on the financial assistance claims for the state Victims' Compensation Fund.

Link to Montgomery County District Attorney's Victim's Services website: [Montgomery County Victims Services](#).

# Addendum C: Arcadia University Student Handbook Excerpts

## CODE OF STUDENT CONDUCT

Arcadia University is dedicated to personal and academic excellence. Choosing to join Arcadia University's community obligates each member to a code of civilized and ethical behavior. Each student at Arcadia University is required to practice personal and academic integrity; respect the dignity of all persons; respect the rights and property of others; discourage bigotry; and demonstrate concern for others, their feelings, and their needs for conditions which support their work and development. Students are required to engage in responsible and ethical social conduct that reflects the principles of Arcadia University, and each student must refrain from and discourage behavior which threatens the freedom and respect that every individual deserves.

## AUTHORITY FOR STUDENT CONDUCT MATTERS

The Office of Community Standards and Student Conduct shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

## GENERAL MATTERS

Student Conduct Board - A Student Conduct Board may be convened to review minor University housing violations such as offenses involving noise, vandalism and other violations of community standards referred by the Executive Director of Campus Life and/or the Dean of Students. Trained resident students would be utilized in building a peer review system for offenses to the residential community. This board would allow students to be directly involved in positively influencing the quality of life in University housing. Coordinated by the Associate Dean of Students, and approved by the Dean of Students, procedures would allow for a panel of not less than five (5) resident students to deliberate on cases within University housing.

## ADMINISTRATIVE HEARING PROCEDURES

The following are the procedures for an administrative hearing to determine individual responsibility for alleged violations of the Student Code of Conduct that do not involve violations of the Code of Academic Responsibility; Policy Prohibiting Sexual Harassment and Sexual Misconduct; or the Non-Discrimination and Non-Harassment Policy (see separate sections of handbook for processes related to these violations). While there may be disciplinary sanctions and remedies imposed following an administrative hearing the purpose is to be educational, corrective, and developmental. An Administrative Hearing will not be utilized in cases where the student could be suspended or dismissed from the institution. In those situations, the case will be referred to a Judicial Board.

Following the receipt of information regarding alleged violations of university policy by the Student Affairs office the case will be assigned to a hearing officer. The student will receive a hearing notice from the hearing officer, and it will outline the alleged charges and procedures for meeting with the hearing officer. In general, hearing notifications will be sent to the student within 5 business days of receipt of information regarding the alleged violation. The time for distribution of a hearing notice may be extended, as necessary. However, all efforts will be made to deliver hearing notices as soon as possible. Reasons for a delay in distribution of a hearing notice include, but are not limited to, longer period of time needed to investigate allegations, other situations are prioritized over the alleged violation due to the severity of other situations, etc.

A student in receipt of a hearing notice is required to respond to the hearing notice as outlined in the letter. Typically, students are expected to respond within 24 hours of receipt of a hearing notice to schedule a time to meet with the hearing officer. All hearing notifications will be sent via Arcadia University email, and it is expected that students will be checking their Arcadia email daily. Failure to respond to the hearing office may result in decisions being made regarding a student's involvement in an alleged violation without their input.

The hearing is meant to be educational, corrective, and developmental and therefore is a conversation between the student and the hearing officer. In general, no other individuals are allowed to be present during the hearing. During the meeting, the hearing officer will present the information they have regarding the situation with accompanying evidence. The student will then have the opportunity to present their side of the situation and either take responsibility or not take responsibility for the alleged violation.

Decisions are not made at the time of the meeting. Possible sanctions will be discussed. Generally, only one meeting will be necessary for the hearing officer to make a decision. However, in some circumstances (e.g., incidents that involve multiple students), new information may present itself during the process of adjudication of the full incident. In cases when new information is presented to the hearing officer following a student's individual hearing and before a decision has been made it is possible that the hearing officer will request an additional meeting. A decision will not be made about any new information without giving the student an opportunity to respond to that information. Appeal information can be found in the section on Administrative Actions.

## **PROSCRIBED CONDUCT**

Jurisdiction of the Student Code of Conduct - Arcadia University's Student Code of Conduct shall apply to conduct that occurs on Arcadia University's premises, at Arcadia University sponsored activities, and to off-campus conduct that adversely affects Arcadia University's Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from the school while a disciplinary matter is pending. The Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

## **REMOVAL FROM THE INSTITUTION FOR VIOLATIONS OF THE CODE OF CONDUCT**

In addition to any other disciplinary measures imposed, violation of any of the above provisions may result in a student being declared persona non grata and removed from Arcadia University in accordance with the Student Disciplinary Procedure.

Persona non grata is defined as a person whose behavior has violated the Code of Conduct in such a manner that Arcadia University cannot allow them to remain at Arcadia University any longer. This status shall be determined in accordance with the Student Disciplinary Procedure at the time of the adjudication of the conduct in question. Considerations shall include but are not limited to whether the student poses a threat to themselves, others, or Arcadia University's property. In some cases, declaration of persona non grata status may be an interim step taken before the final adjudication of a matter.

If a student has been declared persona non grata, he or she may appeal this determination (and the underlying disciplinary action) in accordance with the procedure set forth in the Student Disciplinary Procedure. In some cases, declaration of persona non grata status may be an interim step taken before the final adjudication of the matter.

The President retains the right to declare a student who has been dismissed from Arcadia University persona non grata.

Once a student has been declared persona non grata, he or she may not return to campus without express written authorization from the President. If a student who has been declared persona non grata is found on Arcadia University property, then he or she shall be considered to be unlawfully trespassing and may be removed by the appropriate law enforcement officials. Arcadia University reserves the right to take any necessary legal action against any student who is declared persona non grata and is found trespassing on Arcadia University property.

More information can be found at [University Regulations and Policies](#).

## **STANDARDS OF CLASSROOM BEHAVIOR**

Each student at Arcadia University is required to practice personal and academic integrity; respect the dignity of all persons; respect the rights and property of others; discourage bigotry; and demonstrate concern for others, their feelings, and their needs for conditions which support their work and development.

## **STUDENT CONDUCT PROCESS**

Arcadia University students are subject to the Code of Conduct both on and off campus. Arcadia University works hard to maintain a positive relationship with Cheltenham Township and Delaware State Police. Keep in mind that you, your roommates, and guests can be subject to legal liability, fines, and university sanctions for violations that occur.

## **DISCIPLINE HEARING PROCEDURES**

Following the receipt of information regarding alleged violations of university policy by the Student Affairs office the case will be assigned to a hearing officer. The student will receive a hearing notice from the hearing officer, and it will outline the alleged charges and procedures for meeting with the hearing officer. In general, hearing notifications will be sent to the student within 5 business days of receipt of information regarding the alleged violation. The time for distribution of a hearing notice may be extended, as necessary. However, all efforts will be made to deliver hearing notices as soon as possible. Reasons for a delay in distribution of a hearing notice include, but are not limited to, longer period of time needed to investigate allegations, other situations are prioritized over the alleged violation due to the severity of other situations, etc.

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Appeal information can be found in the section on Administrative Actions.

## **PROHIBITED CONDUCT**

### **Sanctions**

Typically, sanctions include one, or a combination of the following:

1. Warning.
2. Probation.
3. Restitution for damage to or misappropriation of property.
4. Dismissal from Arcadia or host university student housing.
5. Dismissal from the study abroad program without financial refund.



# Appendix: University Policies

## CAMPUS CONDUCT HOTLINE

Arcadia University uses the Campus Conduct Hotline Reporting System (which is managed by Lighthouse) to enhance communication and empower individuals to promote safety, security, and ethical behavior. Use the anonymous system to report situations, events, or actions by individuals or groups that you believe unethical or otherwise inappropriate. For more information, please see the University's **Whistleblower Policy** ([Whistleblower Policy](#)).

This hotline service does not replace our existing reporting methods for reporting problems or complaints. The University continues to encourage community members to report concerns or suspected violations to a supervisor, Student Affairs, the Office of Equity and Civil Rights, Human Resources, or other campus entities, as appropriate. If you are uncertain if a situation should be reported, please use the Campus Conduct Hotline to obtain clarification. We would much rather have you ask than have potential problems go unchecked. **The Campus Conduct Hotline should not be used for immediate threats to life or property. Immediate threats to life and/or property should be directed to 911 or Public Safety at 215-572-2999.**

### *How to File a Report with the Campus Conduct Hotline?*

Campus Conduct Hotline is designed to maintain your anonymity. The following step-by-step instructions will guide you through the processes available to submit a report:

Use any one of these convenient channels of communication:

- Online: Arcadia faculty, staff and students can go to the [Campus Conduct Hotline](#) secure landing page.
- Toll-Free Phone: Call Lighthouse's toll-free hotline at 1-866-943-5787. An intake specialist will assist you with entering your report into the Campus Conduct Hotline system.

Please note that the University may be limited in its ability to investigate or respond to anonymous reports that do not include sufficient information.

## CONFIDENTIALITY OF STUDENT RECORDS

Arcadia University conforms to the Family Educational Rights and Privacy Act (FERPA) of 1974, a federal law which provides that a covered educational institution will maintain the confidentiality of student records. Thus, personally identifiable information from education records, including course grades, cannot be released without the prior written consent of the student, except as specified under the provisions of the act. Exceptions may include personnel (school officials) within the institution, other institutions in which students seek to enroll, persons or organizations providing financial aid to students, accrediting agencies carrying out their accreditation function, organizations conducting studies to improve instruction in compliance with a judicial order, and in an emergency to protect the health or safety of students or other persons. Institutions must disclose education records to federal and state representatives of agencies listed in the act.

Other than those individuals and agencies identified above, no person (including a parent or guardian) or an organization has a right to review a student's academic record or to receive a transcript without the written consent of the student. However, institutions may release, without written consent, information identified as public or "directory information," provided the student has been given reasonable opportunity to prohibit disclosure of such information.

For further information on the provisions of FERPA, see the section entitled "[Privacy and Accuracy](#)" on the Registrar's Office website (and/or consult with a staff member of that office).

Please refer to the University's [FERPA Compliance Policy](#).

### **SMOKING**

Arcadia University has joined hundreds of colleges and universities around the nation that are concerned about the harmful effects of the use of tobacco products by those in its campus community. Tobacco use has been established as a preventable cause of many illnesses. Current research indicates that tobacco smoke exposure in confined areas may be a health hazard to non-smokers. Smoke from cigarettes, cigars, pipes, and vaporless cigarettes can be an irritant to many non-smokers and can aggravate allergic conditions. With sufficient concentration, secondhand smoke may be harmful to those with chronic heart or lung disease.

Though primarily affecting the user, smokeless tobacco is also recognized as potentially harmful, and the policy outlined in this statement shall be interpreted as meaning that the use of smokeless tobacco products will be prohibited in the same areas as is tobacco smoking. No smoking will be allowed in any campus building, including residential halls at Arcadia University. Smokers are required to stand **50** feet away from the entrance and exit doors of buildings. The Smoking Policy can be found at [Smoking Policy](#).

### **SOLICITATION AND FUNDRAISING**

No individual student or student organization, whether affiliated with Arcadia University or not, may sponsor activities on campus that have the express purpose of making converts of, or soliciting members of Arcadia University's community. Arcadia University reserves the right to restrict or prohibit the on-campus activities of any individual or organization whose purposes are contrary to Arcadia University's values and mission.

- Individuals and organizations not affiliated with the University are not permitted to solicit the community in order to raise funds for an individual, organization, or cause.
- As an individual student, you are not permitted to solicit the Arcadia community to benefit an individual, organization, or cause.
- A student organization to which you belong may sponsor activities for the benefit of an outside organization or cause as long as the organization obtains permission from the Office of Engagement and New Student Programs.
- To conduct a fundraiser, student organizations must submit the Fundraising Authorization Format least two weeks prior to any anticipated fundraiser. Requests are reviewed and approved by the Office of Engagement and New Student Programs. Failure to complete the form two weeks in advance may result in the fundraiser not being approved. Fundraising is available on a first-come, first-served basis.
- On-campus solicitation of faculty, staff or students by charitable organizations or salespersons is not permitted except when authorized by appropriate offices. Inquiries of this nature should be directed to Conference Services, who will review the request with the Vice President for University Advancement.



### **ARCADIA UNIVERSITY'S RESPONSE TO COVID-19**

In 2023, Arcadia University continued to comply with the Center for Disease Control and Prevention (CDC) regarding safety protocols for Covid-19. Faculty, staff, and students returned to campus and remote accommodations were made available for those who requested it. Cleaning and sanitizing measures continued, and mask requirements (when applicable) were enforced.

## IMPORTANT PHONE NUMBERS

<b>All Emergencies</b> Cheltenham Township Police, Fire, EMS	<b>911</b>
<b>American Red Cross</b>	<b>(215) 299-4000</b>
	<b>(800) 733-2767</b>
<b>Animal Control</b>	<b>(610) 825-0111</b>
<b>Coast Guard - Search and Rescue Emergencies</b>	<b>(215) 791-4800</b>
<b>PECO</b>	<b>(800) 494-4000</b>
<b>Government Officials</b> Emergency Management Director Montgomery County	<b>267-784-4670</b>
<b>Montgomery County Sheriff</b>	<b>(610) 278-3331</b>
<b>Cheltenham Township Fire Marshal</b>	<b>(215) 887-1000</b>
<b>Delaware State Police</b>	<b>(302) 739-5901</b>
<b>Governor's Office of Homeland Security</b>	<b>(717) 346-4460</b>
<b>Hospitals - Major</b> Abington Memorial Hospital	<b>(215) 481-2000</b>
Chestnut Hill Hospital	<b>(215) 248-8200</b>
<b>Cheltenham Police Dept. (Non-Emergency)</b>	<b>(215) 885-1600</b>
<b>Abington Police Dept.</b>	<b>(267) 536-1100</b>

<b>Poison Control</b>	<b>(800) 222-1222</b>
<b>KWY1060</b> (kyw newsradio.radio.com) News Radio	<b>(855) 599-6397</b>
<b>NBC10</b> ( <a href="https://www.nbcphiladelphia.com">https://www.nbcphiladelphia.com</a> )	
<b>Local News</b>	<b>(215) 201-5000</b>
<b>Counseling Services</b>	<b>(215) 572-2967</b>
<b>Student Health Services</b>	<b>(215) 572-2966</b>
<b>Residence Life</b>	<b>(215) 572-4026</b>
<b>Office of Equity and Civil Rights and Title IX</b>	<b>(215) 517-2659</b>
<b>Campus Public Safety Non-Emergency</b>	<b>(215) 572-2800</b>
<b>Campus Public Safety Emergency Number</b>	<b>(215) 572-2999</b>
<b>President's Office</b>	<b>(215) 572-2909</b>
<b>Vice President of Business and Administration (CFO)</b>	<b>(215) 572-2943</b>
<b>Risk Management Office</b>	<b>(215) 572-2941</b>
<b>Vice President of Campus Life &amp; Dean of Students</b>	<b>(215) 572-2924</b>
<b>Facilities Department</b>	<b>(215) 572-2992</b>
<b>Global Health and Safety Team 24/7</b>	<b>(215) 572-2123</b>



# ARCADIA UNIVERSITY

450 S. Easton Road | Glenside, PA 19038