

**2018-2020**

**Biennial Report**

**Robert Morris University**

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## **INTRODUCTION**

The information provided herein is in compliance with the requirements of Part 86 of the Drug-Free Schools and Campuses Regulations, as required by the U.S. department of Education and the Higher Education Center for Alcohol and Other Drug Prevention.

Robert Morris University is a student centered institution that strives to be the gateway to engaged, productive, and successful careers and lives. Robert Morris University transforms lives by building knowledge, skills, and citizenship, all of which focus on the achievement of one's personal and professional goals. Engaged learning, within a highly supportive environment, enables our students to develop strong communication skills, excel within collaborative settings, effectively address complex problems with innovative solutions, and lead with integrity and compassion throughout their careers and lives in a diverse and rapidly changing world.

In compliance with the regulations of Title IV, Part 86, the university prepares a Biennial Report on alcohol and other drug awareness efforts. The Biennial Report contains information from the previous two years (2018-2020) about the specific prevention and intervention efforts of our campus community, including the impacts of violations and available resources related to alcohol and other drugs.

## **BIENNIAL REPORT PURPOSE AND OBJECTIVES**

Robert Morris University prioritizes both the safety and wellness of students and employees. Under Title IV, Part 86 regulations of the U.S. Department of Education, the university is responsible as an institution of higher education (IHE) to provide various programs and resources which help prevent and build awareness around drug and alcohol abuse. The Biennial Report conducts a review of AOD programs and is used to determine the effectiveness of the sanction enforcement. By conducting this review, it allows the university to identify and implement any necessary changes.

## **POLICIES AND REGULATIONS**

### **Code of Student Conduct**

- Please see Attachment A.

### **Residence Life Alcohol Policy**

- Please see Attachment B.

### **Residence Life Drug Policy**

- Please see Attachment C.

### **Protection of Minors Policy**

This policy applies to all individuals who interact with minors in the course of university operations, including students, vendors, and contractors. It provides guidelines and standards for interaction with minors. In addition, this policy sets forth requirements for registration of events with minors, clearances, and other requirements for those who participate in these events.

- For full text of the Protection of Minors Policy, please see Attachment D.

## **Discipline Procedure Policy**

Robert Morris University prohibits unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on the university premises or while conducting university business off the university premises. In accordance with the Discipline Procedure Policy, violations may result in disciplinary action up to and including discharge.

- For full details to the Discipline Procedure Policy, please see Attachment E.

## **Student Athlete Drug and Alcohol Policies**

- Please see Student Athlete Handbook in Attachment F.

## **Hazing Policy**

- Please see Attachment F.

## **Safe Harbor Policy**

A student-athlete with a drug problem, and who desires treatment for the problem, may voluntarily notify a member of the RMU Athletics Drug and Alcohol Committee. This will trigger a Safe Harbor status, which allows the student-athlete up to 60 days or conclusion of their treatment program (if the treatment program is completed in less than 60 days) without being subject to the penalties of an RMU positive drug test. When requesting Safe Harbor, the student-athlete must sign a release allowing information regarding required attendance and the confirmation of treatment completion to be communicated to the assigned member of the Drug and Alcohol Committee. The Associate AD for Operations will notify the Director of Athletics regarding the voluntary disclosure. The student-athlete will lose Safe Harbor status immediately if he/she is noncompliant with attendance/participation in his/her treatment program. Additionally, drug testing may be done to determine the student-athlete's baseline drug levels.

## **Student Notification Letter**

- Please see Attachment G.

## **Medical Amnesty Policy**

### PA Medical Amnesty Law

The Pennsylvania Medical Amnesty Law provides intoxicated minors (under 21) amnesty if they call emergency responders due to a friend experiencing alcohol poisoning. In order for the student to receive amnesty, they must comply with ALL of the following.

- The student must believe the person they are calling for is in need of immediate medical attention.
- The student must be the first to call the university police at 412-397-2424.
- The student must comply with the police and give their name and the name of their friend.
- Only one person is able to stay with their impaired friend and they must remain with the person in need of medical attention until help has been received.

## **Tobacco Free Campus Policy**

It is Robert Morris University policy that no smoking is permitted at any time inside university buildings, residential halls, offices, university vehicles, or any other interior space. Smoking is not permitted within 15 feet of any entrance door, open window, or air intake. Individuals

desiring to smoke may do so in the designated areas where ash receptacles are located. Violators of this policy are subject to appropriate disciplinary action. Smoking is defined as inhaling, exhaling, or holding any lighted cigarette, cigar, pipe, or similar product or device. This policy includes hookahs, vaporizers, and electronic vapor devices.

### **LOCAL AND STATE LAWS**

- **Section 5505**: Public Drunkenness. A person is guilty of a summary offense if he/she appears in a public place manifestly under the influence of alcohol to the degree that he/she may endanger himself/herself or other persons or property, or annoy persons in his/her vicinity.
- **Section 6307**: Misrepresentation of Age to Secure Liquor or Malt or Brewed Beverages. A person is guilty of a summary offense for a 1<sup>st</sup> violation and a misdemeanor of the 3<sup>rd</sup> degree for any subsequent violations if he/she, being under the age of 21 years, knowingly and falsely represents himself/herself to be 21 years of age or older to any licensed dealer, distributor or other person, for the purpose of procuring or having furnished to him/her, any liquor or malt or brewed beverages.
- **Section 6308**: Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages. A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages.
- **Section 6309**: Representing That a Minor is of age. A person is guilty of a misdemeanor of the 3<sup>rd</sup> degree if he/she knowingly, willfully and falsely represents to any licensed dealer, or other person, any minor to be of full age, for the purpose of inducing [that] person to sell or furnish any liquor or malt or brewed beverages to the minor.
- **Section 6310**: Inducement of Minors to Buy Liquor or Malt or Brewed Beverages. A person is guilty of a misdemeanor of the 3<sup>rd</sup> degree if he/she hires or requests or induces any minor to purchase or offer to purchase, liquor or malt or brewed beverages from a duly licensed dealer for any purpose. (Exemption for compliance checks.)
- **Section 6310.1**: Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors. A person commits a misdemeanor of the 3<sup>rd</sup> degree if he/she intentionally and knowingly sells or furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age. (This section does not apply to any religious service or ceremony which may be conducted in a private home or a place of worship where the amount of wine served does not exceed the amount reasonably, customarily and traditionally required as an integral part of the services or ceremony.)
- **Section 6310.2**: Manufacture of Sale of False Identification Card. A person commits a misdemeanor of the 2<sup>nd</sup> degree if he/she intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date or age of another.
- **Section 6310.3**: Carrying a False Identification Card. A person commits a summary offense for a 1<sup>st</sup> violation and a misdemeanor of the 3<sup>rd</sup> degree for any subsequent violations if he/she, being under 21 years of age, possesses an identification card falsely identifying that person by name, age, birth, or photograph as being 21 years of age or older and obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.

- Section 6310.7: Selling or Furnishing Nonalcoholic Beverages to Persons under 21. A person commits a summary offense if he/she intentionally and knowingly sells or furnishes nonalcoholic beverages to any person under 21 years of age. (As used in this section, the term “nonalcoholic beverage” means any beverage intended to be marked or sold as nonalcoholic beer, wine, or liquor having some alcohol content but does not contain more than 0.5% alcohol by volume.)

## **DEPARTMENTAL PROGRAMMING**

### **Department of Athletics**

The Department of Athletics at Robert Morris University provides opportunities for our student athletes to receive a quality experience, both in the classroom and in intercollegiate athletic competition. Athletics enhances the intellectual, social, and personal development of our student-athletes, helping them to grow through their experiences at the university and to prepare for meaningful careers and lives. Toward this purpose, the Department of Athletics promotes academic achievement, good sporting and ethical conduct, and equitable opportunities for students and staff, including women and minorities. The guiding principle of the university is to focus on academics first; therefore we view our successes based not on wins and losses, but as linked to the educational mission of the university and the welfare of our student-athletes.

#### Student Athlete Drug and Alcohol Program

The Department of Athletics at Robert Morris University recognizes substance and chemical abuse as one of the major problems facing student-athletes today. It is also important to recognize that participation in athletics may make student-athletes particularly vulnerable to substance and chemical abuse. Consequently, the university and the Department of Athletics follows NCAA Guidelines with reference to substance abuse.

#### Prevention and Education Programs

##### 2018-2019 Academic Year

- New Parent Orientation, August 2018
- Preseason Team Meetings, August 2018
- Football Freshman/Transfer Orientation, August 2018

##### 2019-2020 Academic Year

- All Student-Athlete Orientation, August 2019
- Preseason Team Meetings, August 2019
- Football Freshman/Transfer Orientation, August 2019

#### Sanctions

##### 2018-2019 Academic Year

- Alcohol Referrals: 3 Student-athletes referred for assessment
- Drug Referrals: 6 Student-athletes referred for assessment

2019-2020 Academic Year

- Alcohol Referrals: 2 Student-athletes referred for assessment
- Drug Referrals: 7 Student-athletes referred for assessment

### **Office of Residence Life**

The Office of Residence Life promotes community and student development by creating a supportive, integrative, and inclusive environment of learners that enriches the overall collegiate experience for residential students. Through collaborative programs and services within the Division of Student Life, our department will provide life-enriching opportunities that foster the intellectual, social, emotional, and personal growth and well-being of students. Along with programming listed in the Future Program planning section of this report, the Office of Residence Life participates in the University's Sexual Assault Prevention Task Force, which collects and coordinates Sexual Assault Prevention Programming that may also include some drug and alcohol education. During the 2019-2020 academic year, the Office of Residence Life has provided training for Community Advisors and Professional Staff members.

#### Drug and Alcohol Education Programs (2018-2019)

- The Counseling Center partnered with Residence Life on October 17, 2018 to host a Non-Alcoholic Mix Off. Students formed teams of 4-6 and had the goal of creating the best non-alcoholic drink. Each team had to have a theme and provide facts about the dangers of alcohol use.
- The Office of Residence Life held the National Collegiate Alcohol Awareness Week Trivia contest on Oct 23, 2018. Students participated to win prizes while testing their alcohol awareness knowledge.

#### Drug and Alcohol Education Programs (2019-2020)

- With collaboration from University Police, Community Advisors were able to utilize drunk goggles to have students play Mario Kart while “under the influence.” Individuals provided positive feedback regarding the information they learned about the dangers of being “under the influence.”
- A self-defense 101 program was hosted by our office held at the Rec Center. This was a self-empowerment targeted program that helped teach students different self-defense techniques and how to protect oneself.
- The Office of Residence Life hosted a safe drinking workshop for women. This was an alcohol awareness event in collaboration with Thrive leaders. Students were taught about low-risk drinking and what an actual drink size is for each type of alcohol.
- RHA hosted its annual “Non-Alcoholic Mix Off” during National Collegiate Alcohol Awareness week. Over 80 students participated. This event spread awareness for underage and binge drinking as well as the health risks of drinking. Twelve teams participated and awards were given for best drink, most creative drink, and best themed drink.

### **Department of Greek Life**

The mission of Greek Life at Robert Morris University is to uphold our university values of

academic excellence, changing lives, engaged learning, individuals matter, professional focus, and global perspective every day by all members of fraternity and sorority chapters. The Office of Student Life pledges to work with all community stakeholders to cultivate an environment that is in congruence with, and fosters a commitment to, the core values of our respective organizations and Robert Morris University.

#### Prevention and Education Programs

Robert Morris University does not provide alcohol or drug education as a requirement for students who are members of fraternities or sororities. However, the university does assist fraternity and sorority chapters in identifying programs and services to meet the requirements of their national organizations, related to drug and alcohol education.

### **Counseling Center**

The RMU Counseling Center supports the university's vision of an institution that is big enough to matter, yet small enough to care through our work providing short-term counseling services and crisis intervention to currently-enrolled students experiencing mental health issues or concerns. We seek to support and transform lives by helping students develop the necessary skills to create a solid foundation for sustained wellbeing.

The Counseling Center is committed to:

- Addressing the mental health needs of students via clinical services and psychoeducational programming, in order to increase resilience and help students to develop strategies for success.
- Being a strategic partner with Robert Morris University departments, offices, and student organizations to provide a holistic and complete experience that honors all students.
- Developing student leaders committed to enhancing mental health wellness on campus through the Thrive Program.
- Empowering students to realize their fullest potential while in college and beyond.
- Embracing diversity in all its forms as a core value of the center.
- Providing culturally competent clinical services and community interventions.
- Promoting an environment of respect and appreciation for the race, ethnicity, national origin, gender identity, age, religious affiliation, sexual orientation, physical/mental ability, and socioeconomic status of all students.
- Providing a safe, welcoming, and affirming environment for all persons who utilize our services.

The Counseling Center strives to honor these values through a variety of professional services, including: individual and group therapy; crisis intervention; drug, alcohol, and sexual violence educational programs; outreach; and consultation. In addition to direct counseling services for students, the Counseling Center provides consultation, outreach, and education to the entire campus community.

#### Prevention and Education Programs

##### **Drug and Alcohol Education Programs (2018-2019)**

- The Counseling Center offered 14 Alcohol 101 sessions with 21 different

students attending throughout the 2018-2019 school year.

- The Counseling Center offered 14 Drug 101 sessions with 24 different students attending throughout the 2018-2019 school year.
- Three individual drug, alcohol, and other conduct-related sessions were given to mandated students. An additional 2 individual voluntary drug and alcohol sessions were held.
- The Counseling Center worked with Everfi to educate incoming students and student leaders on the dangers of underage and high-risk drinking. All first-year students, new transfer students, and various student leaders were enrolled in the online curriculum.
- The Counseling Center partnered with the Center for Student Success to develop an Illicit Drug Training Video to be presented to incoming students in their required First Year Seminar Program (FYSP) classes.
- Thrive Leaders passed out water bottles to tailgaters at Homecoming (October 6, 2018) as part of an Alcohol Awareness Campaign.
- The Counseling Center facilitated an Alcohol and Drug Safety, Bystander Intervention Presentation for Delta Tau Delta fraternity on October 22, 2018.
- On Halloween 2018, the Thrive Leaders facilitated a game called Hallo-Triva, where students could win prizes for answering alcohol awareness related trivia questions.
- The Counseling Center partnered with Residence Life to provide a Women's Safe Drinking Workshop on March 9, 2019. This alcohol-awareness event sought to teach students who identify as female to implement knowledge and practices from the Mental Health First Aid program, which facilitators had learned in their own training. Students were also taught about low-risk drinking and actual drink sizes per type of alcohol.

#### **Drug and Alcohol Education Programs (2019-2020):**

- The Counseling Center offered 10 on-ground Alcohol 101 sessions (plus as-needed individual virtual Alcohol 101 sessions during the COVID-19 quarantine) during the 2019-2020 school year, with 7 students in attendance. One student attended an individual Alcohol 102 session.
- The Counseling Center offered 10 on-ground Drug 101 sessions (plus as-needed individual virtual Drug 101 sessions during the COVID-19 quarantine) during the 2019-2020 school year, with 14 students in attendance. One student attended an individual virtual Drug 101 session.
- Two students attended individual *mandated* Drug and Alcohol consultations during the academic year.
- The Counseling Center worked with Everfi to educate incoming students and student leaders on the dangers of underage and high-risk drinking. All first-year students, new transfer students, and various student leaders were enrolled in the online curriculum.
- The RMU Counseling Center was represented on RMU's Opioid Response Committee in 2019-2020 and worked to raise awareness to prevent opioid abuse.
- An Alcohol Awareness and Consent event, featuring the HoCo Crash Course, was put on by the Thrive Leaders on September 12, 2019.
- Thrive Leaders facilitated, on October 23, 2019, a Non-Alcoholic Paint & Sip

Workshop, as part of an Alcohol Awareness Campaign.

## **Title IX Office**

Title IX seeks to foster safe and respectful university environments that protect students, faculty, and staff from incidents of sex-based discrimination and sexual harassment.

### Prevention and Education Programs

**Fall/Spring 2020 PAAR Campus Visits** - on a weekly basis pre-pandemic we had allotted space on campus for Pennsylvania Advocacy Against Rape (PAAR) to provide confidential information, support, and mindfulness sessions on coping and resiliency.

**Everfi Online Education Modules Sexual Assault Prevention** - These educational assignments were required of all incoming freshmen and transfer students. These modules allow for the learner to help keep our campus community safer, one healthy behavior at a time. Scenarios are used to teach students how to be mindful of unhealthy behaviors and how alcohol and drugs can be used to facilitate acts of sexual assault. We have layered the education to extend an ongoing healthy relationship course to sophomores, juniors, and seniors at our institution.

**Fall 2020 Virtual Title IX Training to Campus Leaders** - various groups (such as FYSP Leaders, CA, Thrive leaders, Greek leaders, ROTC Cadets, and Freshman Football student-athletes) all received training from the Deputy Title IX Coordinator. This virtual education was comprehensive discussing many components of Title IX such as ways to report, medical amnesty, an overview of new changes to our policy and procedures, supportive measures, teaching what affirmative consent looks/sounds like, and bystander intervention training.

**Alteristic's Green Dot Bystander Virtual Intervention Training** - Five staff members who are trained facilitators successfully facilitated virtual training to certain cohorts of students. This training discusses the idea of practical ways people can take three approaches to reduce acts of inter-based personal violence through either a direct approach, distract approach, or delegate the concerning behavior to public safety or other figures of authority.

## **UPMC MyHealth@School Center**

Robert Morris University has partnered with UPMC to provide MyHealth@School- an onsite health and wellness center that treats a variety of health issues, paying special attention to the unique needs of young adults.

### Prevention Program

The UPMC MyHealth@School Center has Narcan available in case of an opioid overdose on campus.

## **GRANT-FUNDED PROGRAMMING**

### **Opioid Use Disorder in Higher Education Grant: October 1, 2019-September 29, 2021**

Although RMU has been proactive in providing educational and treatment resources for opioid

use disorder (OUD), a joint task force of representatives from the Student Life, Counseling Center, Departments of Nursing, Athletics, and RMU Police have identified several opportunities to build on existing programs to coordinate services, and to improve awareness of resources. The OUD grant funding \$83,979 provides support to assist RMU in achieving these goals by enhancing education for early detection/intervention, improving awareness and accessibility of resources, providing support to students who have experience in living with or have lost a loved one to OUD, and an on-campus opioid disposal drop box. The current University initiatives and the new initiatives in this proposal have full support from the University President and leadership.

Although implementation of some initiatives has been delayed due to COVID-19, plans are on track to achieve well within the grant timeframe the goals set forth in the grant proposal. A summary of the initiatives is below:

## **GOALS**

**Goal 1:** Build on current efforts to improve early detection and intervention of OUD by developing a website and a student app to provide 24/7 ready access to education, tools, and resources that target a wide audience of students (including athletes), parents, faculty/staff (including coaches).

**Goal 2:** Provide support to students who have the experience of living with or have lost a loved one to OUD.

***Objective 1:*** Provide 24/7 access to resources via a website and a student app to promote use by a wide variety of users at any time and location

- Developing an organized front page on RMU website to enhance student/faculty/staff/parent ability to navigate to quickly and effectively access key resources for OUD prevention, identification, and help
- Inserting website access into current student app will occur once the website is completed. Goal is to complete spring term 2021
- Reporting form has been developed to have a mechanism for students/faculty/staff to confidentially/anonymously report individuals suspected of OUD via Maxient (a reporting software used by RMU). Process development is underway to have reporting forms reach RMU Counseling Center for evaluation and contact of individuals

***Objective 2:*** Build on existing prevention education by developing strategies for early detection and intervention increasing the likelihood of avoiding addiction

- Video production is underway that will be used as education for faculty/staff/students/athletes/coaches, including prevention, identification, and reporting (to facilitate treatment); and interviews by those affected by OUD, either personally or by a loved one. Video will be available on the website/YouTube 24/7, and public service announcements (PSA) will be streamed in all buildings and at athletic events. Goal is to complete spring 2021

**Objective 3:** *Provide support to students who have experience in living with or have lost a loved one to OUD*

- Given COVID, the on-campus support group will be implemented virtually spring term 2021

**Objective 4:** *Develop a marketing plan to ensure knowledge of resources available*

- In process as the above objectives are met

**Objective 5:** *Provide on-campus accessible disposal of unused opioids*

- Opioid disposal drop box in place
- PR/marketing to coordinate announcement/notification to RMU community

## **SANCTIONS**

### **Student Conduct**

When a large number of people live and work together in a campus community with concern for one another, it becomes necessary to formulate procedures and regulations to provide for an orderly environment. Consistent with these objectives, the university recognizes an obligation to provide an atmosphere that is conducive to meeting the academic, living/learning, and social goals established by the university and to stimulate an atmosphere of civility and civil discourse where learning and living in a secure environment can flourish.

Certain procedures and regulations have been developed by Robert Morris University to assure quality of opportunity for each student and each student group in attainment of their objectives. For many individuals, becoming a student in the university community represents the first serious challenge to accepting major responsibility. Robert Morris University considers students to be mature individuals who are responsible for establishing and accepting standards for personal and group conduct in accordance with the regulations of the university and laws of the county, state, and federal government. The University Student Conduct Process was developed in accordance with the Code of Student Conduct and published university policies that may be found on the Robert Morris University web site at [rmu.edu/conduct](http://rmu.edu/conduct).

<b>Incidents</b>			
	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Alcohol Law</b>	34	37	13
<b>Alcohol Policy</b>	23	13	3
<b>Public Intoxication</b>	18	8	0
<b>TOTAL</b>	75	58	16

<b>Incidents</b>			
	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Narcotics Law</b>	18	24	6
<b>Narcotics Policy</b>	25	3	7
<b>TOTAL</b>	43	27	13

## University Police

The mission of the Robert Morris University Public Safety Department is to promote an atmosphere which is free from fear for personal safety, property loss, or accident, and thereby enhances the overall operation and academic excellence of Robert Morris University. Through continuous protection, service and education, the Public Safety Department contributes to the maintenance of a free, orderly, and safe campus environment. To accomplish the established mission, it is essential that the Public Safety Department strive for excellence in operations and community service which will result in the confidence, respect, support, and cooperation of the university community.

- University Police started carrying Narcan in April of 2017. Each police officer carries a double dose as part of their duty equipment.
- University Police Chief lectures on drug and alcohol safety an average of 5 times per school year at Registration Days.
- Police inform every FYSP class about Alcohol and Drug Policies and resources on campus.
- There is a prescription drug drop box in the lobby of the Barry Center available for RMU community members to drop off unused medications 24/7, no questions asked.

<b>Ambulance Transports</b>		
	<b>Drugs</b>	<b>Alcohol</b>
<b>2018</b>	1	12
<b>2019</b>	1	6
<b>2020</b>	0	0

<b>Arrests</b>		
	<b>Drugs</b>	<b>Alcohol</b>
<b>2018</b>	6	44
<b>2019</b>	3	8
<b>2020</b>	0	3

## **LOCAL TREATMENT AND REFERRAL RESOURCES**

### **Local Drug and Alcohol Treatment Centers**

- **Greenbriar Treatment Center**  
(800) 637-4673 (main) or (412) 788-6292 (Robinson location - offering IOP and partial hospitalization)  
Greenbriar will come to RMU and provide a free and confidential Drug and Alcohol Assessment to give students options to help them reach their goal of sobriety. Multiple locations in PA offer drug and alcohol treatment services, including detox/inpatient (dual diagnosis), partial hospitalization, and intensive outpatient programs (IOP).
- **Gateway Rehabilitation Center**  
(800) 472-1177 (main) or (412) 928-5940 (Green Tree location offers individual outpatient therapy, IOP, and partial hospitalization)

Multiple locations in PA offer drug and alcohol treatment services including detox, inpatient (28 days), partial hospitalization, intensive outpatient programs (IOP), and individual outpatient therapy.

Live chat on their website is available Monday - Friday, 9:00 AM - 4:30 PM.

- **LaurelCare Treatment Services**

(412) 458-6565 (main)

LaurelCare is based in Coraopolis, PA, and offers a variety of services including outpatient, intensive outpatient, partial hospitalization, and medical assisted treatment.

### **National Resources**

- Alcoholics Anonymous - <http://www.aa.org/>
- Narcotics Anonymous - <https://www.na.org/>
- Half of Us – Addiction - <http://www.halfofus.com/>
- College Drinking - <https://www.collegedrinkingprevention.gov/>
  - A one-stop resource for comprehensive research-based information on issues related to alcohol abuse and binge drinking among college students, with online tools for parents, students, administrators and more.
- National Drug Abuse Helpline 1-800-662-HELP (4357)  
<https://www.samhsa.gov/find-help/national-helpline>
- National Institute on Drug Abuse - <https://www.drugabuse.gov/>

## **ANNUAL NOTICE DISTRIBUTION PROCEDURES**

### **Students**

At the beginning of the academic year, all students are notified via email by the Dean of Student's Office about student conduct and drug and alcohol policies. Students are encouraged to review the documents contained in those emails, and contact the Dean of Students Office with questions or concerns.

### **Employees**

Via the Human Resources Office, all employees receive an email containing the annual Drug & Alcohol Awareness newsletter. The newsletter contains the following: health risks of drug and alcohol abuse, signs of abuse and dependency, information about the Employee Assistance Program and treatment centers, laws and penalties, and a link to the employee discipline procedure.

## **FUTURE PROGRAM PLANNING**

The Title IV Committee met on July 6, 2021 and discussed this report in order to generate recommendations for future drug and alcohol intervention programming. The recommendations are as follows:

- Utilize the new Counselor-in-Residence initiative to provide additional drug and alcohol outreach programming to the residential student community.
- Evaluate current educational programs for drug and alcohol sanctions and explore new opportunities.

- Add resources from the Opioid Use Disorder in Higher Education Grant to the Counseling Center website.
- Continue collaboration with various offices on campus to provide drug and alcohol programming and outreach to students.

### **Code of Student Conduct**

All students at Robert Morris University, both undergraduate and graduate, are expected to conduct themselves in a manner supportive of the missions, processes, and functions of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in the University community.

Through voluntary entrance to the University, students assume obligations of performance and behavior imposed by the University. The following disciplinary rules, although not all-inclusive, are provided as behavioral standards and are designed to help ensure order in the University community, to protect the rights of community members, and to create an environment which can enhance the opportunity for personal growth and development.

Robert Morris University considers the following behavior, or attempts thereof, by any students or student group, whether acting alone or with any other persons, to violate the Code of Student Conduct. Culpability is not diminished for violations that are committed in ignorance of the Code of Student Conduct or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

1. Knowingly and willingly being in the presence of a violation of part of the Code of Student Conduct;
2. Acts of incivility or irresponsible and/or disrespectful social conduct;
3. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty (See Section 2.4);
  - b. Furnishing false information to any University official, faculty member, or office;
  - c. Forgery, alteration or misuse of any University document, record, or instrument of identification;
  - d. Tampering with the election of any University recognized student group;
  - e. Violation(s) of the Academic Integrity Policy (See Section 2.4);
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises;
5. Physical abuse, verbal abuse, threats, intimidation, coercion, bullying, conduct which threatens or endangers the health or safety of any person, and/or acts which are contrary to the ideals of civility and respect for others;
6. Sexual misconduct; sexual contact without consent; sexual acts or exploitation committed either by force, intimidation, or through use of the victim's mental incapacity or physical helplessness; sexual harassment; recording sexual activity or sharing sexual content without

consent of all parties (See Section 2.5);

7. Attempted or actual theft of and/or damage to or vandalism of property of the University or property of a member of the University community or other personal or public property;
8. Acts which constitute a fire safety hazard including but not limited to the following:
  - a. Failure to evacuate when fire alarms are activated or as instructed for reasons of personal safety by a member of the University staff;
  - b. Tampering with fire safety equipment ;
  - c. Discharging a fire extinguisher without reasonable cause;
  - d. Use of fireworks or other items which pose a fire safety threat to the community;
  - e. Failure to abide by published room occupancies;
9. Hazing, defined as any reckless or intentional act that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups that is expected or required of new and / or current members of a team, group, or organization;
10. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so;
11. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use;
12. Unauthorized possession, duplication, distribution, or use of keys to any University premises;
13. Violation of published University policies, rules, or regulations;
14. Violation of federal, state, or local law on University premises, off campus, or at University sponsored or supervised activities;
15. Use, possession, or distribution of narcotics, other controlled substances including, but not limited to synthetic drugs, or paraphernalia associated with the use of illegal substances except as expressly permitted by law and Robert Morris University regulations; receipt of a positive result from random athletic department drug testing;
16. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and Robert Morris University regulations;
17. Possession of weapons or other dangerous items including but not limited to firearms, knives, pellet guns, paint guns, BB guns, stun guns, Tasers, bows and arrows, fireworks, explosives, or dangerous chemicals on University premises;

18. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
19. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored functions or events;
20. Conduct which is disorderly, lewd, or indecent; public intoxication; breach of peace; aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University;
21. Permitting guests, knowingly or by negligence, to violate any portion of the Code of Student Conduct;
22. Theft, abuse, or misuse of technology, including but not limited to:
  - a. Accessing any system with another person's credentials (typically an ID and password), whether someone gave the information to you or it was hacked;
  - b. Illegally downloading copyrighted material;
  - c. Sharing anyone's login or other confidential information;
  - d. Acting as anyone other than yourself online, whether through someone's account or a false account;
  - e. Communicating false information as if it came from an authoritative source
  - f. Interfering with the work of another student or RMU employee;
  - g. Harassing or bullying, which includes but isn't limited to sending or posting obscene, false, threatening, or abusive messages;
  - h. Hacking or attacking any computer system;
23. Abuse of the Student Conduct Process, including but not limited to:
  - a. Failure to obey the summons of a Student Conduct Advisor or University official;
  - b. Falsification, distortion, or misrepresentation of information before a Conduct Advisor, Conduct Board or other University official;
  - c. Disruption or interference with the orderly conduct of a student conduct proceeding;
  - d. Institution of a student conduct proceeding knowingly without cause
  - e. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct Process;
  - f. Attempting to influence the impartiality of a member of a Conduct Advisor, board member witness, accused person, or complainant prior to and/or during the course of the Student Conduct proceeding;
  - g. Harassment (verbal or physical) and/or intimidation of a Conduct Board member or Conduct Advisor prior to, during, and/or after a student conduct proceeding;
  - h. Failure to comply with the sanction(s) imposed by a Conduct Advisor or board;

- i. Influencing or attempting to influence another person to commit an abuse of the student conduct process;

Harassment or discrimination based on race, color, religion, disability, national origin, sexual orientation, political affiliation, gender, age, marital status or inclusion in any group protected by law;

## **Student Conduct Process 2020 - 2021**

### **Introduction**

When a large number of people live and work together in a campus community with concern for one another, it becomes necessary to formulate procedures and regulations to provide for an orderly environment. Consistent with these objectives, the University recognizes an obligation to provide an atmosphere that is conducive to meeting the academic, living/learning, and social goals established by the University and to stimulate an atmosphere of civility and civil discourse where learning and living in a secure environment can flourish.

Certain procedures and regulations have been developed by Robert Morris University to assure quality of opportunity for each student and each student group in attainment of their objectives. For many individuals, becoming a student in the University community represents the first serious challenge to accepting major responsibility. Robert Morris University considers students to be mature individuals who are responsible for establishing and accepting standards for personal and group conduct in accordance with the regulations of the University and laws of the county, state and federal government. The University Student Conduct Process was developed in accordance with the Civility Code, Code of Student Conduct and published University policies that may be found on the Robert Morris University web site at [www.rmu.edu](http://www.rmu.edu).

The following description and explanation of the University Student Conduct Process is being provided so that all students, both undergraduate and graduate, will be aware of their individual rights, as well as to assist individuals in their personal growth and development.

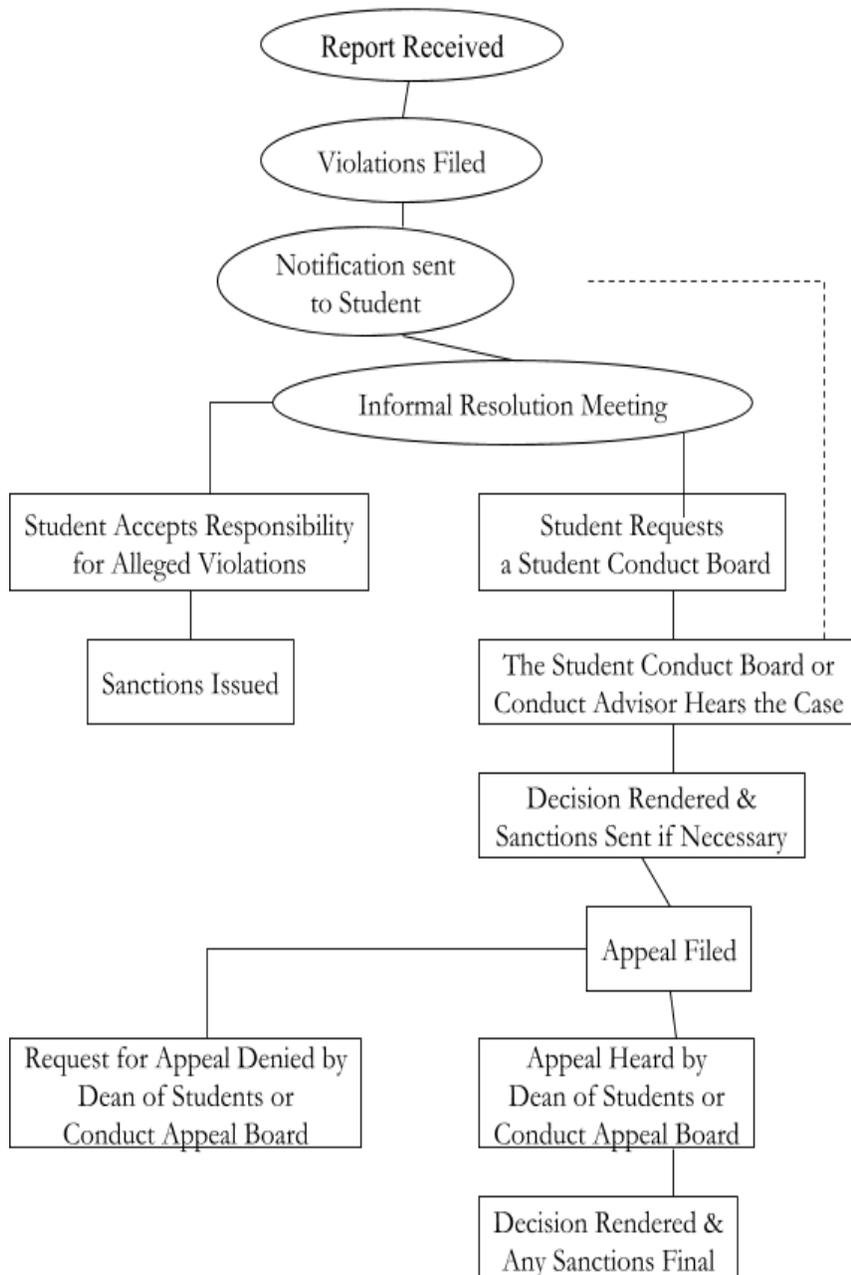
### **Student Conduct Philosophy**

In order to protect the welfare and freedom of its students, faculty, and staff, as well as University property from destruction and misuse, Robert Morris University has formulated the University Student Conduct Process. The University has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations represent a reasonable standard of student conduct.

Operating a student conduct process in a university environment requires careful investigation and consideration of many factors. Each student will be regarded in light of his/her individual character, his/her actions, and the amenability of that student to the ideals of civility and respect for others. The university believes that each case and each student is unique. The decisions

rendered in a particular case will be made from an educational perspective. The decisions will be based on whether or not the individual is fulfilling the responsibilities expected of a student at Robert Morris University.

### Student Conduct Process Flowchart



**Section 1. - Organization/Philosophy**

- 1.1 The Trustees and President of Robert Morris University have delegated authority to the University Student Conduct Process to adjudicate cases alleging violations of the Code of Student Conduct by Robert Morris University students.
- 1.2 The procedures included herein apply to the resolution of matters of academic misconduct, social misconduct and related matters. Matters of academic conduct may be resolved via the University Academic Integrity Policy guidelines and/or referred to the University Student Conduct Process as deemed appropriate.
- 1.3 Supervision of the University Student Conduct Process is the responsibility of the Dean of Students Office. Implementation of these procedures is the responsibility of the Dean of Students or his/her designee, in cooperation and consultation with appropriate representatives of the University community.
- 1.4 Robert Morris University is an institution of higher learning where individual growth and development are fostered, excellence is pursued, and the highest standards of integrity are expected in all areas of life. Robert Morris University is committed to providing an environment where persons are safe, property is secure, individual rights of all persons are respected and education of the highest quality is achieved.
- 1.5 The Code of Student Conduct outlines the behavior expected of all students at Robert Morris University, both undergraduate and graduate. Having voluntarily enrolled at Robert Morris University, all students have entered into an agreement to abide by the rules and regulations set forth in the Code of Student Conduct. Each student is responsible to modify his or her behavior to adhere to the requirements of this code and applicable federal, state, and local laws.
- 1.6 Violations of the Code of Student Conduct will be adjudicated by the University Student Conduct Process, which is designed to reflect and support the educational mission of the institution and to ensure the fair and equitable treatment of all individuals and groups charged with or victimized by student misconduct. Violations of RMU's Policy on Sexual Misconduct and Relationship Violence will be adjudicated in accordance with that policy.
- 1.7 The decision to pursue allegations of student misconduct through the University Student Conduct Process will be consistent with the philosophies and guidelines outlined in this publication. Sanctions of the University Student Conduct Process are designed to be educational and to develop citizenship, responsibility and accountability in our students.
- 1.8 Robert Morris University considers its Code of Student Conduct as a statement of minimal expectations and seeks to foster a commitment to the highest standards of ethical behavior by the coherent, consistent, and fair manner in which it enforces its rules and regulations. The University views its Student Conduct Process as a learning experience that is intended to result in the growth and understanding of

individual responsibilities on the part of all persons.

## Section 2. - Jurisdiction

- 2.1 The University Student Conduct Process has jurisdiction over all alleged violations of the Code of Student Conduct by any student or recognized student group that may be brought to its attention. Jurisdiction of the University Student Conduct Process extends to alleged misconduct that takes place on University owned or controlled property or on property close to the University, including off campus housing; alleged misconduct that takes place at any University sponsored event; alleged misconduct that takes place at internship sites, student teaching placements, or any site of designated academic activity; and alleged misconduct that has a significant impact on the educational mission and well-being of the University community that takes place at any location off campus.
- 2.2 University Student Conduct proceedings are administrative in nature and independent of any criminal and/or civil proceedings that may be concurrently in process. University student conduct proceedings are intended to enforce the Code of Student Conduct at Robert Morris University although the behavior in question may be simultaneously in violation of federal, state or local laws. The University may notify local and federal authorities when a crime is alleged to have been committed, but such notification will not modify the University's authority to address the alleged misconduct through its own conduct process.
- 2.3 The findings of the University disciplinary process are independent, and, therefore, are not affected by the findings of any criminal or civil proceedings. Students whose charges have been reduced/dismitted in criminal proceedings may be held wholly accountable in the Student Conduct Process. Allegations of sexual misconduct and harassment are subject to federal standards outlined in Title IX of the Education Amendments Act of 1972 as well as the Student Conduct Process and the University's Policy on Sexual Misconduct and Relationship Violence, as applicable.
- 2.4 Violations of the Academic Integrity Policy may be referred to and processed by the Academic Integrity Council, the University Student Conduct Process, or both. The Academic Integrity Council and the University Student Conduct Process are administrative in nature and operate independently of one another. For a detailed description of the Student Conduct Process for Violations of the Academic Integrity Policy by the Academic Integrity Council, please refer to the Academic Integrity Policy at [www.rmu.edu/academicintegrity](http://www.rmu.edu/academicintegrity).
- 2.5 Violations related to gender such as sexual harassment, sexual assault, and other sexual misconduct may be referred to and processed by the Title IX Office, the University Student Conduct Process, or both, depending on the type of violation. These administrative processes operate independently of one another. For more information on how Robert Morris University responds to violations related to gender and Title IX concerns, please refer to the Title IX Office at <http://titleix.rmu.edu/>.

**Section 3. - Overview of the Student Conduct Process**

- 3.1 A University Student Conduct complaint may be filed against any student or recognized student group by any member of the University community. Complaints may be filed by a member of the University community by providing a statement to the Dean of Students Office, University Police or with an appropriate University office. All documentation and other evidence associated with the complaint, e.g., University Police or police reports and witness statements, should be included with the statement and submitted to the Dean of Students Office. More than one complaint may be filed arising out of the same incident.
- 3.2 Complaints regarding academic dishonesty or abuse of University technology resources will be handled according to specific department/school policy and may be referred to the University Student Conduct Process or Academic Integrity Council at the discretion of the appropriate department director or dean of the school.
- 3.3 The Dean of Students or his/her designee will determine whether a complaint concerns students and/or recognized student groups and whether the complaint concerns subject matter falling within the jurisdiction of the University Student Conduct Process. The Dean of Students or his/her designee further will determine whether the complaint demonstrates sufficient evidence of wrong-doing to warrant further investigation and/or commencement of the conduct process.
- 3.4 The standard of proof applied within the University Student Conduct Process is a preponderance of the evidence, which requires a demonstration that it is “more likely than not” that the accused student or recognized student group has violated the Code of Student Conduct.
- 3.5 It is the responsibility of each party to investigate, prepare, and present his or her case before a Conduct Board or other Conduct Advisor. This responsibility includes identifying and presenting any witnesses or witness statements. The University Student Conduct Process is not authorized to mandate the appearance of any witness at a University Student Conduct proceeding. Similarly, neither parties nor their representatives are authorized to mandate or attempt to force the appearance of any person at a University Student Conduct proceeding.
- 3.6 Complainants are permitted to withdraw their complaints subsequent to filing if the Dean of Students and/or his/her designee are satisfied that the complainant’s decision has not been influenced by pressure or intimidation. In the event that the complainant is determined to have been influenced by pressure or intimidation, or in other extenuating circumstances, or where the University’s interests would be served by continuation of the case, the Dean of Students may appoint a University complainant to continue the case.
- 3.7 Upon determining that a complaint meets the standards required by the University Student Conduct Process, the investigating office will contact the accused student or

- recognized student group. The accused student or recognized student group will be invited to participate in an Informal Resolution Meeting with a Conduct Advisor to discuss the allegations. At the discretion of the Dean of Students, a complaint may also be sent directly to a University Student Conduct Board.
- 3.8 An accused student or student group must schedule an Informal Resolution Meeting with his/her/its Conduct Advisor within three (3) University business days of receipt of written notification of charges. Failure to schedule or attend an Informal Resolution Meeting will result in the case being heard without the student or student group being present and the right to appeal any decision shall be considered forfeited.
- 3.9 At an Informal Resolution Meeting, the accused student or student group will be advised of his/her/its rights and responsibilities under the Robert Morris University Student Conduct Process. An Informal Resolution Meeting consists solely of the accused student or student group and his/her/its assigned Conduct Advisor. The accused party will also be given the opportunity to assume responsibility for the charges filed or to request that the complaint be considered by a University Student Conduct Board or Conduct Advisor. The accused student or student organization may also be asked to supply a written statement responding to the charges.
- 3.10 If the student or recognized student group accepts responsibility for the alleged violation(s), then the case will be considered resolved. The Conduct Advisor will then notify the accused party in writing of the outcome of the complaint and any sanctions issued as a result. Notice will be sent to the student or student group within five (5) University business days of the completion of the meeting. In cases where multiple parties must meet with a Conduct Advisor in connection with a single complaint, completion of the investigation will be considered the Informal Resolution Meeting with the last accused party. Once an informal resolution is reached, the decision is final and will be revisited only where new information becomes available that tends to demonstrate that a substantial error has occurred. In such a case, the accused student or the complainant may submit a written petition for reconsideration of the case to the Dean of Students or his/her designee. The decision of the Dean of Students or his/her designee regarding the reconsideration is final.
- 3.11 If an informal resolution cannot be reached, the complaint will be reviewed by the Dean of Students and/or a designee. The case will be assigned to a Student Conduct Board for formal resolution or returned to the original Conduct Advisor for consideration. The conduct board process is described in Sections 7 through 9 herein.
- 3.12 A student who chooses to withdraw from the University rather than participate in the conduct process will be classified in the Student Conduct files as having been withdrawn for disciplinary reasons. This status will be noted on the student's transcript as a voluntary withdrawal. A student who withdraws under these

- 3.13 circumstances is not permitted to enter onto Robert Morris University owned, operated, or controlled property nor to participate in any class or program offered by Robert Morris University until the pending matter is resolved.
- 3.14 Robert Morris University may seek to notify parents or guardians of student conduct issues involving their dependent as follows:
- a. In all emergencies;
  - b. In all serious cases, including all drug-related matters;
  - c. After finding of responsibility in all cases of repeated (more than one) violations of the Code of Student Conduct; and,
  - d. After final consideration as dictated by sanctions issued.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Robert Morris University may seek to notify parents or guardians of conduct issues involving non-dependent students as follows:

- a. In all emergencies
- b. After finding of responsibility in all drug-related matters;
- c. After finding of responsibility in repeated (more than one) alcohol offenses; and,
- d. After final consideration as dictated by sanctions issued.

Other disclosures of student discipline records not described herein will be handled consistent with Section 13.

#### **Section 4. - University Student Conduct Board**

- 4.1 The University Student Conduct Board is comprised of students, administrators, staff, and faculty. A minimum of three (3) and a maximum of five (5) representatives may serve on the board. When the accused student lives in a University residence, at least one (1) of the board members will be a Residence Life staff member. In all cases involving a felony arrest, the complainant or the accused student may request that a non-student University Student Conduct Board comprised of three (3) members drawn from the faculty, staff, or administration be appointed by the Dean of Students Office. The University Student Conduct Board is advised by the Dean of Students Office. The individual who assumes the role of advisor to the University Student Conduct Board shall be referred to herein as the Conduct Board Chairperson.
- 4.2 The University Student Conduct Board may hear any case of alleged violation of the Code of Student Conduct filed against individual students, student groups, or cases of academic dishonesty. The University Student Conduct Board may impose sanctions up to and including expulsion from the University and may design sanctions that are educational in nature. The Dean of Students and/or his/her designee will confirm the applicability of such sanction. In some instances, the

Dean of Students or his/her designee may adjust the sanctions if it is in the best interest of the student or the university community.

- 4.3 Appeals of decisions made by the University Student Conduct Board that meet the criteria set forth in Section 11 are heard by the Dean of Students and/or his/her designees, or in specific cases, a University Conduct Appeal Board.
- 4.4 A University Conduct Appeal Board typically consists of the Dean of Students and the Assistant Dean of Students and/or a designee appointed by the Dean of Students. The Dean of Students can appoint any combination of University staff, faculty and students to stand in as the Conduct Appeal Board to consider an appeal on his behalf. A University Conduct Appeal Board has authority to hear appeals from decisions of any Student Conduct Board that meet the criteria set forth in Section 11. In addition, the University Conduct Appeal Board has authority to review the decision rendered by any Conduct Advisor described within these procedures. Members of the University Conduct Appeal Board are appointed by the Dean of Students from members recommended by the University community. The University Conduct Appeal Board is advised by the Dean of Students, or if these persons have been involved in the original board meeting, by a designee of the Dean of Students. The individual who assumes the role of advisor to the University Conduct Appeal Board shall be referred to herein as the Conduct Board Chairperson.
- 4.5 The Dean of Students or the University Conduct Appeal Board may re-hear cases or limit the proceedings to the specific issues outlined in the appeal, depending on the nature of the case. The board considering the appeal may change lower board decisions, increase or decrease sanctions, or return cases to the respective Conduct Board for further process. The University Conduct Appeal Board or other board considering the case may impose sanctions up to and including expulsion from the University and may design educational sanctions appropriate to a given case. The Conduct Board considering the appeal also determines whether substantial mitigating or exacerbating circumstances warrant reduction or enhancement of the standard sanction.
- 4.6 Decisions of the University Conduct Appeal Board or other board considering the appeal are final when reviewed and confirmed by the Dean of Students.

#### **Section 5. - Roles of Administration**

- 5.1 The Dean of Students Office is responsible for the coordination of support and advisory resources that are available to complainants and accused students involved in the University Student Conduct Process. The Dean of Students Office, may guide parties to resources for on-campus counseling, procedural advice or personal support as necessary.
- 5.2 The Dean of Students Office is responsible for the overall supervision of the

University Student Conduct Process, the appointment of University Conduct Appeals Board members, and the confirmation of their decisions, except as otherwise provided herein.

- 5.3 The Dean of Students or his/her designee directs all case resolution and data collection activities of the University Student Conduct Process; provides case management services; assigns Conduct Advisors; and, provides training, advising, and educational programming to members of the University community concerning the University Student Conduct Process. The Dean of Students and/or his/her designee administrates the University Student Conduct Process, approves informal resolutions to conduct complaints; appoints University Student Conduct Board Members and Chairpersons; confirms University Student Conduct Board decisions; advises or arranges for the legal advisement of the University Student Conduct Process consistent with applicable laws and regulations.
- 5.4 The Conduct Advisors are professional staff members who educate complainants and accused students with regard to University Student Conduct Process procedures; act as case managers in reaching informal resolutions of conduct complaints; and, manage referrals to University and community resources designed to assist in fulfilling conduct sanctions. The Conduct Advisors will also offer follow up support for students subsequent to the resolution of their conduct cases.
- 5.5 The Conduct Board Chairperson is a professional staff member assigned to advise a University Student Conduct Board or University Conduct Appeals Board. He/she will preside over the formal board meeting process to ensure that all policies and procedures are followed correctly. When a case is remanded to a board, the assigned Conduct Board Chairperson will also assume the role of Conduct Advisor to the complainant and the accused party. The Conduct Board Chairperson will be a non-voting member of the board except in cases where a tie vote must be broken.

#### **Section 6. - Interim Suspension and Other Administrative Actions**

- 6.1 The status of an accused student will not be changed while a case involving an alleged student conduct violation is pending against him or her, unless the Dean of Students, or his/her designee, in consultation with the University Police Chief, determines that an interim suspension is required to promote the safety and well-being of the University community or the accused student, or other substantial University interests.
- 6.2 Where an interim suspension is imposed in a case involving the arrest of the accused student, the University may require the associated criminal matter to be resolved in full prior to the University Student Conduct Process hearing the case. In circumstances where a criminal matter remains pending or in other unusual circumstances, including those described in Section 6.3, students who seek to have their cases heard on the merits prior to any criminal proceeding may file a written request for a meeting with the Dean of Students or his/her designee who

will act in the role of Conduct Advisor in deciding the case. The University reserves the right to conduct proceedings under the University Student Conduct Process prior to, simultaneously with, or following civil or criminal proceedings off campus.

- 6.3 The Dean of Students may grant authority to administrative designees to take specific administrative actions to promote the safety and wellbeing of members of the University community and to enforce other administrative policies.
- a. The Director of Residence Life or his/her designee is permitted to respond on an emergency basis to behavioral incidents alleged to violate the Code of Student Conduct occurring within or otherwise impacting the safety of any housing on a temporary basis pending a fulfillment of specific conditions and/or review of the matter by the University Student Conduct Process.
  - b. Health Center staff, Crisis Counselor, Psychologist, or his/her designee, may advise the Dean of Students as to student use of illegal substances or abuse of any substance; student failure to produce proof of immunization; or any other student behavior in response to an emergency medical situation when release of information is necessary to prevent serious risk of bodily harm or death. He/she may further recommend that the student's participation in an assessment, educational program, and/or other intervention designed to respond to the student's or others needs should be required. A student who fails to attend and actively participate in the assessment, educational program, and/or other intervention, as required, or who engages in behaviors that pose a significant health or safety risk to the student or others may be withdrawn from the university for medical reasons. This withdrawal will extend until the student demonstrates completion of an equivalent assessment, educational program and/or other intervention satisfactory to the university. The Dean of Students will determine whether and under what conditions the student will be permitted to return to the University.

In emergency medical or physiological circumstances, students may be removed immediately from the University pursuant to Section 14 of these procedures.

### **Section 7. - Rights of Complainants and Accused Students**

- 7.1 Prior to a University Student Conduct Board hearing, each party (i.e., the complainant(s) and accused student(s)) will be given written notice of the charges stating: the alleged facts upon which the charges are based, the sections of the Code of Student Conduct alleged to have been violated, the procedures to be used in resolving the charges, and the date, time, and location of the meeting. The University endeavors to deliver the notice at least three (3) University business days prior to the meeting. Notice will be considered complete when placed at the door of the address last given by the student to the University, delivered to the student's University email account or in any other manner reasonably designed to give notice to the student.

- 7.2 Each party will be given an opportunity to be heard before an impartial University Student Conduct Board or Conduct Advisor in a timely manner – usually within thirty (30) days of the filing of the written complaint. Attendance at board meetings is limited to the University Student Conduct Board members and its Conduct Advisor and the parties immediately involved and their advisors. Witnesses are permitted access to the meeting room solely for the purpose of, and duration necessary to, provide testimony. Individuals not directly involved with the meeting in progress will not be permitted in the immediate vicinity of the meeting room.
- 7.3 Each party may have the opportunity to face the opposing party and/or to ask questions indirectly through the University Student Conduct Board. The Student Conduct Board has the discretion to determine the manner in which and to what extent questioning of witnesses may occur.
- 7.4 The University Student Conduct Board may be advised at all times by the Conduct Board Chairperson. No attorney will be permitted to participate in the Student Conduct Process on behalf of the complainant or the accused student. Students are permitted to have one (1) self-selected Advisor present. The Advisor must be a student, faculty member or administrator at Robert Morris University, or the student’s parent or legal guardian. Advisors, when permitted to participate, are limited to the role of advising the student as described in Section 9.5. If an Advisor fails to abide by University policies, he/she will be removed from the proceedings and barred from acting as an Advisor in future University Student Conduct proceedings. In such circumstances the board will determine whether to proceed with the board meeting without the presence of the Advisor or to forward the case to the Dean of Students for resolution before a Conduct Board Advisor.
- 7.5 Each party will have the opportunity to present relevant testimony and/or evidence to the Conduct Board Members on his/her behalf and the opportunity to respond to testimony or evidence presented by other parties. The Conduct Board Chairperson will determine the relevance of testimony.
- 7.6 An audio recording may be made of all board meetings involving violations of the Code of Student Conduct. This recording is the sole property of Robert Morris University and is only permitted for review by appropriate University officials as designated by the Dean of Students, and in accordance with FERPA.
- 7.7 The Conduct Board endeavors to submit written notice of its confirmed decision to each party within five (5) University business days after the meeting is concluded. A meeting is considered concluded at the point the University Student Conduct Board's deliberations are complete.

#### **Section 8. - Responsibilities of Complainants and Accused Students**

- 8.1 Each party must appear at the meeting as specified. If either party fails to appear at

the meeting, the University Student Conduct Board may proceed and consider the case in the absence of the missing party/ies, dismiss the complaint, or reschedule the board meeting, as the facts and circumstances of the case indicate.

- 8.2 Each party must act in a manner that is respectful of the proceedings and the rights of all individuals involved. It is the responsibility of each party to assure that their Advisor, witnesses and other affiliates act in a manner that is respectful of the proceedings and the rights of all individuals involved. The Conduct Board Chairperson shall retain the option to discontinue the board meeting and forward the case for administrative resolution by the Dean of Students and/or his/her designee, when the behavior of any person has become an encumbrance likely to have a detrimental impact on the outcome of the board.
- 8.3 Each party must answer pertinent questions truthfully during the board meeting or choose to remain silent. The board may draw inferences from the statements and silence of any person with respect to the pertinent question. False testimony by any person may give rise to further disciplinary action or an enhancement of sanctions at the discretion of the board members.
- 8.4 At the board meeting each party must offer all information known or available to him/her that he/she desires to be considered. Each party is responsible for calling witnesses to testify on his/her behalf and for providing a list of potential witnesses, including witness names and whether a witness will testify to facts in issue or to the character of the offering party. This list must be submitted to the Dean of Students Office at least 48 hours in advance of the meeting. The Office of Student Life will make witness lists available to the opposing party. The Conduct Board Chairperson will have the discretion to limit the number of witnesses to be called by either party, taking into consideration the following guidelines:
- a. All fact witnesses will be heard, unless the Chairperson determines evidence is cumulative or irrelevant, or would unnecessarily compromise the confidentiality of the board meeting.
  - b. Each party will be limited to one character witness but may submit, in lieu of additional character testimony, one or more statements signed by other persons who must certify to the truth of the statements.
  - c. Witnesses who have not been disclosed to the Dean of Students Office at least 48 hours in advance will be heard only if the board votes to allow their testimony.

#### **Section 9. - Student Conduct Board Procedures**

- 9.1 The purpose of the meeting is to provide the opportunity for complainants and accused students to present all relevant facts and other evidence with regard to alleged violations of the Code of Student Conduct. It is the responsibility of the University Student Conduct Board to consider impartially all relevant testimony and other relevant evidence, determine the facts, and impose appropriate sanctions.

Decisions of the respective Student Conduct Boards are subject to review and confirmation by the appropriate University officials, as outlined in Section 4.2.

- 9.2 The University Student Conduct Process is an internal, administrative process in which the rules of evidence used in criminal and civil proceedings do not apply. The standard of proof used to decide matters within the University Student Conduct Process is a preponderance of evidence as described in Section 3.4.
- 9.3 University Student Conduct Process meetings are confidential and closed to persons not directly related to the case. The results of University Student Conduct proceedings are confidential in accordance with applicable law. The University reserves this right to correct any misinformation with regard to University Student Conduct Process actions that may be circulated in the media when the well-being of the community so requires. The University will publish data related to the activities of the University Student Conduct Process on a periodic basis consistent with constraints imposed by law.
- 9.4 Complainants, accused students, and the University, as represented by the respective Conduct Board Members, are the principal parties in University Student Conduct proceedings. All parties, advisors, witnesses, and Conduct Board Members are expected to maintain the confidentiality of University Student Conduct Process proceedings.
- 9.5 Advisors to the students, as defined in Section 7.4, have no standing in University Student Conduct proceedings, except to provide assistance to their respective parties in a quiet, non-disruptive manner. Advisors do not represent or speak for their respective parties, except at the request of the Conduct Board Chairperson.
- 9.6 Conduct Board Chairpersons appointed by the Dean of Students or his/her designee, will preside at each board meeting. The chair of the board serves as the Conduct Advisor to students involved in the case.
- 9.7 The order of presentation at the board meeting should substantially follow the below format:
- a. Introductions and reading of the complaint/appeal by the chairperson;
  - b. Opening statements- confirmation of complaint by complainant;
  - c. Presentations of statements/evidence/witnesses by the complainant;
  - d. Presentation of statement/evidence/witnesses by the respondent;
  - e. Closing statement by the complainant;
  - f. Closing statement by the respondent.

In cases involving felony arrest, or in other appropriate circumstances as determined by the University, the order of presentation at the board meeting may be changed at the discretion of the Conduct Board Chairperson.

- 9.8 The University Student Conduct Board Members may ask questions at any time subject to limitations of relevance, as determined by the Chairperson. The parties may ask questions directly or indirectly through the Chairperson subject to reasonableness and relevance, as determined by the Chairperson.
- 9.9 University Student Conduct Board decisions are made in private and by a majority vote of the board members. Decisions may be withheld pending further information gathering or as time constraints dictate. All University Student Conduct Board decisions are subject to confirmation by the appropriate University official.

### Section 10. - Sanctions

- 10.1 University Student Conduct Process sanctions are official actions of the University. Failure to comply with sanctions that are imposed by the University Student Conduct Process, or with specific conditions related to the safety and security of any persons or property while a case is pending, may result in a hold on the student's academic records, indefinite suspension or expulsion of the student or group from the University without benefit of further process.
- 10.2 The following sanctions, or any combination thereof, may be applied to any individual student, group of students, or recognized student groups, for violations of the Code of Student Conduct and related University policies.
- a. **Warning** - In instances of less serious deviations from the University norms of conduct, the student(s) may be formally warned of the possible consequences of continuing such behavior. No other specific action is required unless further misconduct occurs. Final warnings are issued when students have established a pattern of violating the Code of Student Conduct. A future violation may result in suspension from the University and/or University housing.
  - b. **Educational Intervention** - The primary goal of the University Student Conduct Process is education. Respective boards and Conduct Advisors may design sanctions that are specific to an individual case when it is determined that educational value may result and the interests of the University community are maintained. Examples of educational sanctions include, but are not limited to: community service, presentations, alcohol/drug education, research tasks, intervention meetings, and writing assignments.
  - c. **Residential Relocation** - This status indicates that a student is not eligible to live in and/or visit some of the University's residential facilities. A residential relocation involves the reassignment of a student's living unit within University housing and usually prohibits the student from returning to the residential area associated with the former living assignment.
  - d. **Disciplinary Probation** - The sanction of probation means that a student must

prove him/herself to be a responsible member of the University community. Engaging in violations during the probationary period will result in more severe disciplinary action. The student or student group is permitted to remain enrolled at or retain recognition by the University under stated conditions, depending upon the nature of the violation and upon the potential learning value that may derive from specific restrictive measures. Further violations may result in immediate suspension, or expulsion from the University.

- e. **Restitution** – This sanction requires repayment to the University and/or complainant(s) and/or victim(s) for loss, damage, or injury occurring as a result of a violation of the Code of Student Conduct. Restitution may take the form of appropriate service and/or monetary or material replacement.
- f. **Restriction of Privileges** – For the designated period of time the student may not participate in specified activities of the University and/or may have specific privileges revoked at the discretion of the board or advisor.
- g. **Persona-Non-Grata - Residence Halls** – During a time frame designated by the Conduct Advisor or board, the student may not enter the residential corridor. The student is also restricted from any University activity or program that occurs within the residential corridor of campus. The residential corridor is the residential facilities and the lawns, parking spaces and roads, between the residence halls on the Moon Township campus.
- h. **Persona-Non-Grata - Campus** – During a time frame designated by the Dean of Students or Student Conduct Board, the student is not permitted on Robert Morris University property or at events on or off campus sponsored by Robert Morris University. The University may permit or require the student to enroll solely in online courses.
- i. **Residential Suspension** - A residential suspension involves the student’s removal from housing for a period of time specified by the Dean of Students or a Student Conduct Board. Completion of specific conditions and any additional sanctions may be required in order for the student to return to housing. During the period of suspension, the student will automatically be listed as Persona-Non-Grata from all residential facilities and the residential corridor.
- j. **Residential Expulsion** - A residential expulsion involves the student’s permanent separation from all residential facilities at Robert Morris University. The student may not reapply at any point for re-admission to University residential facilities. The student will automatically be listed permanently as Persona-Non-Grata from the residential facilities and corridor.
- k. **Interim Suspension** - This action by the Dean of Students, or his or her designee, is a temporary suspension from the University while a student

conduct case is pending. An interim suspension may be broad and inclusive or may be restricted to a specific location and/or function and is based on the determination that the safety and wellbeing of the University community and/or specific persons are at risk.

1. **Suspension** - This action results in the involuntary withdrawal from the University, or loss of "recognition" for a recognized student group, for a specific amount of time or until specific conditions have been met. A suspended student or student group is prohibited from any presence or activity on University owned, operated, or controlled property and from participation in any class or program offered by Robert Morris University. A student or student group placed on a status of suspension is permitted, after a prescribed period of separation, to submit a petition demonstrating his/her/its good citizenship in the time away from the University and potential for making positive contributions in the future. Individual student petitions are required to include: a personal essay evidencing the learning the student has gained from the incident that led to the suspension; the manner in which the student has been occupied since his/her departure from the University; and, the specific commitments the student will make to contributing positively to the University community if offered the opportunity for readmission; documented evidence of the student's completion of substantial service to the community; documented evidence of gainful employment and/or completion of or documented evidence of completion of any special assignments identified for the student by the Dean of Students at the time of or subsequent to the student's departure. This petition is reviewed by the Dean of Students who will determine whether and under what conditions a student may be permitted to return to the University in a future semester. Petitions on behalf of student groups will include elements specific to the type of student organization, as determined by the Dean of Students Office.
  
- m. **Expulsion** - This action is the permanent separation of the student, or student group, from the University, its programs and facilities. It is the most severe disciplinary action that the University Student Conduct Process can impose. An expelled student is prohibited from any presence or activity on University owned, operated, or controlled property and from participation in any class or program offered by Robert Morris University.

- 10.3 Standard sanctions have been adopted by Robert Morris University to respond to specific violations of the Code of Student Conduct. The University seeks to provide meaningful consequences for violations of University expectations and to ensure that students are provided opportunities to access education, counseling, and support.

Standard sanctions apply only to those offenses described in the Sanctioning Guidelines listed herein. Incidents falling within the Code of Student Conduct but not described in the Sanctioning Guidelines will be handled on a case-by-case basis

in light of all the circumstances.

Other specific situations to which standard sanctions do not apply are as follows:

- a. Where a student or student organization is found to have engaged in multiple violations of the Code of Student Conduct in a single incident, rather than solely in the violation addressed by the standard sanction;
- b. Where a student or student organization is already on a conduct sanction status equal to or greater than the standard sanction for a subsequent offense;
- c. Where a specific incident presents exacerbating circumstances, an ongoing risk to persons or property, or other serious concerns; and/or
- d. Where the student or student organization is on current disciplinary probation, thus the violation may be subject to more severe sanctions consistent with stipulations issued by a previous Conduct Board or Conduct Advisor. In these situations, the appropriate sanctions will be determined on a case-by-case basis in light of all the circumstances. Generally, these situations will result in sanctions in excess of the standard sanction.

The presence of substantial mitigating or other appropriate circumstances may result in the reduction of a standard sanction at the discretion of the Dean of Students or his/her designee, or the University Conduct Appeal Board.

<b>SANCTION GUIDELINES</b>			
<b>CATEGORY</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>
Violation of the Alcohol Law or Alcohol Policy	Educational Intervention  Parent Notification	Probation – 1 year from the date of occurrence  Educational Intervention  Alcohol 101  Parent Notification	Suspension from Housing for a minimum of 1 semester  Probation - remainder of academic career  Alcohol 102  Educational Intervention  Parent Notification
Severe violation of the Alcohol Law or Alcohol Policy  Examples: Public Intoxication, Medical Transport due to Intoxication, Driving Under the Influence, Providing Alcohol to Students Under Age 21, or other alcohol-related behaviors as determined by the university.	Probation – 1 year from the date of occurrence  Alcohol 101  Educational Intervention  10 Hours Community Service  Parent Notification	Probation – remainder of academic career  Substance Abuse Intervention  20 Hours Community Service  Parent Notification	Suspension from Housing and/or the University for a minimum of 1 academic year  Housing & Visitation Restrictions  Substance Abuse Treatment  Parent Notification
Use or possession of marijuana or drug paraphernalia	Probation – 1 year from the date of occurrence  Drug 101  Educational Intervention  10 Hours Community Service  Parent Notification	Suspension from housing for a minimum of 1 semester  Probation – remainder of academic career  Substance Abuse Intervention  Parent Notification	Suspension from the University for a minimum of 1 academic year  Expulsion from Housing  Substance Abuse Treatment  Parent Notification
Possession of a large amount of marijuana, use or possession of other illegal drugs, or misuse of prescription drugs  Examples: narcotics, stimulants, depressants, hallucinogens, or other drugs as determined by the university	Suspension from Housing for a minimum of 1 semester  Probation – remainder of academic career  Drug 101  Substance Abuse Intervention  Parent Notification	Suspension from the University for a minimum of 1 academic year  Expulsion from Housing  Substance Abuse Treatment  Parent Notification	Expulsion from the University  Parent Notification

Attachment A  
Code of Student Conduct Policy

CATEGORY	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION
Growth, manufacture and/or distribution of illegal drugs and/or controlled substances	Suspension from the University for a minimum of 1 academic year  Parent Notification	Expulsion from the University  Parent Notification	N/A
Violation of IT Usage Policy	Two day suspension from internet access from res. hall network  Educational Intervention  Parent Notification	Two week suspension from res. hall network  Warning  Educational Intervention  Parent Notification	One month suspension from res. hall network  Warning Educational Intervention  Parent Notification
Possession and/or use of weapons on University property or at a University function	Suspension from the University for a minimum of 1 academic year  Parent Notification	Expulsion from the University  Parent Notification	N/A
Tampering with or false activation of fire safety equipment	Suspension from the University for a minimum of 1 academic year  Parent Notification	Expulsion from the University  Parent Notification	N/A

A fourth alcohol violation for a student who is over 21 years old and not supplying to minors may result in suspension from housing and/or the University; PNG from Housing; Educational Intervention; Parent Notification.

A fourth marijuana possession violation may result in expulsion from the university.

The Dean of Students Office reserves the right to notify any university department with a legitimate educational interest about a student's conduct violations.

The Athletics Department will be notified of any alcohol or drug incident involving a student-athlete.

The Center for Global Engagement will be notified of any incident involving an international student.

**Section 11. - Appeals**

- 11.1 Decisions of University Student Conduct Boards or Conduct Advisors are effective immediately, unless a written request for an appeal is received by the Office of Student Life within three (3) business days after the confirmed decision is made available. Written requests should include the basis for the appeal consistent with Section 11.2, and any evidence to support the request.
- 11.2 Appeals may be filed by any party involved in a conduct proceeding and must be based on one or more of the following:
  - a. New evidence not reasonably available at the time of the original board meeting, the absence of which can be shown to have had a detrimental impact on the outcome of the board meeting.
  - b. Procedural error that can be shown to have a detrimental impact on the outcome of the board meeting.
  - c. Errors in the interpretation of University policy so substantial as to deny either party a fair board meeting.
  - d. Grossly inappropriate sanction having no reasonable relationship to the charges.
- 11.3 The Dean of Students and/or his/her designee will determine whether the grounds for appeal have been satisfied and whether further process is necessary to resolve the appeal.
- 11.4 Findings of fact will be accepted as determined by the original University Student Conduct Board or Conduct Advisor, unless the Dean of Students or University conduct appeal board determines that the original board acted in an arbitrary, capricious, or unfair manner.
- 11.5 The board or advisor hearing the appeal, as defined in Section 4.3, will make a decision based on the written request for an appeal within ten (10) business days, or indicate in writing what further process is necessary for final resolution.
- 11.6 The board or advisor hearing the appeal may re-hear or limit the proceedings to the specific issue(s) outlined in the appeal, depending on the nature of the case. The specific decision may be affirmed or overturned, the sanction may be increased or decreased, or the case may be returned to the previous Student Conduct Board for additional process. Standard sanctions may be altered where substantial mitigating or exacerbating circumstances are found to warrant reduction or enhancement of the standard sanction.
- 11.7 Decisions of the University Conduct Appeal Board or other Conduct Advisor considering an appeal, as defined in Section 4.3, will be final when reviewed and confirmed by the Dean of Students.
- 11.8 The Dean of Students, or the University Conduct Appeal Board, as appropriate, may

interview any participant in an earlier proceeding, change the decision, increase or decrease the sanction, or return the case to another Student Conduct Board for further process. Decisions of the Dean of Students are final. Review and confirmation by the Dean of Students will be made within ten (10) University business days after the decision of the University Conduct Appeal Board is complete. Parties will be informed of the outcome of any appeals only upon confirmation by the Dean of Students.

#### **Section 12. - Modification of Procedures**

- 12.1 Robert Morris University reserves the right to modify its student conduct procedures and appeals process, with written notice to the complainant and the student, when classes are not in session, during the summer session, when safety and security issues so demand, when special expertise is needed to ensure fairness, or in other circumstances where, in the University's sole discretion, the procedures described herein are deemed insufficient to meet the objectives of educating and protecting members of the University community.

#### **Section 13. - Disciplinary Records**

- 13.1 Access to disciplinary records is provided in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

Disciplinary records maintained by Robert Morris University are retained for seven years from the date of the most recent incident in the student's file or until one year after the student has graduated from the University, whichever is longer. Records of students who are suspended, expelled, prohibited from future enrollment, or otherwise withdrawn for disciplinary or medical reasons, are retained indefinitely.

#### **Section 14. - Involuntary Medical Withdrawal**

- 14.1 Robert Morris University reserves the right to withdraw a student temporarily from the institution for misconduct that has its basis in a psychological or medical condition. Such action of the Dean of Students, or his or her designee is not automatic, will be done with appropriate professional consultation, and will be subject to a case by case evaluation based on the specific facts and circumstances existing at the time, plus any available medical information and/or documentation. The student will be provided with written notice of the reason(s) for the withdrawal and an opportunity to be heard by the Dean of Students or his/her designee(s), in accordance with his/her direction.

## **Student Alcohol Policy**

Alcohol use and possession must be in compliance with Commonwealth of Pennsylvania laws.

### Possession and Use of Alcohol

1. Only students of legal drinking age (21+) may possess or consume alcohol.
2. Students must comply with Pennsylvania laws related to alcohol at all times.
3. Possession, consumption or display of alcoholic beverages by students in classrooms or any public area of the University's buildings or grounds is strictly prohibited. Tailgating is subject to rules and standards set by the University's Tailgating Procedures and Restrictions.
4. Public drunkenness or disorderly behavior while under the influence – regardless of age – is prohibited and may result in arrest and further discipline pursuant to the RMU Code of Student Conduct.
5. Substantial quantities of alcoholic beverages or common source containers such as kegs are prohibited unless being used by a licensed vendor affiliated with a University event.
6. Drinking games are prohibited on campus. Students may not possess paraphernalia or equipment for drinking games. The definition of drinking games includes but is not limited to any activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol. Paraphernalia for easy alcohol consumption including but not limited to beer bong, funnels, or ice luges are prohibited.

### Events with Alcohol

1. Consumption of alcoholic beverages will not be allowed at any student event on campus unless expressly approved in advance by the University.
2. All events – on or off-campus – associated with a recognized student club, organization, or team where alcohol will be present must be registered with the Office of Student Life. Alcohol should only be present through “BYOB” by legal age attendees or provided by a “third party” vendor.
3. The University reserves the right to assign responsibility for an event to a recognized student club, organization, or team where a reasonable observer would associate the event with the club, organization, or team.
4. Alcohol is prohibited from all student club or organization events related to the recruitment, training/education, and initiation of new members.
5. Students or groups sponsoring formal or informal events off-campus are responsible for upholding Pennsylvania alcohol laws and any alcohol policies related to their affiliated national or international organizations.

Failure to abide by Pennsylvania alcohol laws could result in criminal charges or citation. Even if criminal justice authorities choose not to prosecute, the University reserves the right to pursue disciplinary action through the RMU Student Conduct Process.

### **Student Drug Policy**

The use, possession, manufacture or distribution of narcotics and other controlled substances is prohibited and is considered contrary to the Code of Student Conduct. Any exception will only be for instances expressly permitted by law. Paraphernalia associated with the use of illegal substances is not permitted on University property or at University sponsored events. Hookah pipes and/or other legal smoking devices are prohibited in the residence halls. Athletes should be aware as well that a positive drug test constitutes a violation of the University drug policy. The University encourages all members of the Robert Morris community to be aware of the consequences of the use, possession or distribution of narcotics or other controlled substances.

Individuals charged with use, possession, manufacture or distribution of narcotics or other controlled substances can be disciplined under the University Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action, which may result in dismissal from the University.

### **Hazing Policy**

RMU maintains a zero-tolerance policy with respect to hazing within the University community. This Policy applies to each act conducted on or off-campus if such acts are deemed to constitute hazing under this Policy or Pennsylvania law.

#### Definition

Hazing is any reckless or intentional act that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups that is expected or required of new and / or current members of a team, group, or organization. Permission or approval by the person(s) being hazed is never a defense to violations of this Policy.

#### Sanctions

In addition to criminal and civil penalties, students, teams, groups, or organizations found responsible for violating this policy will be sanctioned according to the RMU Code of Student Conduct. Possible sanctions range from probation to expulsion for individual students and probation to permanent revocation of recognition for teams, groups, and/or organizations. These sanctions shall be in addition to any other sanction imposed for violation of any other University rule to which the violator may be subject.

The University reserves the right to publish reports of confirmed violations of hazing and communicate these to any parent organization operating on campus.

### Amnesty

The University promotes the safety and well-being of every member of its community. Therefore, the University will consider providing amnesty from Code of Student Conduct violations to a student who makes a best and first effort to seek emergency medical attention for any student(s) endangered by possible acts of hazing. Amnesty under this Policy may not prevent civil, criminal, or parent organization penalties.

### **Smoking Policy**

It is Robert Morris University policy that no smoking is permitted at any time inside University buildings, residence halls, offices, University vehicles or any other interior space. Smoking is not permitted within 15 feet of any entrance door, open window or air intake. Individuals desiring to smoke may do so in the designated areas where ash receptacles are located. Violators of this policy are subject to appropriate disciplinary action. Smoking is defined as inhaling, exhaling or holding any lighted cigarette, cigar, pipe or similar product or device. This policy includes hookahs, vaporizers, and electronic vapor devices.

### **Solicitation Policy**

Students, organizations, vendors, and other individuals who wish to sell or market items or services to students on campus must receive written permission in advance from the Office of Student Life. Additionally, student organizations may not sponsor or arrange for sales or presentations by vendors without permission in advance from the Office of Student Life.

Approved solicitations are only permitted in designated campus locations. No form of solicitation is permitted in any university residence hall. Any individual(s) attempting to solicit in the residence hall community will be escorted from the halls and/or the campus property immediately. Campus residency does not exempt individuals from this policy.

Individual(s) not in compliance with this policy may be barred from future visits to campus, as well as cited for unauthorized trespass.

Members of the campus community who encounter individual(s) conducting a solicitation of students may ask to view their written authorization. Contact University Police, the Office of Student Life or the Office of Residence Life immediately if there is a concern regarding the legitimacy and/or authorization of any individual, organization or vendor encountered on campus.

### **Title IX (Sex-based discrimination or misconduct)**

Robert Morris University is committed to maintaining an environment that is free of sex-based discrimination and misconduct. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at universities/institutions receiving federal financial assistance. Title IX prohibits all forms of sex-based discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct.

The University's Policy on Sexual Misconduct and Relationship Violence and Title IX Office addresses these issues. Any student, staff, or faculty member who has concerns regarding sex discrimination and/or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator. The Title IX Coordinator can be reached at [titleixoffice@rmu.edu](mailto:titleixoffice@rmu.edu) or by phone at 412-397-5490. The Title IX Office is located on the 1st floor of the School of Business Building (BUS 125).

Contact the Title IX Office if you:

- Wish to understand your options if you think you may have witnessed or been a victim of sex discrimination or sexual misconduct
- Become aware of a situation that may warrant a University investigation
- Need assistance in handling a situation in which you are indirectly affected
- Need guidance on possible informal remedies or administrative measures to alleviate a difficult situation.

You can find more information about Title IX at [titleix.rmu.edu](http://titleix.rmu.edu).

### **Weapons Policy**

Possession of weapons, including firearms, knives, pellet guns, BB guns, paintball guns, bows and arrows, explosives, other weapons or dangerous chemicals on University premises is considered contrary to the Code of Student Conduct. Using any object as a weapon is considered a violation of this policy. Possession/use of fireworks is also prohibited on University property. The University encourages all members of the University community to be aware of the consequences of possession of firearms.

Individuals charged with possession of firearms, weapons, or fireworks can be disciplined under the University Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action, which could result in dismissal from the University. The University reserves the right to confiscate any weapon pending student conduct review and/or federal and state laws. A valid Pennsylvania License to Carry Firearms (concealed firearms permit) does not supersede this policy.

### **RMU Code During COVID-19**

Everyone in the Robert Morris University (RMU) community plays an integral role in combating the spread of COVID-19. This “RMU Code During COVID-19” supplements RMU’s 2020-2021 Code of Student Conduct and establishes additional expectations that are necessary to promote a safe and healthy living and learning environment. RMU will strive to adhere to the evolving requirements and guidance from governmental and public health agencies. The RMU Code During COVID-19 will be modified if needed to address those evolving requirements and guidance and/or RMU health and safety policies. Best practices in the fight against COVID-19 continue to evolve, and the RMU Code During COVID-19 will evolve accordingly. All RMU students will be promptly notified of any updates to the RMU Code During COVID-19, and are expected to be attentive to these updates.

The RMU Code During COVID-19 requires all RMU students to:

- Monitor yourself for symptoms of COVID-19. Symptoms may include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If you are experiencing any symptoms, contact the MyHealth@School Center immediately at 412-397-6220 to participate in a telephone screening and be advised of next steps.
- Stay home or in your assigned residence hall room if you feel ill or have had exposure to someone who has symptoms or has tested positive for COVID-19. Contact the MyHealth@School Center for further guidance.
- Comply with the university’s directives regarding any isolation, quarantine, preventative and/or health-related measures that may become necessary.
- Maintain good personal hygiene, including washing your hands often with soap and water (first choice) or hand sanitizer (second choice) for at least 20 seconds. Avoid touching your eyes, nose, and mouth. Cover your mouth and nose while coughing or sneezing, and wash your hands immediately.
- Wear a face mask in all common spaces, including hallways, classrooms, labs, and the Library, subject to limited exceptions when necessary or appropriate, such as while eating in a dining hall or other designated area. If you do not have a mask, please contact the Office of Residence Life (412-397-5252) if you are a residential student or the Dean of Students Office at (412-397-6483) if you are a commuter student.
- Do not eat or drink anything - other than water - in classrooms being used for instruction or in labs.
- Maintain appropriate physical distancing of at least six feet from other members of the RMU community, especially in classroom settings or in the presence of older members of the community.
- Adhere to all directional signage and safety directives - such as protocols for entering or

exiting classrooms and classroom buildings, dining halls, athletic and sports complexes, and other facilities - designated to maximize physical distancing in common spaces.

- Follow the university's directives regarding large gatherings, whether on campus or off campus.
- Consider having a flu vaccine each year.
- Comply with any additional restrictions or requirements imposed by specific departments, schools, or programs.
- Participate in any temperature taking, COVID-19 diagnostic or surveillance testing, and/or contact tracing measures that may be required by the university from time to time.
- Take these preventative measures seriously and encourage your fellow students to do the same.
- If you see something, say something! Report conduct that violates or is otherwise contrary to the intent of the RMU Code During COVID-19 and the fight against COVID-19. You may make an anonymous report via Maxient, the university's easy-to-use software tool, which will direct reports to appropriate RMU personnel for response.

Your compliance with the RMU Code During COVID-19 is essential to your personal health and safety as well as the health and safety of the entire RMU community. Failure to comply with any requirements of the RMU Code During COVID-19 - or related rules and regulations established by the Dean of Students Office or Academic Affairs - is a violation of the Code of Student Conduct and may result in disciplinary action or sanctions.

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## **RESIDENCE LIFE ALCOHOL POLICY**

Alcohol use and possession must be in compliance with Commonwealth of Pennsylvania laws.

1. Only students of legal drinking age (21+) may possess or consume alcohol.
2. Students must comply with Pennsylvania laws related to alcohol at all times.
3. Possession, consumption or display of alcoholic beverages by students in classrooms or any public area of the University's buildings or grounds is strictly prohibited. Tailgating is subject to rules and standards set by the University's Tailgating Procedures and Restrictions.
4. Public drunkenness or disorderly behavior while under the influence—regardless of age—is prohibited and may result in arrest and further discipline pursuant to the RMU Code of Student Conduct.
5. Substantial quantities of alcoholic beverages or common source containers such as kegs are prohibited unless being used by a licensed vendor affiliated with a University event.
6. Drinking games are prohibited on campus. Students may not possess paraphernalia or equipment for drinking games. The definition of drinking games includes but is not limited to any activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol. Paraphernalia for easy alcohol consumption including but not limited to beer bong, funnels, or ice luges are prohibited

### Events with alcohol

1. Consumption of alcoholic beverages will not be allowed at any student event on campus unless expressly approved in advance by the University.
2. All events – on or off-campus – associated with a recognized student club, organization, or team where alcohol will be present must be registered with the Office of Student Life. Alcohol should only be present through “BYOB” by legal age attendees or provided by a “third party” vendor.
3. The University reserves the right to assign responsibility for an event to a recognized student club, organization, or team where a reasonable observer would associate the event with the club, organization, or team.
4. Alcohol is prohibited from all student club or organization events related to the recruitment, training/education, and initiation of new members.
5. Students or groups sponsoring formal or informal events off-campus are responsible for upholding Pennsylvania alcohol laws and any alcohol policies related to their affiliated national or international organizations.

Failure to abide by Pennsylvania alcohol laws could result in criminal charges or citation. Even if criminal justice authorities choose not to prosecute, the University reserves the right to pursue disciplinary action through the RMU Student Conduct Process.

**RESIDENCE LIFE DRUG POLICY**

The use, possession or distribution of narcotics or other controlled substances is prohibited, except as expressly permitted by law on University premises, and is considered contrary to the Student Code of Conduct. Paraphernalia associated with the use of illegal substances is not permitted on University property or at University sponsored events. Hookah pipes and/or other legal smoking devices are prohibited in the residence halls. Athletes should be aware as well that a positive drug test constitutes a violation of the University drug policy. The University encourages all members of the Robert Morris community to be aware of the consequences of the use, possession or distribution of narcotics or other controlled substances.

Individuals charged with use, possession or distribution of narcotics or other controlled substances can be disciplined under the University Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action, which may result in dismissal from the University.

**Protection of Minors Policy**

Effective 02/01/2020

## I. Purpose

Robert Morris University (“RMU” or “University”) is committed to the safety of all individuals within its community. This Policy establishes guidelines for those in, and external to, the University community who may work or interact with individuals under 18 years of age on RMU property or while conducting University business elsewhere, with the goal of promoting the safety and well-being of minors.

## II. Scope

This Policy provides guidelines that apply broadly to interactions between minors and University students, faculty, staff, and volunteers<sup>1</sup> in University-sponsored or -affiliated programs or activities. This Policy also establishes requirements for non-University organizations and entities that operate programs or activities involving minors on campus or at other University locations, and University agreements with such organizations and entities shall reflect these requirements. Independent contractors who have routine contact with minors on campus or at other University locations are also subject to this Policy. All Robert Morris University students, faculty, staff, volunteers, and third parties are responsible for understanding and complying with this Policy.

Appendices to this Policy set forth specific requirements and procedures. This Policy does not apply to general public events where parents/guardians are expected to provide supervision of minors. The guidelines contained in the Policy do not and cannot outline every situation or circumstance that may be encountered involving minors on campus or at other University locations. While every scenario is not outlined, the principles of this Policy should be followed, if applicable. This Policy is administered by the Human Resources Department.

## III. Definitions

**Minor** - Any person under the age of 18, with the exception of students enrolled at Robert Morris University and pursuing a program of study that results in a postsecondary credential, such as a certificate, diploma or degree. Enrolled students under age 18 are treated by this policy similarly to all other students for purposes of their interactions with minors in University- sponsored or -affiliated programs or activities and are subject to the requirements that apply to other students.

**Abuse or Neglect of Minors** - The infliction of physical or psychological injury, sexual abuse or exploitation, or negligent treatment of a person under age 18. Sexual abuse includes engaging in or attempting to engage in a sexual act or sexual contact with a minor, causing or attempting to cause a minor to engage in sexually explicit conduct, or exposing the minor to sexually explicit conduct including, but not limited to, the use of social media to engage in such conduct. Neglect includes the failure to make reasonable efforts to prevent the infliction of abuse upon a person under age 18.

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<sup>1</sup> Those who are not members of the University’s faculty, staff or student body but who volunteer to assist the University or University faculty, staff or students with University-run or -affiliated programs involving minors are subject to some or all of the requirements of this Policy. Those volunteers should contact the Human Resources Department to discuss their situation and how the Policy requirements apply.

**University-sponsored or -affiliated programs and activities** - Programs or activities involving minors that Robert Morris University operates, sponsors or participates in, or in which University students, faculty, staff or volunteers engage through their University or volunteer roles.

**Non-University Programs** – A program or activity involving minors that is operated by an individual, organization or entity external to Robert Morris University. The University leases facilities/premises to the third party and may offer other services for payment, but is not involved in the program operations, participant supervision or management unless contractually obligated.

**Clearance Required Position** – A position that has a significant likelihood of regular interaction with minors, including the care, supervision, guidance or control of minors, or routine interaction with minors, as determined by the Human Resources Department and senior management.

Employees, students and volunteers in this category will be required to obtain clearances and acknowledge this Policy as outlined in the Policy appendices. Clearance required positions will answer “Yes” to at least one (1) of the following criteria:

- Is the employee responsible for the welfare of the minor acting in lieu of or on behalf of the parent?
- Does the employee have direct contact with minors providing care, supervision, guidance or control of those minors?
- Does the employee have routine interaction with minors which is ongoing and integral to their essential functions?

**Program Sponsor** – The RMU department, employee, or third party entity that operates a program or activity involving minors.

**Criminal History Clearances** – As required by Pennsylvania Act 153, the following laws comprise the clearances which will be used to determine whether an individual can participate in activities or programs involving minors, whether it is University-sponsored or -affiliated or a non-University program:

- Act 33 – Pennsylvania Department of Public Welfare Child Abuse History Clearance
- Act 34 – Pennsylvania State Police Criminal Record Check
- Act 73 – FBI National Criminal History Background Check (fingerprinting)

#### **IV. Minors on Campus**

As a general rule, because Robert Morris University’s mission is higher education, the University’s campus is not an appropriate environment for minors unless they are attending an event open to the community at-large or enrolled in a program or activity designed for children and appropriately supervised by adults with the proper training and credentials (e.g. sporting and cultural events, athletic or age-specific camps, “Bring Your Child to Work Day”). The campus is managed primarily for adults, and the University cannot assure safe places for children who are not enrolled in specific programs or activities or under the direct supervision of a parent.

The University recognizes that child care emergencies occur; however, it is not in the position to provide emergency child care. In emergency situations, employees may be permitted to bring their minor children to campus with advance approval of their supervisor and Human Resources, and students may be permitted to do so with advance approval of their faculty member, Department Head, Dean or Provost. In such instances, the parent is expected to provide supervision for the minor at all times. No minor may be left alone or unattended on University property at any time, and the RMU Police Department will be contacted if such a situation is encountered.

In general, and with the exception of Residence Life employees who may live on campus with their children, the

residence halls are not an appropriate environment for minors (with the exception of special circumstances such as athletic recruiting and “Little Sibs Weekend”). Any minor guests of resident students must be registered in accordance with Residence Life guidelines. In no circumstances may resident students “babysit” minors in their rooms.

Recognizing the importance of ensuring the safety and well-being of minor children, the University requires understanding and cooperation by its faculty, staff, and students with respect to this Policy.

## **V. Guidelines and Responsibilities**

If employed in a clearance required position or when participating in University-sponsored or -affiliated programs and activities, students, faculty, staff, and volunteers must:

- Be vigilant in protecting the well-being and safety of minors with whom they interact on campus, at other University locations, or while conducting University business
- Be familiar with the informational material included in Appendix A concerning Guidelines for Working with Minors and Signs of Abuse and Neglect
- Promptly report suspected instances of abuse or neglect, or violations of this Policy or law, as provided in Section VII
- Meet the requirements of this Policy relating to criminal history clearances
- Acknowledge this Policy through completion of the certification form at Appendix C and, where applicable, through online training offered by the University (at least once per calendar year.)
- Meet any additional requirements that relate to the specific program and activity

Although matriculated students under the age of 18 are not considered “minors” for purposes of this Policy, anyone covered by this Policy who knows or suspects that a matriculated student under the age of 18 has been abused or neglected must make reports as directed by Section VII.

Program Sponsors are responsible for ensuring that individuals participating in non-University programs involving minors on campus or at other University locations are aware of, and comply with, this Policy.

## **VI. Criminal History Clearances**

Certain categories of individuals will be required to obtain criminal history clearances prior to participation in University-sponsored or -affiliated programs and activities involving minors dependent upon the nature of their duties and interaction with minors<sup>2</sup>. The categories of individuals who must undergo criminal history clearances are listed in Appendix B. If a criminal history clearance reveals adverse information, the University will conduct an individualized assessment using criteria designed to identify potential risks to minors. Except where required by law, criminal history clearances of University faculty, staff, students, and volunteers that are conducted pursuant to this Policy will be used only for purposes consistent with this Policy and will otherwise be kept confidential. Records of clearances will be maintained separately from an individual’s personnel, student or volunteer file. Verification copies of employment and volunteers clearances will be kept secured in the Human Resources Department. Student clearances required for an academic program and Island Sports Center clearances required for programming will be kept secured at the department level. Human Resources will confer with these departments annually to assist with compliance efforts. There may be rare circumstances where it is impractical and not otherwise required by law to conduct a criminal history clearance based on the nature of the activity or due to the unique circumstances of the employee or volunteer, and these situations are subject to prior approval from the Chief Human Resources Officer. In such instances, it is required that there be more than one adult who has clearances present at the activity or event at all times, and/or other conditions may be imposed at the discretion of the Human Resources Department.

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<sup>2</sup> These clearances are in addition to any background screening that may be requested of employees or applicants based on their position at the University.

Non-University organizations and entities that operate programs or activities on RMU property involving minors must obtain criminal history clearances of their employees, volunteers, and representatives that comply with this Policy and other University standards. The University may request any additional information or impose additional conditions it deems necessary to meet the requirements of this Policy including, but not limited to, requiring such organizations or entities to maintain specified insurance coverage.

Independent contractors and vendors that are on RMU property where contact with minors is routine must adhere to the University's policy on criminal history clearances. The University may request any additional information or impose additional conditions to meet the requirements of this Policy including, but not limited to, requiring such contractors or vendors to maintain specified insurance coverage.

Specific requirements and procedures for criminal history clearances appear in Appendix B.

## **VII. Reporting Potential Crimes Involving Minors**

### **Responsibility to report potential crimes involving minors**

All persons have a responsibility to promptly report to the RMU Police Department any suspicion or belief that a minor:

- Is being abused (including sexual abuse);
- Is being neglected; or
- Is otherwise in need of assistance.

### **Minors who are students at RMU, in RMU Programs, or visitors to any RMU facility or location**

In situations involving possible abuse (including sexual abuse) of minors who are students at RMU, involved in RMU Programs, or visitors to any RMU facility or location, one should immediately contact:

- The RMU Police Department at 412-397-2424;
- 9-1-1;
- The Title IX Office (if situation is not an emergency); or
- RMU Ethics Point hotline 1-800-963-5593 or [www.ethicspoint.com](http://www.ethicspoint.com) (if situation is not an emergency).

The RMU Police Department and 9-1-1 are both available 24/7. The Title IX Office and RMU Ethics Point hotline should not be used for situations requiring an immediate response.

Regardless of the reporting mechanism, the appropriate law enforcement agency and/or child welfare agency will be notified of the alleged abuse.

### **Protection for good faith reports**

Any individual who makes a report in good faith to law enforcement in accordance with this Policy will not be subject to adverse action by RMU.

### **Responsibility to report**

All individuals with knowledge of possible abuse of minors have an obligation to report. Failure to report may result in disciplinary action, up to and including termination of employment, in addition to any legal consequences imposed by law enforcement agencies.

## Questions

Any questions regarding reporting under this provision should be directed to RMU Police, Human Resources, Student Life, the Counseling Center, or one's supervisor.

## **VIII. Registration**

All University-sponsored or affiliated programs and activities and non-University programs covered by this Policy are required to register the program at least 60 days prior to the scheduled start date of the program through completion of the Program Registration Form provided on the RMU Protection of Minors Policy website, and included here as Appendix D.

The Program Sponsor will be responsible for registration of the program and compliance with the Policy, including the assurance that all program participants have fulfilled the requirements of the Policy, including the attainment of necessary background clearances and completion of the online training and online policy acknowledgment for clearance required employees or completion of participant certification for student and faculty volunteers. For University and non-University programs, a Program Sponsor will be identified during the contract process and will need to review this Policy and complete a Program Sponsor Certification form (Appendix C). Typically, the Program Sponsor will be the RMU employee conducting the University program, or the designated representative of the third-party conducting the non-University program. All training and completed certifications must be submitted to Human Resources prior to participation of any event that requiring clearances under this Policy.

## **IX. Enforcement**

Sanctions for violations of this Policy will depend on the circumstances and the nature of the violation, but may include the full range of available University sanctions applicable to the individual including, but not limited to, suspension, dismissal, termination, exclusion from campus, and/or notification to law enforcement agencies and/or child welfare agencies. The University may also take appropriate interim actions before determining whether a violation has occurred. The University may terminate relationships and/or take other appropriate actions against non-University entities that violate this Policy.

## **X. Recruitment**

New employees who are hired for a position that requires Act 153 clearances will not be permitted to begin employment until the University has received all current clearances required under this Policy. Alternatively, the University may, but is not required to, permit a new employee who has not received all current clearances required under this Policy to begin employment, with the requirement that such new employee shall have no direct contact with minors until current clearances are obtained. In this event, all required clearances must be obtained within thirty (30) days of employment. The determination for using this alternative will be made by Human Resources in consultation with the relevant department.

## **XI. Act 153 Recertification**

Criminal history clearances for Robert Morris University faculty, staff, students, and volunteers who participate in University-sponsored or -affiliated programs or activities involving minors must be renewed every five years unless more frequent renewals are required by an accrediting or licensing body. In addition to regular renewals, Human Resources will be responsible for tracking clearances subject to any more frequent renewal cycles.

Notifications will be sent to the employee and the employee's manager for the recertification of their Act 153 clearances ninety (90) days in advance of expiration. In the event that an employee's clearances expire, the employee will be prohibited from having direct contact with minors until Robert Morris University receives current clearances. Supervisors

will need to make alternative arrangements in which the employee can be accompanied by another employee who has clearances in order for the employee to complete their essential job functions. If this alternative is not possible, the employee may be placed on administrative leave until their clearances are received.

## **XII. Random Audits, Oversight, and Implementation**

All University-sponsored or affiliated programs and activities, non-University programs, and independent contractors who operate under this Policy are subject to random audits to verify compliance with the responsibilities and requirements set forth herein.

Questions about the interpretation or application of this Policy should be directed to the Human Resources Department, which is responsible for oversight and implementation of the Policy.

### **Appendices**

- Appendix A: Guidelines for Working with Minors
- Appendix B: Criminal Background Checks
- Appendix C: Program Sponsor Certification
- Appendix D: Program Registration Form

## Appendix A

### General Guidelines for Working with Minors

Those associated with programs or activities involving minors should observe the following "dos" and "don'ts" in order to provide a safe and positive experience for program participants, encourage parental confidence, and prevent allegations of improper conduct.<sup>3</sup>

#### DO:

- Maintain the highest standards of personal behavior at all times when interacting with minors
- Whenever possible, try to have another adult present when working with minors in an unsupervised setting. Conduct necessary one-on-one interactions with minors in a public environment where interactions can be observed
- Listen to and interact with minors and provide appropriate praise and positive reinforcement
- Treat all minors in a group consistently and fairly, and with respect and dignity
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate personal-space boundaries
- Maintain discipline and discourage inappropriate behavior by minors, consulting with supervisors if assistance is needed with misbehaving youth
- Be aware of how your actions and intentions might be perceived and could be misinterpreted
- Provide open door counseling for any sessions with minors or conduct such sessions in an area that allows for private conversation while remaining in the view of others
- Consult with other adult supervisors or colleagues when uncertain about a situation
- Use good judgment about verbal, electronic or other forms of social media communications with or about minors, and refrain from discussing personal or intimate information
- Comply with additional rules and/or policies of sponsoring organizations which provide for the protection of minors, and which are provided to individuals involved with applicable programs or activities

#### DON'T:

- Spend time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors
- Engage in inappropriate touching or physical contact with a minor

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<sup>3</sup> These guidelines are not meant to limit medical, psychiatric or other professional interactions with minors where professional standards apply.

## Appendix A

### General Guidelines for Working with Minors (continued)

- Use inappropriate language, tell risqué jokes or make sexually suggestive comments around minors, even if minors themselves are doing so
- Give personal gifts to, or do special favors for, a minor or do other things that may be interpreted as favoring one minor over others
- Share information with minors about one's private life or have informal or social contact with minor program participants outside of program activities
- Strike or hit a minor, or use corporal punishment or other punishment involving physical pain or discomfort or make any threats of such punishment
- Relate to minors as if they were peers, conduct private correspondence, utilize social media or take on the role of "confidante" (outside of a professional counseling relationship)
- "Friend" minors or approach them on social media sites
- Date or become romantically or sexually involved with a minor
- Show or share sexually inappropriate or pornographic materials to minors or involve minors in sexually inappropriate or pornographic activities
- Provide alcohol or drugs to minors or use them in the presence of minors
- Participate in or allow others to engage in any form of hazing
- Dress, undress, shower or bathe with or in the presence of minors
- Share sleeping locations with minors, except in open areas so long as adults and minors have separate defined sleeping areas
- Transport minors to or from their homes (other than the driver's children) whether before, during or after a program or activity

## Appendix A

### General Guidelines for Working with Minors (continued)

#### Signs of Child Abuse and Neglect

Nationally, most reports and substantiations of child mistreatment are neglect, followed by physical abuse and sexual abuse. The following signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists.

**Neglect** occurs when parents or caretakers do not provide proper supervision, control, and subsistence, education as required by law or other care necessary for healthy development.

Physical signs may include:

- Poor hygiene
- Inappropriate or ill-fitting clothing
- Being left alone or with people unable to provide proper supervision
- Obvious lack of necessary medical treatment

Behavioral signs may include:

- Chronic hunger or sleepiness
- Delayed language development
- Clinging behavior or development of indiscriminate attachments
- Frequent complaints of feeling unwell.
- Frequent tardiness or absence from school

**Physical abuse** is a non-accidental injury of a child by a parent or caretaker.

Physical signs may include:

- Bruises, welts, or swelling
- Sprains or broken bones
- Burns
- Lacerations or abrasions
- Bite marks
- Unexplained or repeated injuries

Behavioral signs may include:

- Attempts to hide injuries
- Difficulty sitting or walking
- Wariness of physical contact with adults
- Reluctance to go home
- Depression or self-mutilation
- Fear of parent(s) or caregiver(s)

**Sexual abuse** is exploitation of a child for the sexual gratification of an adult or older child.

Physical signs may include:

- Difficulty walking or sitting
- Torn, stained, or bloody clothing
- Genital pain or itching
- Sexually transmitted diseases
- Pregnancy
- Nightmares or bedwetting

Behavioral signs may include:

- Demonstrates sophisticated or unusual sexual knowledge or behavior
- Extremes—hostile and aggressive or fearful and withdrawn
- Self-mutilation
- Substance abuse
- Running away
- Refusal to change for gym or to participate in physical activities

## Appendix B

### Criminal History Clearances for Those Interacting with Minors

The following categories of adults (faculty, staff, students, and volunteers) are required to obtain criminal history clearances prior to their participation in University-sponsored or -affiliated activities or programs involving minors:

- Directors and supervisors of programs and/or activities involving minors, including those who are responsible for supervising those who interact with minors;
- Those who stay overnight with minors as part of their responsibilities in a program or activity involving minors;
- Those who would likely spend significant time with minors as part of their job responsibilities or role in a program involving minors;
- Those who would likely have regular contact with minors during the evening or off campus;
- Those who transport minors for authorized programs and activities;
- Those who would likely have regular, direct physical contact with minors; and
- Those who would likely have regular access to minors in various states of dress.

The Human Resources Department will oversee the processing of criminal history clearances.

As required by Pennsylvania Act 153, a criminal history clearance shall minimally consist of a search of federal and state or county databases for criminal history for the past seven years, and a sex offender registry search subject to the following laws:

- Act 33 – Pennsylvania Department of Public Welfare Child Abuse History Clearance
- Act 34 – Pennsylvania State Police Criminal Record Check
- Act 73 – FBI National Criminal History Background Check (fingerprinting)

If a criminal history clearance reveals adverse information or unfavorable results, an individualized assessment will be conducted, taking into account the following:

- The nature of the finding;
- The job or responsibilities for which the individual is being considered;
- The underlying event(s) that occurred;
- The time elapsed since the finding;
- The individual's employment history and/or other evidence of his or her activities in the intervening time since the finding; and
- Other relevant information.

A prior arrest or conviction shall not automatically disqualify an individual from participating in a program or activity, but shall be considered using the criteria identified above. All reviews will be conducted in compliance with the Fair Credit Reporting Act.

## Appendix B

### Criminal History Clearances for Those Interacting with Minors (continued)

For University-sponsored or -affiliated programs or activities, only valid Act 33, 34, and 73 criminal history clearances will be accepted for purposes of this Policy. An individual possessing up-to-date clearances as required under Act 153 shall be permitted to transfer those clearances to Robert Morris University, provided that, (i) the clearances have been obtained within the past two (2) years, and (ii) prior to commencing employment or service, the individual must swear or affirm in writing that the individual has not been disqualified from employment or service under 23 P.S. §6344(c) or has not been convicted of an offense similar in nature to a crime listed in section 6344(c) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth. All clearances needed for employment and recertification must be obtained through and will be paid for by the University.

Criminal history clearances for Robert Morris University faculty, staff, students, and volunteers who participate in University-sponsored or -affiliated programs or activities involving minors must be renewed every five years unless more frequent renewals are required by an accrediting or licensing body. In addition to regular renewals, Human Resources will be responsible for tracking clearances subject to any more frequent renewal cycles. Any faculty, staff, student or volunteer who is required by this Policy to have a criminal history clearance is under a continuing obligation to disclose immediately and in writing any new felony or misdemeanor arrest or conviction to his/her supervisor and Human Resources within 72 hours. An individualized assessment will be conducted as outlined earlier in this section.

The Human Resources Department will oversee the review of criminal history clearances for Robert Morris University faculty, staff, students, and volunteers, and in consultation with appropriate departmental representative(s) and the Office of General Counsel, will make determinations in cases where criminal history clearances reveal adverse information that is relevant to one's participation in a program or activity covered by this Policy.

Except where required by law, criminal history clearances of University faculty, staff, students, and volunteers will be used only for purposes consistent with this Policy and will otherwise be kept confidential. Any record of information returned as a result of the criminal history clearance will be maintained separately from an individual's personnel, student or volunteer file.

Non-University organizations and entities that operate programs or activities on campus involving minors must ensure that criminal history clearances are obtained for their employees, volunteers, and representatives that meet Robert Morris University standards as defined by this Policy and their contract/agreement with the University. The University may exclude any external program employee, volunteer or representative who does not obtain criminal history clearances that are satisfactory to the University. Non-University organizations and entities must also submit a Certification of compliance with the criminal history clearance rules described herein. The University may request any additional information or impose additional conditions it deems necessary to meet the requirements of this Policy including, but not limited to, maintaining specified insurance coverage. Individuals required to obtain a criminal history clearance under this Policy who are not University employees or students (whether involved in a University program or activity or one operated by a non-University entity) must obtain criminal history clearances prior to the start of a program or activity involving minors and must renew the criminal history clearances every five years unless more frequent renewals are required by an accrediting or licensing body. In addition to regular renewals, Human Resources will be responsible for tracking clearances subject to any more frequent renewal cycles.

Independent contractors and vendors that are on RMU property where contact with minors is routine must comply with the University's criminal history clearance requirements. The University may request any additional information or impose additional conditions it deems necessary to meet the requirements of this Policy including, but not limited to, maintaining specified insurance coverage.

**Appendix C Program Sponsor Certification**

I hereby certify that I have read and understand the foregoing Protection of Minors Policy (the “Policy”) and its accompanying Appendices. I have had an opportunity to raise any questions I have about this information and have done so, if necessary.

I agree to comply with all standards regarding interactions with minors set forth in the Policy and all reporting and other obligations detailed therein. I certify that the program / activity that I am sponsoring complies with the requirements of the Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Program/Activity you are sponsoring:

## **EMPLOYEE DISCIPLINE PROCEDURE**

### **Employee Discipline Procedure (Progressive)**

#### **POLICY**

It is the policy of Robert Morris University to provide a progressive corrective disciplinary procedure that addresses and corrects inappropriate behavior in a fair and equitable manner. This procedure also provides assistance and support to help employees become productive members of the university.

#### **SCOPE**

This policy applies to all full-time, regular part-time and part-time employees. In the event of a conflict between any provision(s) of this policy and any provision(s) of an applicable collective bargaining agreement pertaining to RMU employees, the collective bargaining agreement shall supersede.

#### **PROCEDURE**

Corrective disciplinary action may be initiated when an employee violates standards of work, conduct, or general performance as established by the university.

Prior to a discussion with the employee, the department manager shall consult with the Human Resources Department.

In the event that it is decided to proceed with corrective discipline, the following steps shall ensue:

**Documented Verbal Warning** - This is the first step in the formal progressive disciplinary procedure. The primary difference between counseling and coaching and a documented verbal warning is the corrective action to follow and advance warning of more severe discipline to follow if the behavior is not corrected. This conversation shall be documented.

This warning will remain in effect for a period of at least 12 months or until the next step of the procedure is initiated.

**Written Warning** - This is the second step in the formal progressive disciplinary procedure. This step is used when the documented verbal warning proves ineffective in correcting the behavior. The details of the incident(s) are defined and described in writing to support the disciplinary action. Corrective action is prescribed as well as advance warning or more severe discipline to follow if the behavior is not corrected.

This warning will remain in effect for a period of at least 12 months or until the next step of the procedure is initiated.

**Suspension** - This is the third step in the formal progressive disciplinary procedure. This step can be utilized when documented verbal warnings and written warnings have not corrected the behavior or in the case of a serious violation of university policy. Suspension, in most cases, will be without pay.

In accordance with the Fair Labor Standards Act (FLSA), exempt personnel may only be suspended without pay for a full work week.

This warning will remain in effect for a period of at least 12 months or until the next step of the procedure is initiated.

**Termination/Discharge** - This is the final step in the formal progressive disciplinary procedure to be utilized when all previous steps have been instituted, but have failed to correct the inappropriate behavior, or for a serious violation of

## Attachment E

### Discipline Procedure Policy

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university policy. All documentation will be placed in the employee's personnel file in the Human Resources Department within 24 hours.

Human Resources shall review all corrective disciplinary actions for fairness and consistency. If any discrepancy or inconsistency is found, Human Resources may investigate the action and recommend an alternative.

Disciplinary action that may result in verbal warnings, written warnings, suspension or discharge, should be reviewed by Human Resources prior to actual discipline, with the exception of emergency circumstances.

Steps in the progressive disciplinary procedure may be omitted depending upon the severity of the circumstances or violation.

**Category 1 Offenses** - A violation of the following regulations will be grounds for progressive disciplinary action ranging from a documented verbal warning to immediate termination, depending on the severity of the offense. This list is not all inclusive, but provides examples of unacceptable behavior/conduct. Although an act of misconduct does not appear herein, it will still be subject to the progressive disciplinary procedure.

The following categories of offenses for different levels of discipline is intended only as a guide. Infractions will be handled on a case by case basis.

**Category 1 Offenses** - Disciplinary action for a violation of any of the following may range from a minimum verbal warning to suspension and any subsequent violations may result in further disciplinary action:

- Absenteeism or tardiness (refer to Attendance/Tardiness Policy for further information).
- Failure to notify appropriate person for absence (refer to Attendance/Tardiness Policy for further information).
- Leaving the university or assigned area without supervisor's permission unless work requires it.
- Abusive language to any employee, supervisor, member of the Campus Community, or visitor/guest of the university.
- Engaging in, creating or contributing to unsafe behaviors or conditions.
- Smoking in unauthorized areas.
- Changing starting or quitting times without proper authorization.

**Category 2 Offenses** - Disciplinary action for a violation of any of the following may range from a minimum written warning to discharge and any subsequent violations may result in further disciplinary action:

- Fighting on university property or disruptive behavior.
- Sleeping on duty.
- Reporting for or remaining at work while under the adverse effects of alcohol or illegal/unauthorized substances.
- Unauthorized use of or removal of property belonging to the university, or employee, or student, or visitor, or an independent contractor.
- Insubordination.
- Sexual harassment or misconduct.
- Any unauthorized use of university-owned technology.
- Making false, vicious, or malicious statements concerning an employee, student, visitor, the university, or university services.
- Disregard of safety rules or practices.

**Category 3 Offenses** - Disciplinary action for a violation of, but not limited to, the following is cause for

discharge/termination:

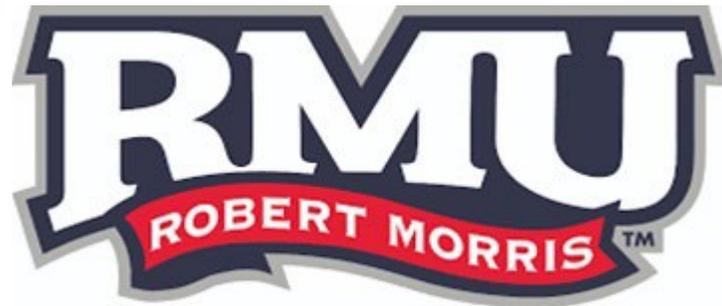
- Excessive absenteeism or tardiness.
- Willful damage to university property or equipment.
- Falsification of reported time worked.
- Falsification of any employee or university record.
- Immoral, indecent or disorderly conduct.
- Possession, distribution, or use of illegal or unauthorized drugs on university premises.
- Theft or dishonesty.
- Violation of university policies or procedures.
- Insubordination, offensive, or uncivil attitude or conduct.
- Fiscal impropriety.

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**Robert Morris University**

**Department of Athletics**

**2018-2019**

# **Student-Athlete Handbook**

Issued by Robert Morris University Department of Athletics

6001 University Boulevard  
Moon Township, PA 15108-1189  
(412) 397-4913

## **STUDENT ATHLETE HANDBOOK INFORMATION**

### **TITLE IX POLICY**

Title IX is part of the Education Amendments of 1972 and is enforced by the U.S. Department of Education. This law prohibits discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Discrimination on the basis of sex includes sexual harassment, sexual assault, relationship abuse, stalking and bullying on the basis of sex or gender orientation or expression. Title IX applies to public and private educational institutions receiving federal funds.

### **STUDENT-ATHLETE CONDUCT**

The student-athlete represents the University, the Department of Athletics and teammates. This is constantly verified by media reports and commentaries regarding the public perception of student-athletes. All student-athletes should be mindful that their behavior reflects on others as well as on themselves.

A Robert Morris University student-athlete's responsibility in matters of conduct is not merely to avoid unacceptable behavior. An RMU student-athlete is expected to behave in an exemplary manner which includes honesty in academic endeavors; courtesy to RMU staff, faculty and other students; and displaying traits of good citizenship. Our student-athletes are among the best individuals in the student body and we expect them to continue to represent the Department of Athletics in a positive manner.

Student-athletes enrolled at RMU are expected to uphold, at all times, standards of integrity and behavior that reflect well upon themselves, their families and Robert Morris University. Student-athletes are also expected to behave with propriety and to respect the rights and privileges of others. They are expected to abide by the laws of the local township, state and nation and by all the rules and regulations of RMU.

### **VIOLATIONS OF THE UNIVERSITY CODE OF CONDUCT**

Any student-athlete who willingly violates University regulations, training rules of a particular sport or breaks local or federal laws assumes the risk of immediate suspension from the athletic team of which they are a member. This may include a potential loss of scholarship/grant-in-aid.

Student-athletes should be aware of the consequences of not adhering to clearly-defined NCAA regulations that could lead to serious problems. The result could be deeply embarrassing to the student-athlete, their family and the school. When in doubt about any issue of action, consult either the Director of Athletics, the Associate Athletic Director for Compliance or the Head Coach.

In behavioral problems that involve law enforcement agencies, the involved individual may be placed on indefinite suspension pending the outcome of their case in the courts. The indefinite suspension will be effective immediately following action by an individual that misrepresents Robert Morris University and the Robert Morris University Athletics Program. Reinstatement to or permanent removal from the athletics program will follow the completion of impending court (civil, criminal and/or University) action.

Violations of University policies regarding conduct are, in addition, subject to the consequences as outlined in the following link: <http://studentlife.rmu.edu/student-conduct/>

### **SOCIAL MEDIA**

Robert Morris University understands the value and importance of social media in today's society. Accordingly, RMU encourages its student-athletes to conduct themselves online with the same qualities and values that are expected of them in other aspects of their daily lives.

Student-athletes should be aware that the media, faculty, NCAA and conference officials, and even future employers can easily access their online profiles and view personal information. This includes pictures, videos, comments and postings made to social networking websites like Facebook, Snapchat, Instagram and Twitter. Student-athletes should assume that any material that they share online has the power to affect the perception of the student, the Department of Athletics and Robert Morris University, and should conduct themselves accordingly.

### **HAZING POLICY**

Robert Morris University has adopted a hazing policy to ensure the safety of all of our students. Any hazing activity by athletic teams and student-athletes are covered by this policy. Please find this policy on the RMU website at [www.rmu.edu](http://www.rmu.edu).

### **ACADEMICS**

As a Robert Morris University student-athlete, your primary objective should be earning a University degree. RMU and the NCAA have established several guidelines which will help your academic progress.

Student-athletes are responsible for being aware of their academic status. Advisors from the University and athletic support systems and coaches can inform student-athletes of the progress that they have made toward meeting the requirements for eligibility and graduation. Given the range and exactness of the academic information available, student-athletes have no excuse for not being aware of their academic status. While RMU and the Department of Athletics provide academic support, student-athletes ultimately determine the course of their academic careers.

**GRIEVANCE PROCEDURES**

Athletics strives to provide fair and equitable treatment in all areas related to student-athlete welfare. Student-athletes who have a complaint may seek a fair and expedient response to their complaint. Such complaints may include, but are not limited to: harassment, hazing, NCAA rule violations, or other team/program environment issues.

<p>Academic issues (i.e., grades, missed class and/or assignments, etc.)</p>	<p>First, the student-athlete should talk to the instructor. If not resolved, procedures can be found on the RMU website (Students...Academic Policies...Undergraduate Policies...). In addition, the S-A should bring the matter to the attention of the Director Associate of Athletics for Student Services.</p>
<p>Issues related to athletic program environment (e.g., travel arrangements, suspension from competition, medical treatment, etc.)</p>	<p>The student-athlete must provide a written letter of complaint to the AD or any Associate/Assistant AD. After preliminary discussion with the S-A, the administrator will determine if the complaint merits further investigation and will report that decision to the S-A. If the S-A is not satisfied with the response, he/she may submit a written appeal to the Athletics Advisory Board, who will then schedule a hearing. Their decision is final.</p>
<p>Potential violation of NCAA rules</p>	<p>The student-athlete should report any suspected NCAA rules violation to the AD, Associate Athletic Director-Compliance, or the FAR. After preliminary discussion with the S-A, the administrator will determine if the report merits further investigation and will convey that decision to the S-A. If the S-A is not satisfied with the response, he/she may provide a written complaint to the AD, who will respond within ten working days.</p>
<p>RMU student grievances (i.e., sexual or other forms of harassment, alcohol and drug issues, etc.)</p>	<p>Procedures are located on the RMU website</p>

Non-Retaliation Statement: Retaliation against an individual seeking advice on, reporting or participating in an investigation of a grievance matter or harassment claim is prohibited.

#### ANONYMOUS REPORTING – ETHICS POINT

All members of the Robert Morris University community have access to an anonymous reporting system known as EthicsPoint. If any student-athlete has an issue which needs to be reported and does not feel comfortable being identified with such a report, he/she may utilize the EthicsPoint system located on the general RMU website and through the RMU Athletics website.

### **NCAA COMPLIANCE**

#### NCAA-REQUIRED FORMS

Robert Morris University Athletics utilizes an online system (Front Rush) for several areas of compliance-related operations to provide student-athletes with a simple electronic format for completing and submitting forms required by the NCAA and RMU. At the beginning of each year (or when joining a team during the academic year), all student-athletes must complete their required forms through this system. These forms include the NCAA Student-Athlete Statement and the NCAA Drug-Testing Consent Form, which **MUST** be completed prior to a student-athlete's participation in intercollegiate sports (practice or competition) each year.

#### AMATEURISM

Only an amateur student-athlete is eligible for intercollegiate athletic participation in a particular sport. A student-athlete loses amateur status and shall not be eligible for intercollegiate competition in a particular sport if he or she: (1) Is paid (in any form) or accepts the promise of pay for participation in an athletic contest; (2) Signs a contract or verbally commits with an agent or a professional sports organization; (3) Requests that his or her name be placed on a draft list; (4) Uses his or her athletic skill or reputation directly or indirectly for pay in any form (TV commercials, skills demonstrations); (5) Plays on a professional athletic team; (6) Participates on an amateur sports team and receives any salary, incentive payment, award, gratuity, educational expense or expense allowances (other than playing apparel, equipment, actual and necessary travel, and room and board expenses for practice and games).

#### COMPLIMENTARY ADMISSIONS

For contests for which there is an admission charge, complimentary admissions are provided only through a pass list for individuals designated by the student-athlete. Each RMU student-athlete is entitled to a maximum of 4 complimentary admissions per home game for the sport in which they participate. Complimentary admissions are for use by members of the student-athlete's family, relatives, or friends. Away games may have different restrictions. Hard tickets will not be issued and the student-athlete is not permitted to sell these admissions for other items of value. The student-athlete must arrange for complimentary admissions by completing the complimentary admission list provided before each game.

#### EQUIPMENT

At the beginning of each season, student-athletes are issued equipment and uniforms for each sport. These remain the property of RMU and you are responsible for keeping them in good shape. At the conclusion of the season, all uniforms and equipment must be returned. Any items that are missing or show excessive wear and tear will be charged to the student-athlete. Any student-athlete who does not return issued equipment to the Athletic Department will have his/her record tagged, and will be charged for the missing equipment. If the bill is not paid, it may result in a hold on registration for classes at Robert Morris University or transfer of records to another college.

#### GAMBLING

In accordance with NCAA rules, RMU student-athletes and athletic department staff may not participate in gambling activities of any kind. Specifically, a student-athlete or athletic staff member shall not knowingly: (1) Provide information to individuals involved in organized gambling activities concerning any intercollegiate athletic competition or particular student-athlete; (2) Solicit any bet on any intercollegiate team; (3) Accept a bet on any team representing RMU; (4) Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, the use of an on-line gambling service, a parlay card, or any other method employed by organized gambling.

#### NCAA VIOLATIONS

It is the responsibility of everyone associated with RMU Athletics to ensure that NCAA rules and regulations are followed. If you believe you may have violated a rule or know or suspect that someone else has violated a rule, you must report it to the AADC, the FAR, or the AD.

#### PLAYING AND PRACTICE SEASONS

Countable Athletically-Related Activities (CARA) Countable athletically-related activities include competition, practice, film review and required weight lifting and conditioning, among other activities. If a student-athlete has a question about what may count as CARA, he or she should contact the AADC.

Limits on CARA – In-Season During the playing season, a student-athlete's participation is limited to a maximum of 4 hours per day (exception for a golf practice round) and a total of 20 hours per week. One day off must be provided within every seven-day period. Competition counts as three hours, no matter how long or how short the actual competition is.

Limits on CARA – Out-of-Season Outside the playing season, a student-athlete's participation is limited to a maximum of 8 hours per week, with a sport-specific limit of hours per week spent on skill-related workouts (as distinguished from weight lifting and conditioning). Two days off must be provided within every seven-day period.



## THE MORE YOU KNOW – STUDENT NEWSLETTER



### Drug and Alcohol Awareness

#### Standards of Conduct:

As students at Robert Morris University, we believe in a set of ideals and standards that can help guide our behavior toward one another and all members of the University Community. The Robert Morris University's Student Standards of Conducts can be viewed at

[http://studentlife.rmu.edu/  
student-conduct](http://studentlife.rmu.edu/student-conduct)

#### National Statistics

- ⇒ 8.2% of college students (ages 18-22) reported heavy drinking 5 or more days in a month.\*
- ⇒ It is estimated that over 95% of those who need treatment for alcoholism do not feel they need treatment.\*\*
- ⇒ Nearly half of those who use heroin reportedly started abusing prescription pain killers before they ever used heroin.\*\*

\*Source: SAMHSA, Center for Behavioral Health Statistics and Quality, National Survey on Drug Use and Health, 2018 and 2019. Retrieved November 11, 2020, from <https://www.collegedrinkingprevention.gov/statistics/prevalence.aspx>.

\*\*Statistics of Addiction in America (2016, January 21). In *Addiction Statistics*. Retrieved January 12, 2017, from <https://www.addictioncenter.com/addiction/addiction-statistics/>

#### Tips for Staying Safe on Campus:

- Never attend or leave a party alone and always let someone know where you are.
- Always make sure you have a safe ride home.
- Save the **RMU Police** Department's phone number in your cell phone, in case you need it in an emergency - **(412) 397-2424**.



#### Signs of Drug and Alcohol Abuse:

- Neglecting responsibilities, such as missing classes or work.
- A change in appetite or sleeping patterns.
- Putting one's self or others in danger: such as driving under the influence or using dirty needles.
- Legal troubles due to substance abuse.
- Fighting with or losing some of your friends and family.
- Unexplained need for money and willingness to borrow or steal to obtain it.
- Change in personality or attitude.



#### Most RMU students:

- Choose not to binge drink
- Drink 2 times/month or less
- Never drink and drive
- Don't let their drinking affect their relationships or school work



The THRIVE Program strives to provide campus outreach for mental health and wellness initiatives through peer educators, known as THRIVE Leaders. THRIVE Leaders are trained on mental health issues, suicide prevention, drugs and alcohol, Title IX and sexual

assault prevention, diversity, and common wellness concerns using a public health approach. They serve the campus community by “building a bridge” between the Counseling Center and students, primarily by developing and implementing outreach programs/events that will positively impact the campus community. When THRIVE Leaders become aware of individual students needing support, they provide referrals to appropriate resources and act as a role model for self-care.



### Outreach

The Robert Morris University Counseling Center provides outreach (through workshops, presentations, tabling, panels, etc.) for student groups, faculty, and staff on important topics for student well-being. We have a variety of educational programs and workshops but can also create customized outreach specifically for the unique needs of your group.

We believe that education and outreach have the potential to empower and resource individuals to take ownership of their mental health. The RMU Counseling Center knows that this journey is deeply personal and never complete. Our goal is to educate, support, and connect students to mental health resources.

Our team is currently providing virtual outreach via our social media accounts until further notice, due to the pandemic. We will resume traditional outreach when it is appropriate to do so.

Please follow us on social media to learn about upcoming outreach events and more.

Twitter: @RMU\_Counseling

Instagram: @RMU\_THRIVE

Facebook: RMU Counseling Center

The online alcohol education program, Alcohol Edu, is sent in the fall semester of each academic year to all incoming freshmen, transfer students, and students in leadership roles. Last year, 779 students (including 586 freshmen) completed this online educational course.

## DID YOU KNOW?

- Half of students who drink consume alcohol through binge drinking.
- Nearly 1,825 college students die from alcohol-related injuries or circumstances annually.



## You think you know drugs?

True or False?

Marijuana is harmless. **False.**

Pathways of the brain return to normal once a person detoxes. **False.**

Driving is not affected by the influence of marijuana. **False.**

Drug addiction is a personality flaw. **False.**

*The **truth** is that drug addiction is a disease of the brain, not an issue*

## HOW IT AFFECTS YOU

KNOW THE VARIOUS HEALTH RISKS OF THESE SUBSTANCES...

### ALCOHOL:

- ⇒ Impairs judgement/coordination
- ⇒ Large amounts can impair ability to learn/remember information
- ⇒ Respiratory/cardiac failure

### MARIJUANA:

- ⇒ Impairs short-term memory/comprehension
- ⇒ Can cause confusion, anxiety, lung damage, and abnormalities of the hormonal/reproductive system
- ⇒ Overdose can cause paranoia, panic attacks, or psychiatric problems

### HALLUCINOGENS:

- ⇒ Panic attacks/psychotic reaction
- ⇒ Overdose can cause heart failure, lung failure, coma, and death

### NARCOTICS:

- ⇒ Anxiety, mood swings, nausea, confusion, constipation, and hypoventilation
- ⇒ Overdose may lead to convulsions, coma, and death

### STIMULANTS:

- ⇒ Agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations

### CLUB DRUGS:

- ⇒ No club drug is safe due to variations in purity, potency, and concentration
- ⇒ Serious health problems or death

### DEPRESSANTS:

- ⇒ Overdose of depressants range from shallow breathing, clammy skin, dilated pupils, and weak and rapid pulse to coma and death

### TOBACCO:

- ⇒ Carbon monoxide in cigarette smoke can promote arteriosclerosis
- ⇒ Long-term effects of smoking include emphysema, chronic bronchitis, heart disease, and lung cancer

\*University of Illinois at Urbana-Champaign(2014). Biennial Report on Alcohol and Drug Efforts. Retrieved February 6, 2017.



The photo you see here displays a year in the life with drug use and a year without. This is part of an advertising campaign, created by Mccann Erickson, to increase drug awareness in Israel. Mccann created a Facebook profile featuring this young man named Adam Barak.

## LAWS & PENALTIES

### Pennsylvania Laws

**Public Drunkenness** A person is guilty if he/she appears in any public place manifestly under the influence of alcohol. The fine can be up to \$500 or up to 90 days in jail for the first offense.

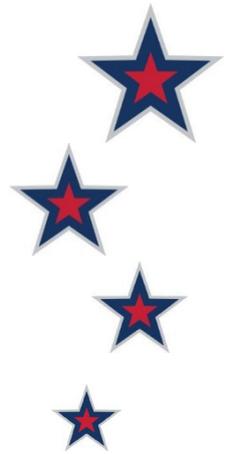
**Underage Drinking** It is illegal for someone under the age of 21 to consume alcohol. Someone under the age of 21 who attempts to consume, purchase, sell, or knowingly transports alcohol is subject to a \$500 fine, up to 90 days in jail, and/or license suspension.

**Furnishing Alcohol to a Minor** It is illegal for one to purchase with the intent to sell or furnish alcohol to a minor. Even if you are under the age of 21 you can be convicted of furnishing alcohol to a minor. Penalties include a fine of at least \$1,000 and up to a year in jail.

**Carrying a False I.D.** It is illegal to carry an identification card that represents false information such as your name, age, and photograph. Penalties for violating this law include a \$300 fine, up to 90 days in jail, and/or license suspension.

**DUI** If you are arrested for drunk driving you will receive a 6 month probation and a \$300 fine if your BAC was between .08-.99. If your BAC was from .10-.159 you will receive from 2 days-6 months in prison, a \$500-\$5,000 fine and a 12 month driver's license suspension.

\*Pennsylvania Liquor Control Board. (2013). Under 21 in Pennsylvania: Know the Laws. Retrieved February 6, 2017, from [https://www.lcbapps.lcb.state.pa.us/webapp/education/item\\_images/0350.pdf](https://www.lcbapps.lcb.state.pa.us/webapp/education/item_images/0350.pdf)



**KEEP THE GOOD TIMES ROLLING; DON'T LET DRUGS OR ALCOHOL INTERFERE.**

### Recognize the Signs:

#### Symptoms of Alcohol Dependency:

- Depression or unhappiness
- Drinking in order to cope with personal problems
- Isolating one's self from family and friends
- Loss of interest in activities which were once of interest
- Difficulty sleeping
- Poor judgment
- Mood fluctuations
- Developing health problems
- Experiencing blackouts
- Not fulfilling promises or obligations
- Participating in high-risk/dangerous activities

### PA Medical Amnesty Law

The Pennsylvania Medical Amnesty Law provides intoxicated minors (Under the age of 21) amnesty if they call 911 due to a friend experiencing alcohol poisoning. The student must believe the person they are calling for is in need of immediate medical attention.

## RMU Alcohol Policy

Students who are of legal age are permitted to consume alcohol under the following guidelines:

1. The presence of alcohol in the residence of students over the legal age of 21 is acceptable if not publicly displayed and if not used in the presence of or provided to those who are underage.
2. Tailgating is permitted in the designated tailgating lot only for home football games. Tailgating is subject to rules and standards set by the university's Tailgating Policy.
3. Public drunkenness or disorderly behavior while under the influence will result in appropriate disciplinary action.
4. Students who are underage may not possess or drink alcoholic beverages. Students who are underage may not be in the presence of others consuming alcohol, even if a room or apartment is shared by students on both sides of the legal drinking age.
5. Substantial quantity of alcoholic beverage or common source containers (e.g., beer kegs, beer balls or punch bowls) may not be brought onto campus.
6. Alcoholic beverage bottles, cans, empty kegs, beer balls, taps, etc. may not be used for decorative purposes in the residence halls.
7. Alcoholic beverages will not be allowed at any event on campus unless expressly approved by the University.
8. Individuals or groups sponsoring formal or informal events off-campus are responsible for upholding the Pennsylvania alcohol law.
9. Students are responsible for removing containers of alcohol from a room, suite, or apartment, when asked by a residence life staff member. Housekeeping staff are not responsible for cleaning or removing alcohol related container trash.



## RMU Drug Policy

The use, possession or distribution of narcotics or other controlled substances is prohibited, except as expressly permitted by law on University premises, and is considered contrary to the Student Code of Conduct. Paraphernalia associated with the use of illegal substances is not permitted on University property or at University sponsored events. Hookah pipes and/or other legal smoking devices are prohibited in the residence halls. Athletes should be aware as well that a positive drug test constitutes a violation of the University drug policy. The University encourages all members of Robert Morris community to be aware of the consequences of the use, possession, or distribution of narcotics or other controlled substances.

# FINDING HELP



## Local Drug and Alcohol Treatment Centers:

*Greenbriar Treatment Center:*

(800) 637-4673 (main) or 412-788-629. Greenbriar will come to RMU and provide a free and confidential Drug and Alcohol Assessment to give students options to help them reach their goal of sobriety.

*Gateway Rehabilitation Center:*

(800) 472-1177 (main) or 412-747-0390 (Robinson location - offering individual outpatient therapy, IOP, and partial hospitalization).

Live chat on their website is available Monday - Friday, 9:00 AM - 4:30 PM.

## Local Psychiatric Facilities:

## Emergency Resources:

Staunton Clinic Sewickley, PA  
**412-749-7341**

Heritage Valley Kennedy Hospital  
**412-777-6161**

UPMC Western Psychiatric Institute  
and Clinic Pittsburgh, PA  
**412-624-2000**

*IN CASES OF EXTREME EMERGENCY,  
IMMEDIATELY CALL THE UNIVERSITY POLICE  
DEPARTMENT AT **412-397-2424**, OR PROCEED  
TO THE CLOSEST HOSPITAL EMERGENCY ROOM.*

Residence Life Emergency  
Number (For students in the  
Residence Halls)  
**412-397-5242**

RMU Police Department Number  
(For students on campus)  
**412-397-2424**

Resolve Crisis Network (phone  
support, mobile crisis team, and a  
walk in crisis center)  
**1-888-796-8226**

National Suicide Prevention  
Lifeline (24 hour hotline)  
**1-800-273-8255**

PAAR: Pittsburgh Action Against  
Rape (24 hour hotline, linkage to  
services)  
**1-866-363-7273**

Center for Victims (24 hour hotline,  
linkage to services)  
**1-866-644-2882**

Women's Center and Shelter of  
Pittsburgh (Intimate Partner  
Violence 24 hour hotline, crisis  
services, linkage to services)  
**412-687-8005**

Crisis Text Line (Free, 24/7 crisis  
support)  
**Text START to 741-741**

### RMU Counseling Center:

To contact the Counseling Center, email  
**counseling@rmu.edu** or call **(412) 397-5900**

**Location:**

**Patrick Henry, Lower Level**

**6001 University Boulevard**

**Moon Township, PA 15108**

