



Alfred University
OUTSIDE *of* ORDINARY



STUDENT POLICIES & PROCEDURES 2023-2024

One Saxon Drive | Alfred, New York 14802

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Table of Contents

WELCOME TO ALFRED UNIVERSITY.....	5
Alfred University’s Vision Statement	6
Alfred University’s Mission Statement.....	6
Alfred University’s Code of Conduct	6
DEFINITIONS	6
STUDENT CONDUCT SYSTEM	8
Introduction.....	8
Office of Student Conduct Authority	8
Jurisdiction	8
Core Values of Student Conduct.....	9
Behavioral Expectations & Policies	9
Student Conduct Process and Procedures	12
Types of Hearings.....	12
Hearing Procedures	12
Sanctions.....	14
Minimum Sanctioning Guidelines	16
Appeals.....	17
DISCRIMINATION, HARASSEMENT AND SEXUAL MISCONDUCT POLICY.....	18
Definitions	20
Support for Affected Community Members	22
Interim Measures and Accommodations	26
Choices of Action to Take	26
Investigation, Finding Report, Sanctioning and Appeal Hearing	28
Students’ Bill of Rights.....	32
Procedural Rights for All Reporting Individuals.....	32
Definitions of Terms and Processes	33
ALFRED UNIVERSITY’S TITLE IX GRIEVANCE POLICY	35
Residential Communities POLICIES.....	59
Residency Requirement.....	59
Residents’ Rights & Responsibilities	60
Residence Hall General Information, Policies and Procedures	61
ACADEMIC POLICIES	68
ITS GUIDELINES AND POLICIES	68
GENERAL UNIVERSITY POLICIES.....	69
Alcohol & Drug-Free Policy.....	69
Consumer Complaint Procedure.....	75

Control of Animals Policy.....	75
Credit cards/Marketing of Credit Cards to Students.....	75
Demonstration Policy.....	76
Community Responsibilities.....	77
Foster Lake Usage Policy.....	81
Hazing Policy.....	81
HIV Policy.....	81
Intercollegiate Varsity Sports Request Policy.....	82
Involuntary Separation Policy.....	82
Leave of Absence – General, Medical and Readmission Policy.....	84
Family Notification Policy.....	86
FERPA – Family Educational Right and Privacy Act.....	86
Service Animal and Assistance Animal Policy.....	88
Social Environment Policy.....	94
Social Media Policy.....	94
Solicitation Policy.....	96
Weapons Policy.....	97
Withdrawal Policy.....	98
OFFICE OF PUBLIC SAFETY.....	98
Public Safety and Emergency Policies and Procedures.....	99
ANNUAL CAMPUS SAFETY & FIRE REPORT.....	101
CAMPUS PHONE NUMBERS.....	101
ACADEMIC CALENDER.....	102

WELCOME TO ALFRED UNIVERSITY



Greetings students! On behalf of the University, I want to welcome you to Alfred where a journey outside of ordinary exists. As a member of Alfred University's (AU) community, you have so many opportunities that await you both academically and co-curricular. AU is about being welcoming, inclusive, supportive, and creating a safe Alfred community that supports and challenges all students to grow individually, become socially responsible, and encourages commitment to becoming a global citizen. To meet these goals, Alfred University understands that the policies and procedures contained within this manual can be a strong and powerful educational tool for encouraging the community in which students live and learn successfully. As your Vice President for Student Experience, I encourage you to read this manual, explore all the opportunities that await you, and become integrated into all the AU community has to offer. It's a bit cliché, but one day you will realize your time at AU were some of the best years of your life. Fiat Lux!

Amy M. DeKay
Vice President for Student Experience



Welcome to the Alfred University community! At Alfred University, we pride ourselves on fostering an inclusive environment and a supportive community for all members. Each one of us bears responsibility to uphold our standards of justice and to show respect for the dignity of every individual. It is our expectation that we all abide by the high standards set forth in the student policy and procedure manual.

We kindly ask all members of the AU community to take the time to familiarize themselves with the student handbook, understanding its content thoroughly. By doing so, we can ensure that every member commits to being a valued and responsible part of the AU community.

Together, we will create an atmosphere of support and encouragement, helping each other on our unique journeys. As the Dean for Student Experience, I am available if you need assistance or have any questions. Please feel free to reach out. We are here to support you throughout your time at Alfred University.

Tom Orrange
Dean for Student Experience

Alfred University's Vision Statement

Alfred University will be an innovative leader in the delivery of academic excellence and enduring educational value, preparing all students for success in their studies and throughout life.

Alfred University's Mission Statement

The mission of Alfred University is to provide excellent quality and enduring value through academic and co-curricular programming that is both intellectually challenging and practically relevant. We are culturally diverse and student-centered and aim to serve an ever-changing student population. We seek students with the aspiration and dedication to do well for themselves and for their greater communities. Thus, we prepare our students with the knowledge, skills, and life-habits that will enable them to succeed, and to live lives of continuous personal growth and service to others. These outcomes are achieved through a commitment, by the entire Alfred University community, to teaching and research, the pursuit of scientific and technical expertise, artistic creativity, and humanistic learning.

Alfred University's Code of Conduct

We, the students at Alfred University, will maintain an academic and social environment that is distinguished by Honesty, Integrity, Understanding and Respect. Every student is expected to uphold these ideals and confront any student who does not. Keeping these ideals in mind, we, the students, aspire to live, interact with, and learn from one another in ways that ensure both personal freedom and community standards.

Student Experience Office
Powell Campus Center
One Saxon Drive
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Phone: 607-871-2133

DEFINITIONS

Accused student: Any student accused of violating the student code of conduct or other University policies.

Complainant: Any person who submits a charge alleging that a student violated the student code of conduct or other University policies.

Dependent student: A student who is considered a dependent of one or both student's parents or guardians, as defined by federal income tax regulations, with respect to the most recent federal income tax return filed by either or both parent(s).

Faculty member: Any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

FERPA: Collectively, the federal Family Educational Rights and Privacy Act, as amended, and any regulations promulgated pursuant thereto.

Hearing officer: A University official authorized on a case-by-case basis by the Dean for Student Experience to determine whether an accused student has committed a violation of the outlined proscribed conduct and, if so, to impose sanctions upon the student.

May: Used in the permissive sense.

Member of the University community: Any person who is a student, faculty member, University official or any other person employed by the University. The Dean for Student Experience shall determine a person's status in a particular situation.

Organization: Any number of persons who have complied with the formal requirements for University recognition.

Policy: Any policy, procedure, rule and/or regulations published in written or electronic form.

Proscribed conduct: A violation of University policies; conduct which adversely affects the University community and/or the pursuit of its objectives; or conduct which violates any federal, state, or local law.

Self-defense: The justifiable infliction of harm upon another person to preserve oneself from imminent physical harm. Most importantly, self-defense must be preventative and proportional. The harm inflicted upon the aggressor may only be as much force or harm as is needed to repel the attack and no more.

Shall: Used in the imperative sense.

Special periods: The first two weeks of the academic year, and the last two weeks of each academic semester, other times when the student conduct procedures set forth in this document cannot reasonably be utilized, and/or times not encompassed by the academic calendar including, but not limited to, the period between the end of the spring semester and the beginning of the fall semester.

Student: Includes all persons registered for classes at any location of the University (including courses taught in a foreign country or another off-site location), either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly engaging in proscribed conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have enrolled but not yet attended classes, are considered "students." Individuals who are both students and employees will be treated as students for the purpose of this policy/ procedure only if their primary relationship to the institution is that of student. Allegations against individuals who are regular employees (regardless of student status) will be handled under the appropriate personnel policies.

University: Alfred University.

University official: Any person employed by the University, performing assigned administrative or professional responsibilities.

University premises: All land, buildings, facilities, and other property owned, used, or controlled by the University (including adjacent streets and sidewalks).

Weapons: All items capable of inflicting serious injury. This includes items that are legally possessed, but used in a manner that harms, threatens, or causes fear or could easily be mistaken as a weapon. Examples include but are not necessarily limited to the following: firearms, tasers, knives, air guns, spear guns, paint guns, bow and arrow, explosives, gunpowder, firecrackers, ammunition, etc.

STUDENT CONDUCT SYSTEM



Introduction

Alfred University's mission statement aims to provide challenging programs in a student-centered environment to prepare well-educated, independent thinkers ready for lives of continuous intellectual and personal growth. To that end, it is necessary to articulate behavioral expectations and community standards in the form of the Student Code of Conduct and General University Policies. These policies exist to serve as a guide for each student and to promote the proper atmosphere necessary for the academic and social life of each student.

Alfred University's Student Conduct System is designed to confront individuals with the impact of their actions in a constructive and educational manner that will foster an understanding of the effect their behavior has had on individuals and the community. The Student Conduct system is also designed to hold students accountable for their behavior, to protect the University community and property, to protect the rights of the members of that community to function in an environment conducive to academic pursuits, and to challenge students' principled and ethical decision-making.

Office of Student Conduct Authority

The Dean for Student Experience or designee is designated by the University President and Vice President for Student Experience as the responsible administrator for the student code of conduct and general student policies. When a student accepts enrollment into the University, the student agrees to be governed by all applicable University policies. The University, through the office of the Dean for Student Experience or designee, maintains the exclusive authority to impose student conduct sanctions for violations of proscribed conduct.

Each student will have an electronic copy of the student code of conduct and general University policies emailed to them. These policies can also be accessed on the University webpage at <https://my.alfred.edu/student-policies>.

- The Dean for Student Experience or designee shall determine the composition of the conduct bodies and determine which student conduct body shall be authorized to hear each case.
- The Dean for Student Experience shall develop policies for the administration of the student conduct program and procedural rules for the conduct of hearings.
- Decisions made by a student conduct body shall be final, pending the conclusion of any applicable appeal process.

Jurisdiction

University jurisdiction, and application of the student conduct procedure, extends to proscribed conduct on campus, as well as proscribed conduct occurring off campus that is determined by the Dean for Student Experience or designee to affect the interest of the University or the campus community.

Where University policies are violated, a student may also be in violation of civil or criminal law. The University may, but shall not be obligated to, delay its processes when criminal charges of the same proscribed conduct are being investigated. University action will not be altered or precluded because civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

To the extent that any officer of a student organization was in a position to control or substantially influence or intervene in the conduct of the organization or any of its members so as to prevent or deter proscribed conduct occurring in the course of organizational activities and failed to do so, the officer may be charged with, and held individually responsible for, the proscribed conduct committed by the student organization or one or more of its members. Any sanctions imposed on individual student officers are in addition to any

sanctions imposed on the student organization or its other members.

Note: Reports of discrimination, harassment and/or sexual misconduct subject to the University's Discrimination, Harassment and Sexual Misconduct Policy will be addressed pursuant to that policy, a copy of which can be found online. The procedures described below do not apply to such cases.

https://my.alfred.edu/student-policies/_docs/dhsmppolicy.pdf

Core Values of Student Conduct

Integrity: Alfred University students exemplify honesty, honor, and a respect for the truth in all their dealings.

Community: Alfred University students build and enhance their community.

Social Justice: Alfred University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

Respect: Alfred University students show positive regard for each other, for property and for the community.

Responsibility: Alfred University students are given and accept a high degree of responsibility to self, to others and to the community.

Alfred University students are responsible for knowing the information, policies and procedures outlined in this document and in all other applicable University policies. Alfred University reserves the right to make changes to this code and other University policies, and once those changes are posted online, they are in effect unless the online posting specifies a different effective date. Students are encouraged to check online <https://my.alfred.edu/student-policies> for the updated versions of all policies.

Behavioral Expectations & Policies

Alfred University considers the behavior described in the following sub-sections as proscribed conduct that is inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. Alfred University encourages members of the University community to report to University officials all incidents that involve the following actions, and any other proscribed conduct. Any student found to have committed or to have attempted to commit proscribed conduct is subject to the sanctions outlined in the student conduct system.

Integrity: Alfred University students exemplify honesty, honor, and a respect for the truth in all their dealings. Behavior that violates this value includes, but is not limited to:

- **Falsification:** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.
- **Taking of Property:** The theft or other intentional and unauthorized taking of Alfred University property or the personal property of another, including goods, services, and other valuables.
- **Unauthorized Entry:** Misuse of access privileges to Alfred University premises. The unauthorized entry to or use of buildings (including but not limited to entry through unauthorized use of keys, cards, or other access control devices), including trespassing, propping of doors of any type, or unauthorized use of alarmed doors for entry into or exit from an Alfred University building. Access to residence halls is restricted to those students assigned to that hall or their authorized and invited guests.

Community: Alfred University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- **Animals:** Except for service animals while performing their duties, emotional support animals, and aquarium fish that are in tanks and may not exceed 10 gallons, animals are prohibited in all residence halls and other campus buildings without University permission. Animals may be permitted elsewhere on campus grounds so long as they are leashed, always attended by the owner, and not interfering with normal use of University facilities (owners must properly dispose of their animals' waste). The University prohibits the feeding of any stray animals in and around the residence halls or anywhere on campus. Stray animals found on campus will be removed.
- **Disruptive Behavior:** Substantial disruption of Alfred University operations including obstruction of teaching, research, administration, quiet hours in the residence halls, other Alfred University activities,

off-campus behaviors and/or authorized non-Alfred University activities which occur on campus; including classroom behavior that seriously interferes with the instructor's ability to conduct the class or the ability of other students to learn.

- **Fire Safety:** Violation of local, state, or federal fire laws, codes, ordinances, regulations or policies or University fire policies, including, but not limited to:
 - a) Intentionally or recklessly causing a fire which results in injury or damages to Alfred University property or property of others
 - b) Failure to evacuate an Alfred University controlled building during a fire alarm
 - c) Tampering with or the misuse of fire alarms or fire safety equipment, including smoke detectors and fire extinguishers
 - d) Possession of unshielded heating elements including but not limited to hot plates, toasters, toaster ovens, heating coils, halogen lights.
 - e) Prohibited items, open flame, or fire hazards
 - f) Blocking of a Fire Exit and Propping Fire Doors
 - g) Activating a Fire Alarm - maliciously
 - h) Activating a Fire Alarm – unintentionally
 - i) Careless cooking
- **Infringement of Certain Intellectual Property Rights:** Unauthorized use (including misuse) of the names, images, logos, trademarks or service marks, or other infringement of intellectual property rights, of the University or an organization recognized by the University.
- **Damage and Destruction:** Intentional, reckless and/or unauthorized damage to or destruction of Alfred University property or the property of another.
- **IT and Acceptable Use:** Violating the Alfred University Acceptable Use and Computing Policy. The full policy can be found online: <https://my.alfred.edu/information-technology-services/index.cfm>.
- **Smoking:** In accordance with the State law, there is NO SMOKING in the University buildings, this includes E-cigarettes/vaping devices. Smoking is not permitted within 25 feet of any University building entrance.
- **Unauthorized Organizations:** Participation in organizations whose recognition has been denied, suspended, or revoked by the University.
- **Weapons:** Violating the Alfred University Weapons Policy. The full policy can be found online: <https://my.alfred.edu/student-policies/weapon-policy.cfm>
- **Wheeled Devices:** Riding of skateboards, long boards, roller blades, roller skates, bicycles and similar wheeled devices is not permitted inside University buildings, (residence halls, academic and administrative). Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities and the University reserves the right to charge individuals for the cost of repairing damage to Alfred University property caused by these activities.
- **Appliances:** Appliances drawing more than 800 watts are prohibited in residence halls.
- **Maximum Occupancy:** Exceeding the maximum permitted occupancy of any University premises. Without limiting the preceding sentence, unless otherwise posted by the University, maximum occupancy is six (6) people per student room, not to exceed twelve (12) people within a total suite or apartment.

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions affect others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

- **Abuse of Conduct Process:** Abuse of, or interference of, or failure to comply with, Alfred University student conduct investigations, conduct hearings and other processes, including but not limited to:
 - a) Falsification, distortion, or misrepresentation of information.
 - b) Failure to provide, destroying or concealing evidence of proscribed conduct.
 - c) Attempting to discourage an individual's participation in, or use of, the campus conduct system.
 - d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding; including but not limited to behavior that disrupts a conduct hearing.

- e) Failure to comply with sanction(s) imposed by the campus conduct system.
- f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
- **Discrimination:** Any act or failure to act that is based upon an individual or group's actual or perceived status (race, color, age, creed, gender, gender expression, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion) that is sufficiently severe that it limits or denies the ability to participate in or benefit from Alfred University's educational program or activities.
- **Harassment:** Any unwelcome behavior, which is not covered under Title IX, whether verbal, electronic, social media, via telephone or through a 3rd party, is prohibited. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim/reporting individual and community.
- **Hostile Environment:** The creation of a hostile environment when harassment is sufficiently severe, pervasive/ persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from Alfred University's educational or employment program or activities.
- **Retaliatory Behavior:** Intimidation, harassment, discrimination, retaliation, or other adverse action against an individual as a result of that individual participating in, or cooperating with, University processes (including without limitation student conduct processes).

Respect: Alfred University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

- **Bullying and Cyberbullying:** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate, intentionally harm, or control another person physically or emotionally.
- **Harm to Persons:** Intentionally or recklessly causing physical or emotional harm or endangering the physical or emotional health or safety of any person.
- **Hazing:** Violating the Alfred University Hazing Policy. The full policy can be found online: <https://my.alfred.edu/student-policies/auhazingpolicy.cfm>.
- **Threatening Behaviors:**
 - a) **Threat:** Written or verbal conduct that causes a reasonable fear of injury to the physical or emotional health or safety of any person or damage to any property.
 - b) **Intimidation:** Expressed or implied acts that cause a reasonable fear of injury to the physical or emotional health or safety of any person or damage to any property.

Responsibility: Alfred University students are given and accept a high degree of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

- **Alcohol:** Violating the Alfred University Substance Use and Abuse Policy (<https://my.alfred.edu/student-policies/>). Including:
 - a) Possession, purchase, consumption, distribution or knowingly being in the presence of alcohol while under the age of 21.
 - a) Providing alcohol to persons under the age of 21.
 - b) Being in the presence of or in possession of empty alcoholic containers, paraphernalia, cans or bottles while being under the age of 21 while on University property.
 - c) Participating in an activity that encourages mass consumption of alcohol (games of beer pong, quarters, flip cup, etc.).
- **Drugs:** Violating the Alfred University Substance Use and Abuse Policy. Including:
 - a) Possession, use, distribution, or knowingly being in the presence of illicit drugs/drug paraphernalia (bongs, pipes, hookahs, etc.)
- **Prescription Medications:** Abuse, misuse, sale, and/or distribution of another person's prescription medications or of the student's own prescription medications.
- **Failure to Comply:** Failure to comply with an authorized request or directive of a University official or a third party acting on behalf of the University, including but not limited to failure to identify oneself when requested.
- **Health and Safety:** Creation of health and/or safety hazards for self and/or others (dangerous pranks; hanging out of or climbing from/on/in windows, balconies, or roofs; creating conditions that exceed reasonable cleanliness standards, etc.).
- **General University Policies and Laws:** Violation of any other University policy or federal, state or local law, code, ordinance or regulation.

Student Conduct Process and Procedures

Negative conduct may be reported by any member of the Alfred University Community or any other individual submitting an account of an incident. An incident report should be submitted as soon as possible after the event takes place, although all incident reports are accepted at any time.

Go to: [AU Report It](#)

1. The Dean for Student Experience or designee may investigate to determine what type of hearing best fits the documented behavior. I.
2. the accused student will receive written and/or electronic notification via Alfred University e-mail of the charges, including date and location of the reported incident(s) if known; the type of hearing that will take place; and a reference to the hearing procedures that will be followed. This notification must be made in a minimum of three days prior to the date of the scheduled hearing. The accused student may waive the right to this notice.
3. If a student fails to appear at a hearing, or declines to answer questions or make a statement, a decision will be rendered, and an appropriate sanction may be assessed based on the available information. A hearing may only be postponed upon written request to, and at the discretion of, the hearing officer or chair of the hearing board (as applicable).
4. Notification letter of the outcome will be emailed to the student's Alfred University email within 7 business days of the conclusion of the hearing.

Types of Hearings

Administrative Meeting provides the student with the opportunity to discuss, clarify and understand the alleged violations with staff.

- The hearing officer will review with the student the University's student conduct system and ask the student to acknowledge that they understand the process which will be conducted. The hearing officer will present the charges and supporting information. Following discussion, a decision as to responsibility and sanctions will be rendered by the hearing officer.

The University Student Conduct Board provides the accused student the opportunity to discuss, clarify and understand the allegations of violations with a panel of faculty, staff, and students. The University student conduct board can be used for any suspected violation. It is most often used when the sanctions might include suspension or expulsion if the student is found responsible.

- The University student conduct board is composed of one student and two faculty, staff and/or administrators either paid by or affiliated with the University, appointed by the Dean for Student Experience or designee. The board is chaired by the Dean for Student Experience or their designee, who serves as a non-voting member. Decisions are determined by majority vote. Notwithstanding the foregoing, during special periods (as defined above), the University student conduct board may consist of the chair of the student conduct board and three faculty, staff and/or administrators.
- At the University Student Conduct Board hearing, the charges and supporting information will be presented by the Dean for Student Experience or designee. The information may consist of, but is not limited to, an incident report written by residence life or public safety staff, as well as statements from witnesses or other persons involved in the situation.
- Decisions as to responsibility and sanctions are rendered by majority vote.

Hearing Procedures

Administrative Hearings, and University Student Conduct Board Hearings shall be conducted according to the following guidelines:

- All hearings shall be conducted in private.
- If a student is involved in multiple incidents in a short period, charges may be combined into one hearing at the discretion of the Dean for Student Experience or designee.

- Parents and/or legal guardians are not permitted to be present in hearings. The office of the Dean for Student Experience can assist students in locating an advisor.
- A student should select an advisor whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- If a participant is disruptive, the hearing chair/officer may dismiss them and allow the hearing to continue in their absence.
- A hearing board/officer does not hear character witnesses but will accept up to two letters supporting the character of the accused student.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in hearings.
- After the portion of the hearing concludes in which all pertinent information has been received, the hearing board members shall determine whether the accused student has committed the charged proscribed conduct made based on whether it is **more likely than not** that the accused student committed the charged proscribed conduct and, if so, shall determine appropriate sanctions.
- The complainant, if any, and their advisor shall have the right to attend those portions of the hearing pertaining to alleged proscribed conduct directly relating to the complainant (excluding deliberations).
- The accused student and their advisor shall be allowed to attend the entire portion of the hearing at which information is presented (excluding deliberations).
- If one incident results in charges against more than one student, the Dean for Student Experience or designee may determine that the hearings be combined if consistent with applicable law (including without limitation FERPA). A student may request in writing a separate hearing, which will be granted at the discretion of the Dean for Student Experience or designee.
- The accused student and the complainant each have the right to be assisted by an advisor of their choice. The advisor must be a member of the University community; provided, however, that legal counsel representing the accused student may serve as advisor if the alleged proscribed conduct has resulted in or may reasonably be expected to result in criminal charges against the accused student. Advisors cannot make presentations or arguments, question witnesses, or otherwise represent a student during a hearing; it is expected that students will speak for themselves. The advisor may observe the hearing process and give the student personal counsel. The Dean for Student Experience, hearing officer or the chair of the hearing board (as applicable) reserves the right to terminate the hearing or excuse an advisor if the advisor does not comply with the limitations. In cases where legal counsel serves as advisor on behalf of a student, legal counsel representing the University may be present to advise the hearing board/officer on issues of process.
- The hearing officer/chairperson or Dean for Student Experience may arrange for witnesses (the complainant or the accused student may request) to present pertinent information during the hearing. Witnesses will provide information to and answer questions from the hearing board/officer. Questions may be suggested by the accused student and/or the complainant to be answered by the witness(es). Questions will be directed to the chairperson or hearing officer rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be presented shall be resolved by the chairperson of the hearing board or the hearing officer (as applicable).
- Pertinent records, exhibits, and written statements (including student impact statements and witness statements) may be accepted as information for consideration at the discretion of the hearing officer/hearing chairperson.
- After the portion of the hearing concludes in which all pertinent information has been received, the hearing board/officer shall determine whether the accused student has committed a violation of the proscribed conduct made based on whether it is **more likely than not** that the accused student committed the charged proscribed conduct and, if so, shall determine appropriate sanctions.
- The hearing officer/chairperson may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the accused student, complainant and/or other witnesses during a hearing by means including, but not limited to, providing separate facilities, using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean for Student Experience to be appropriate.

Sanctions

The Student Conduct System is an educational process, designed to hold students accountable for their behavior, to protect Alfred University community and property, and to protect the rights of the members of the University community to function in an environment conducive to academic pursuits. Conduct proceedings and subsequent sanctions are meant to confront individuals with the inappropriateness of their actions in a constructive and educational manner that will foster an understanding of the impact their behavior has had on individuals and the community.

If a student has been found to have violated a proscribed conduct, a notice of sanction letter will be emailed to the student, and a copy retained in the Dean for Student Experience's office. Other than University expulsion, conduct sanctions shall not be made part of the student's permanent academic record but shall become part of the student's conduct record.

- A student's conduct history and the nature and severity of an incident are considered in determining appropriate sanctions.
- Failure to fulfill sanctions by the assigned due date shall result in a hold on the student's account and/or being charged with a violation of the proscribed conduct for failure to comply with the lawful directions of a University official. When a hold is placed on an account, the student may not obtain transcripts or grades, register for classes, engage in on-campus housing sign-ups, be eligible to move off campus or be allowed to transfer between colleges/schools. Failure to complete assigned sanctions may also result in additional sanctions being imposed, including suspension or expulsion from the University. It is the student's responsibility to ensure that documentation of completion of sanctions is received and approved by the Dean for Student Experience or designee.

Upon a finding of proscribed conduct, sanctions including but not limited to those listed below may be imposed by the appropriate student conduct body. Sanctions are associated with violations, and more than one of the sanctions listed below may be imposed for any single violation.

Alcohol Education Course – the student is required to complete and pass an online alcohol education course. There is a \$150 charge to cover the cost of the course materials and licensing fees. The student is responsible for ensuring that documentation for the completion of the sanctions is received and approved by the Dean for Student Experience or designee. Parent(s) and/or legal guardian(s) of students under the age of 21 may receive notification of sanctions incurred for substance abuse violations by their student resulting from a conduct hearing.

Choices for Alcohol - the student is required to complete an individualized alcohol education program. There is a \$150 charge to cover the cost of the course materials and licensing fees. The student is responsible for ensuring that documentation for the completion of the sanctions is received and approved by the Dean for Student Experience. Parent(s) and/or legal guardian(s) of students under the age of 21 may receive notification of sanctions incurred for substance abuse violations by their student resulting from a conduct hearing.

Drug Education Course - the student is required to complete and pass an online drug education course. There is a \$150 charge to cover the cost of the course materials and licensing fees. The student is responsible for ensuring that documentation for the completion of the sanctions is received and approved by the Dean for Student Experience. Parent(s) and/or legal guardian(s) of students under the age of 21 may receive notification of sanctions incurred for substance abuse violations by their student resulting from a conduct hearing.

Choices for Drugs - the student is required to complete an individualized drug education program. There is a \$150 charge to cover the cost of the course materials. The student is responsible for ensuring that documentation for the completion of the sanctions is received and approved by the Dean for Student Experience. Parent(s) and/or legal guardian(s) of students under the age of 21 may receive notification of sanctions incurred for substance abuse violations by their student resulting from a conduct hearing.

Service Hours – the student is required to fulfill the allotted amount of service hours with a specific organization, this can be done on or off-campus.

Conduct Probation – a status imposed for a specific period in which a student must demonstrate conduct that conforms to the University’s standards of conduct. It is a formal written notification to a student that the violation of the terms of the probation or further proscribed conduct during the period of probation may result in more severe sanctions, including without limitation the possibility of extended probation, suspension, or expulsion.

Expulsion – is a permanent separation from the University including loss of student status. Reinstatement or readmission is not possible.

Fire Safety Educational Course - the student must complete and pass a fire safety education course. There is a \$150 charge to cover the cost of the course materials. The student is responsible for ensuring that documentation for the completion of the sanctions is received and approved by the hearing officer.

Fire Safety Projects and Papers - as assigned by a conduct hearing officer.

Keep-Away – a restriction that bans the student from presence at or contact (physical and/or by other means) with a location or person(s).

Letter of Apology – the student is required to compose a letter to a designated person(s). Approval of the letter by the hearing officer, Dean for Student Experience or designee is required prior to distribution.

Loss of Hosting Privileges – a student is ineligible to have guests or visitors stay overnight in their residence hall rooms.

Loss of Privileges – denial of specified privileges for a designated period.

Reflection Papers or additional learning assignments – As assigned by a hearing officer and must be completed by the assigned due date back to the hearing officer.

Removal from Residence Hall - the student will be removed from their residence hall assignment and their Housing & Dining License will be terminated without refund.

Restitution - monetary reimbursement to the University or an organization for repair or replacement of property damaged, stolen, or misappropriated.

Room Reassignment – mandatory reassignment of residence hall room.

Special Project – a requirement that a student participate or assist in the planning and/or implementation of a program or project that is relevant to the violation.

Suspension - separation from the University community for a defined period. Additional stipulations or conditions for reinstatement may be assigned. Reinstatement is contingent upon a positive administrative review by the Dean for Student Experience.

Suspension from an individual course or section of a course - because of a student being found to have engaged in disruptive behavior in a course, the student may be administratively withdrawn from the course and receive a grade of W.

Written Warning – a written notification given to a student found to have engaged in a violation of the proscribed conduct that the behavior was unacceptable and an understanding that further violations of the proscribed conduct may result in more severe conduct action.

Minimum Sanctioning Guidelines

The circumstances of an incident may warrant sanctions different from the minimum noted. Standard minimum sanctions that address specific policy violations include, but are not limited to:

- a. Physical harm involving malicious intent may result in suspension from the University.
- b. Incidents involving the tampering with or misuse of fire alarms, fire safety equipment and/or smoke detectors or committing acts of arson may result in removal from Residence Hall housing and termination of the Housing & Dining Contract with no refund.
- c. Serious and/or repeated fire safety violations may result in suspension from the University.
- d. Consequence of being found in violation of a harm to persons and/or threatening behaviors towards any staff member will be severe.

Proscribed conduct consisting of violation of the student code of conduct and/or the Alcohol Substance Use & Abuse Policy:

- a. The first offense may result in referral to an alcohol or drug education class, and/or parental/legal guardian notification of dependent students.
- b. A second offense may result in referral to an alcohol or education class, a ten-hour service contract and/or parental/legal guardian notification of dependent students.
- c. Third alcohol/drug offense or a combination of the two may result in suspension.
- d. Distributing or selling alcohol to minors or distributing or selling drugs may result in suspension or expulsion.

Interim Measures

- The Dean for Student Experience, Vice President for Student Experience, President, or designee may impose interim measures, up to and including an interim suspension, pending completion of applicable conduct proceedings to protect the physical or emotional safety, security and/or welfare of any member of the University community, University property or University function. Without limiting the preceding sentence, interim suspension may be imposed when a student is arrested by an outside law enforcement agency on charges that indicate to the Dean for Student Experience, Vice President for Student Experience, President, or designee that the accused student's presence on campus might threaten safety, security and/or welfare of any member of the University community, University property or University function.
- The accused student or the respondent may request review of the need for and the terms of any interim measures or accommodations imposed or requested that affect the individual directly and may submit evidence in support of their request. A request to add to, modify or eliminate an interim measure or accommodation may be made to the Dean for Student Experience. Upon receipt of such a request, the Dean for Student Experience will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. A decision will be made and shared with the complainant as promptly as possible and, absent unusual circumstances, within 5 business days. The Dean for Student Experience may modify the interim measures or accommodations on a temporary basis and while the parties are submitting their information and responses.
- During an interim suspension, a student may be denied access to the residence halls, other University premises, and/or University activities (including classes) or privileges for which the student might otherwise be eligible, as the official imposing the suspension may determine to be appropriate.
- A student shall receive, either hand-delivered or by certified mail, written notice of the interim measure(s) as well as notice of the charges, including date and location of the reported incident(s) if known; the type of hearing that will take place; the date, time, and location of the hearing; and the hearing procedures that will be followed. The hearing will take place within 10 business days of the imposition of the interim measure(s) to review the conduct on which the interim measure(s) are based. In cases in which an interim suspension or other interim measure is contemplated or imposed, the accused student will be given the opportunity, prior to such measure being imposed or as soon thereafter as reasonably possible, to meet with the Dean for Student Experience to show cause why the measure should not be imposed or continued. The officer's decision as to whether to impose or continue the interim measure is final and not subject to appeal.
- The University may notify parent(s) or legal guardian(s) of dependent students about the imposition of interim measures and, when applicable, of an alternative housing arrangement.

- The Office of the Dean for Student Experience or designee notifies parents of dependent students to the extent that is allowed by the amendments to the Family Educational Rights and Privacy Act of 1974.

Stay-Away Requests (Keep Away)

Both the reporting individual and respondent are eligible for keep-away requests and no-contact orders.

The university can issue “Keep-Away Requests” and “Mutual Keep-Away Request” to address concerns regarding harassment, stalking, bullying and other unwanted attention. “Keep-Away Requests” can be issued even if the student is unsure about pursuing conduct action. In cases where a conduct complaint alleging sexual misconduct has been initiated, an on-campus stay-away will be issued, prohibiting contact between the parties. Violations of a “Stay-Away Request” will result in conduct action.

- No Keep Away Orders are issued when an investigation begins *and/or* when the Dean for Student Experience or designee believes there is a need for this interim measure.
- Students wishing to enact a Stay Away Request should contact the Dean for Student Experience or designee office.
- A “Stay-Away Request” expires at the end of the semester in which it was issued unless otherwise specified. All students involved can submit a request for renewal.

It is important to note that specific details of this accommodation will be based on the individual’s situation and safety concerns.

Appeals

An accused student or complainant/reporting individual may appeal the final decision of an administrative hearing officer or University Student Conduct Board. All appeals must be submitted to the Office of the Dean for Student Experience in writing within 5 business days of written notification of the hearing results. The imposition of sanctions will be placed on hold during the appeal proceedings. Please refer to the Appeal Form attached to all notice of sanction letters.

An appeal must be based on one or more of the following grounds:

- a. A procedural error occurred during the process that had a direct impact on the outcome.
- b. New evidence has come to light that has a direct impact on the outcome which could not have been discovered by a properly diligent person before or during the original proceeding.
- c. The sanction is too severe (appeal from respondent); or the sanction is too lenient (appeal from complainant/reporting individual).

An appeal must set forth concisely the grounds for appeal and contain any relevant supporting material. A written decision will be rendered by the appellate officer and emailed to the student. The appellate officer may:

- a. Uphold original decision and sanctions.
- b. Uphold original decision and alter sanctions.
- c. Refer the case for rehearing or review.

Once an appeal of a case concludes, no further appeals are allowed.

Availability of Records

Most incident reports, student files, and records pertaining to student conduct proceedings and outcomes constitute "education records" under FERPA and are subject to its release and confidentiality provisions.

If a student is held responsible for proscribed conduct consisting of a violation of alcohol and/or drug policies, the parent or legal guardian may receive a copy of the letter sent to the student documenting the outcome of a related student proceeding. Federal regulations permit this notification without the student's consent for those students who are under the age of 21 at the time of notification. This notification would be mailed to the address on record of the parent or guardian. In addition, the University reserves the right to release information regarding disciplinary proceedings in other circumstances when required or permitted

under applicable law, including but not limited to FERPA.

Conduct records are retained for **seven (7) years** after the student has separated from the University EXCEPT the conduct records of students expelled or who do not return from a suspension, which are retained indefinitely. All investigations that fall under Title IX or VAWA are retained indefinitely.

Additional Considerations, Interpretation and Revisions

The University expressly reserves the right to modify or revoke, without prior notice, part or all the provisions contained in this document. The University shall give notice of any modification or revocation of all or any portion of any existing rule or procedure governing student conduct by reflecting the modified content on its website.

The University, through the Dean for Student Experience, Vice President for Student Experience, and/or President, collectively or in their individual positions, is/are authorized to prepare such University policies with respect to student conduct as they shall, at their discretion, deem necessary.

Any question of interpretation or application of the University's Student Conduct System shall be referred to the Dean for Student Experience or designee for final determination. The student conduct policies and procedures shall be reviewed each year under the direction of the Dean for Student Experience.



DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT POLICY

Introduction

Alfred University's Discrimination, Harassment and Sexual Misconduct Policy has been adopted to ensure that all students, faculty, staff, and guests may work, study, and enjoy the society of the University community without being subjected to discrimination, harassment or any form of non-consensual sexual activity.

Alfred University's Board of Trustees has entrusted the President of the University with the responsibility to appoint the appropriate personnel to oversee the administration and enforcement of the provision of this policy. The President has appointed Chief Diversity Officer to be the Title IX Coordinator, and the person responsible for overseeing the administration of this policy.

Dr. Angie Taylor, Chief Diversity Officer, is the Title IX Coordinator. She maintains an office on the campus in Powell Campus Center, 1 Saxon Drive, Alfred, NY 14802 and may be contacted by phone at 607-871-2975 or by e-mail at taylora@alfred.edu.

The following listed below have been appointed as Title IX Deputy Coordinators and University Ombuds:

- **Title IX Coordinator for All Persons**
Chief Diversity Officer
[Dr. Angie Taylor](mailto:taylora@alfred.edu)
Powell Campus Center
Office: 607-871-2975
Cell: [703-859-1215](tel:703-859-1215)
- **Title IX Deputy Coordinator**
Chief Human Resources Officer (Primary)
[Deb Drain](mailto:drain@alfred.edu)
Greene Hall

- Office: 607-871-2909
- **Director of Public Safety**
Public Safety Department
[Scott Richardson](#)
Powell Campus Center
607-871-2108
- **Senior Human Resources Generalist & Payroll Supervisor**
Office of Human Resources & Title IX Coordinator (Primary)
[Kayleigh Jones](#)
Greene Hall
607-871-2276
- **Title IX Deputy Coordinator for Student-Athletes**
Head Athletic Trainer
[Ronald Demchak](#)
McLane Center
Office: 607-871-2916
- **Title IX Deputy Coordinator for Residence Life**
Director of Residential Communities
[Max Koskoff](#)
Bartlett Hall
Office: 607-871-2186
- **Title IX Deputy Coordinator for Staff**
Human Resources Senior Associate
[Tamara Green](#)
Greene Hall
Office: 607-871-2965
- **Title IX Deputy Coordinator for Student-Athletes**
Assistant Athletic Trainer
[Marley Signorelli](#)
McLane Center
Office: 607-871-2022
- **Area Coordinator, Residence Life**
[Jamie Seifert](#)
Moskowitz Hall
Office: 607-871-2264
- **University Ombuds, Professor Environmental Studies**
[Frederic Beaudry](#)
Science Center
Office: 607-871-2634

Policy Statement

Alfred University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures and rewards career and educational advancement based on ability and performance.

Alfred University is also a community that values freedom of expression, intellectual inquiry, and academic debate. This policy is not intended to prevent or penalize a statement, opinion, theory, or artistic expression offered within the bounds of legitimate, relevant, and responsible teaching or learning.

Policy Coverage

This policy sets forth behavioral expectations for all members of the Alfred University community: students, faculty, and staff. Alfred University will not tolerate harassment or discrimination in the workplace, classroom, University facilities, and in other Alfred University-related settings, such as study-abroad programs and Alfred University-sponsored social functions and events. Non-community members (guests, alumni, vendors, family members, etc.) visiting our campus are also expected to abide by the behavioral expectations set forth here. Even conduct that takes place off-campus and not in connection with Alfred University programs may violate this policy if the conduct creates a threatening or hostile work or learning environment on campus or within an Alfred University program, or if the incident causes concern for the safety or security of Alfred University's property. This policy applies regardless of an individual's race, color, national origin, religion,

creed, age, disability, sexual orientation, gender, gender identity, gender expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Definitions

Discrimination

Alfred University defines discrimination as an educational or employment-related decision that disadvantages a person and that occurs because of the affected individual's race, color, national origin, religion, creed, age, disability, sexual orientation, gender, gender identity, gender expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction or any other characteristic protected by applicable law. A person who believes that he/she has been discriminated against with respect to an academic or employment decision is generally entitled to bring a complaint pursuant to this policy in addition to any other Alfred University process or procedure that may be available (such as a grade appeal policy or appeal procedures for work performance or promotion). However, the role of this policy is not to modify or displace another's legitimate decision as to competency or performance; the only function of this policy is to ensure that the decision was not biased.

This policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Center for Academic Success and pursuant to that office's policies. Work-related disability accommodations are handled by the Human Resources Office and pursuant to that office's policies.

Harassment

Alfred University defines harassment as conduct that offends on the basis of race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, and gender identity, gender expression, military or veteran's status, status as a victim of domestic violence, marital status or any other characteristic protected by applicable law.

Harassment is any form of offensive conduct or communication and may be verbal, written, electronic, visual, or physical. Merely by way of illustration, harassing acts may include racial, ethnic or religious slurs; name-calling that demeans on the basis of gender, age, disability, sexual orientation or gender identity; unwanted touching of a person's legs or shoulders; physically harming or threatening another due to racial or religious animosity; vulgar pictures or ethnically offensive symbols or graffiti; or gestures that mimic or mock a person's gender, sexual orientation, disability, race or religion. Sexual harassment is one form of harassment. Sexual harassment may consist of sexually-charged comments or conduct, including sexually lewd conversation or pictures, repeated, unwelcome requests for dates or romantic interaction; conditioning a benefit (such as a grade or promotion) on sexual activity; or unwelcome physical affection (such as hugs or kisses).

The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this policy. The determination is based on a "reasonable person" standard and considers the totality of the circumstances. Alfred University considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness or severity of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community.

In all instances, a key factor is whether the complained-of behavior occurred because of one of the protected characteristics listed here. If it did not, the behavior is not regulated by this policy. Nevertheless, Alfred University reserves the right to discipline conduct that offends based on a protected characteristic even if the situation does not rise to the level of severity or pervasiveness to violate applicable law.

Affirmative Consent

Alfred University expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity or sexual contact. All references to consent in this policy will mean affirmative consent as defined in this section.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or action, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Past consent to sexual activity or consent to any sexual act does not necessarily constitute consent to the same or any other sexual activity in the future. Consent can be withdrawn at any time during sexual activity. When consent is withdrawn or can no longer be given, sexual activity must stop. Consent cannot be withdrawn after the fact.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in the sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of impairment, someone who is under the influence of alcohol, drugs or other intoxicants may be intoxicated and therefore unable to consent.

Consent is required regardless of whether the person initiating the sexual activity is under the influence of drugs or alcohol. Thus, a person who has been drinking or using drugs is still responsible for any violation of this policy that he/she commits. This means that, even if the accused was drunk or high and, as a result, he/she did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy.

Sexual activity as the result of coercion is non-consensual. Coercion is undue pressure, force or threat, threat of harm or intimidation to engage in sexual activity.

Responsible Employees

All fulltime staff and faculty of Alfred University are required to promptly report information about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking to the designated Title IX Coordinator or Title IX Deputy Coordinator listed on page 4 of this document.

Sex Offenses

Alfred University expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity.

Sexual Assault

Consistent with federal law, Alfred University defines sexual assault as including:

- a. Non-consensual Sexual Contact. Any intentional sexual contact, however slight, with an object or bodily part, by a person upon another person that is without consent. This includes any bodily contact with the breasts, groin, genitals, mouth or other bodily contact in a sexual manner. Examples of non-consensual sexual contact include but are not limited to touching the private body parts of another person for the purpose of sexual gratification forcibly or without affirmative consent or where the victim is incapable of consent due to incapacity or age.
- b. Non-Consensual Sexual Intercourse. Sexual assaults of this type can be sub-defined by the following:
 - o Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of consent due to mental or physical incapacity.
 - o Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation

Sexual exploitation occurs when, without affirmative consent, one takes sexual advantage of another. Examples of sexual exploitation include but are not limited to observing or recording others engaged in sexual or private activity (such as consensual sexual activity, undressing or showering) without the consent of all involved; or taking intimate pictures of another but then distributing the pictures to others without the photographed person's affirmative consent; prostitution, acts of incest, or exposing one's genitals in non-

consensual circumstances; or engaging in sexual activity with another while knowingly infected with a sexually transmitted infection (STI) without informing the other person of such infection.

Dating Violence

Dating violence refers to physical violence (hitting, punching, kicking, etc.), threats of violence or other abusive, intimidating behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress. Stalking behavior may include but is not limited to repeated, intentional following or observing another; or using “spyware” or other electronic means to gain impermissible access to a person’s private information.

Domestic Violence

Domestic violence refers to physical violence, threats of violence or other abusive, intimidating behavior between spouses or former spouses, cohabitating romantic partners or individuals who were formerly cohabitating romantic partners, individuals who share a child in common, or others in a family relationship.

Sexual Misconduct

The term sexual misconduct is a term used by this policy to more conveniently refer to any form of sex or gender-based discrimination; sexual or gender-based harassment; non-consensual sexual activity or sexual offense; dating violence, or domestic violence if between current or former spouses or romantic partners; or stalking, if the circumstances of the stalking suggest gender-based animosity, hostility or occurs in the context of a romantic or sexual pursuit. Sexual misconduct may occur between members of the same or opposite sex and in heterosexual and homosexual relationships.

Complainant

The term complainant refers to the person making the complaint or report. That person is usually the person who experienced the discrimination, harassment, sexual misconduct, or other violation of this policy.

Respondent

The term respondent refers to the person alleged to have committed the alleged discrimination, harassment, sexual misconduct or other violation of this policy.

Support for Affected Community Members

Any University community member who has been impacted by behavior that violates this policy has the right to make a report to the Title IX Coordinator/ Deputy Title IX Coordinator’s (listed below), the Office of Public Safety, local law enforcement, and/or the New York State Police, or choose not to report. If reported to Alfred University under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from Alfred University. A Student’s Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is set forth at the end of this policy. Our Center for Academic Success (607-871-2148) can assist persons with disabilities.

Confidential Resources

Campus Resources

A victim is encouraged to seek support for their emotional and physical needs. A person seeking confidential emotional or health care may contact the following resources.

Counseling Services 607-871-2400
Health Services 607-871-2400

Professionals in Counseling Services and healthcare professionals at the Wellness Center (Health & Counseling Services) are the only Alfred University employees who can offer legally protected confidentiality. These Confidential Resources can provide assistance and information regarding medical assistance and

treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, academic and other campus support options, campus disciplinary proceedings and law enforcement options. The health and counseling services noted above are available to students free of charge). Information shared with the Alfred University's Wellness Center staff will not be shared with the Title IX /Deputy Title IX Coordinators; therefore, a report to a confidential resource is not a report to the University and will not result in remedial action, an investigation, or conduct action. In addition, a confidential resource is not able to make any changes a complainant may desire to avoid the respondent, such as a change in housing assignment, class assignment, alternative means of transportation, or different work assignment. Similarly, information shared at public awareness and advocacy events (such as "Take Back the Night") does not create an obligation on the part of the University to investigate that information and/or take further action. Any person who desires Alfred University to investigate for potential conduct action or request any intermediate accommodations, the person must make a report to one of the Title IX Coordinator/Deputy Title IX Coordinator's listed below.

Off Campus Resources

In addition to the Wellness Center, there are off campus, community confidential resources that are available. Reports to these confidential resources will not constitute a report to the University and will not result in the University taking any action against the accused. These confidential resources, which may or may not charge services fees, include:

Community Action 24-Hour Hotline	1-888-945-3970
Rape Crisis of the Southern Tier	1-888-810-0093
NYS Police Sexual Assault Hotline	1-844-845-7269
NYS Domestic Violence Hotline	1-800-942-6906
NYS Office of Victim Services	1-800-247-8035

Non-Confidential Resources – Title IX Coordinator/Title IX Deputy Coordinator's

The following offices and individuals have been trained to receive and respond to allegations of violations of this policy.

- **Title IX Coordinator for All Persons**
Chief Diversity Officer
[Dr. Angie Taylor](#)
Powell Campus Center
Office: 607-871-2975
Cell: [703-859-1215](#)
- **Title IX Deputy Coordinator (Primary)**
Chief Human Resources Officer
[Deb Drain](#)
Greene Hall
Office: 607-871-2909
- **Director of Public Safety**
Public Safety Department
[Scott Richardson](#)
Powell Campus Center
607-871-2108
- **Senior Human Resources Generalist & Payroll Supervisor**
Office of Human Resources & Title IX Coordinator (Primary)
[Kayleigh Jones](#)
Greene Hall
607-871-2276
- **Title IX Deputy Coordinator for Student-Athletes**
Head Athletic Trainer
[Ronald Demchak](#)
McLane Center
Office: 607-871-2916
- **Title IX Deputy Coordinator for Residence Life**
Director of Residential Communities

[Max Koskoff](#)

Bartlett Hall
Office: 607-871-2186

- **Title IX Deputy Coordinator for Staff**
Human Resources Senior Associate

[Tamara Green](#)

Greene Hall
Office: 607-871-2965

- **Title IX Deputy Coordinator for Student-Athletes**
Assistant Athletic Trainer

[Marley Signorelli](#)

McLane Center
Office: 607-871-2022

- **Area Coordinator, Residence Life**

[Jamie Seifert](#)

Moskowitz Hall
Office: 607-871-2264

- **University Ombuds, Professor Environmental Studies**

[Frederic Beaudry](#)

Science Center
Office: 607-871-2634

If a report is made to anyone other than the Title IX Coordinator/Title IX Deputy Coordinator listed above, the complainant risks the possibility that the information will not come to the attention of the proper Alfred University officials and may, therefore, not be acted upon.

Upon receiving a report, the Title IX Coordinator/ Title IX Deputy Coordinator to whom the report was made will discuss with the complainant available avenues and options. Options may include reports to local law enforcement, initiating a disciplinary proceeding against the respondent and remedial actions to ameliorate or correct the effects of the discrimination, harassment, or sexual misconduct. Other options may include, but are not limited to, interim changes in housing assignment, class assignment, and alternative means of transportation to allow the complainant to avoid interacting with the respondent.

There is no time limit for making a report. However, the passage of time may make effective responsive action difficult. Further, if the respondent is no longer a member of the community, Alfred University's ability to respond may be limited. It is at the discretion of the assigned Title IX Deputy Coordinator to determine the action Alfred University will take concerning complaints which are filed after a substantial amount of time has passed. Individuals are encouraged to bring complaints forward in a timely manner.

Alfred University may impose interim suspension or interim restrictions in effort to protect the physical or emotional safety of any member of the community or ensure orderly operations. The imposition of interim restrictions, if any, will be determined by the Title IX Coordinator and the appropriate Title IX Deputy Coordinator.

Title IX Coordinator/ Title IX Deputy Coordinators and Responsible Employees are not a confidential resource. A Responsible Employees will share all information reported to him/her with the Title IX/Title IX Deputy Coordinator. However, this sharing of information does not necessarily lead to an investigation or disciplinary action. (See "choices of action to take" section for further explanation as to the response to a report.) A report to a Responsible Employees or a Title IX Coordinator/Title IX Deputy Coordinator may be made anonymously, but Alfred University's ability to respond to an anonymous complaint may be limited.

For more information about this policy and Alfred University's procedures to respond to acts of discrimination, harassment, or sexual misconduct, please contact a Title IX Coordinator/ Title IX Deputy Coordinator. You may do so even if you have not decided whether you wish to disclose information concerning a particular incident.

Law Enforcement

A victim of a crime is encouraged, but not required, to report the incident to local law enforcement and pursue criminal charges.

Alfred Village Police Department
Emergency, Call 911; Non-Emergency, 607-587-8877

Allegany County Sheriff's Department, New York Sheriffs' Victim Hotline (VINE)
For Offender information, call toll-free: 1-888-VINE-4-NY (1-888-846-3469)

Statewide Victim Assistance and Notification 24 hours a day;
New York State Police maintain a 24-hour
Hotline staffed by individuals trained to respond to sexual assault 1-844-845-7269

The criminal process and Alfred University's disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or University complaint or both. Any internal investigation and/or hearing process may be conducted concurrently with any criminal justice investigation and proceeding that may be pending. Temporary delays in Alfred University's internal processes may be requested by local law enforcement authorities for the purpose of gathering evidence. Any requested temporary delay must be submitted to the Title IX Coordinator/Deputy Title IX Coordinator and shall not last more than **ten (10) days**, except when local law enforcement authorities specifically request and justify a longer delay.

In criminal cases, the preservation of evidence is critical and must be done properly and promptly. If you are the victim of a crime, you are encouraged to **call 911** immediately. To preserve evidence, it is best that you do not change your clothes, shower, or brush your hair or teeth, as physical evidence may be lost. The Alfred Police Department, 7 West University Street, Alfred, NY 14802 607-587-8877 (or 911) can assist in filing a criminal complaint and securing an appropriate examination by a Sexual Assault Nurse Examiner.

Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by an Alfred University community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter Alfred University's property, and Alfred University will abide by a lawfully issued order of protection. University officials will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective, including providing that person with:

- o a copy of an order of protection or equivalent when received by the University and providing that person with an opportunity to meet or speak with a University representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- o an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- o Assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

If an act of alleged assault or violence is reported to a Title IX Coordinator/ Title IX Deputy Coordinator, the victim will be encouraged to report the incident to local law enforcement. Alfred University must also report statistics concerning the occurrence on campus of certain violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include any personally identifiable information concerning the victim or the accused.

Reporting individuals should understand that not all sexual misconduct under this policy is a crime and the measures that standard law enforcement employs in processing complaints are different than the University's standard under this policy. Questions about whether incidents violate criminal laws and how the criminal process works should be directed to law enforcement officials or the Allegany County District Attorney.

For educational purposes, the New York State provisions defining criminal sexual offenses are provided as an addendum to this policy.

Interim Measures and Accommodations

Alfred University's Title IX Coordinator/Title IX Deputy Coordinator will put in place reasonable interim measures and accommodations to protect safety, prevent retaliation, and ensure that the person reporting sexual assault, dating violence, domestic violence or stalking is not subjected to an ongoing hostile environment. Interim measures may include a no contact order or changes in academic, housing, employment, transportation, or other circumstances. Alfred University will review the facts and circumstances of each case, as well the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

The complainant or respondent may request review of the need for and the terms of any interim measures or accommodations imposed or requested that affect the individual directly and may submit evidence in support of their request. A request to add to, modify or eliminate an interim measure or accommodation may be made to the Title IX Coordinator/ Title Deputy IX Coordinator. Upon receipt of such a request, the Title IX Coordinator/ Title IX Deputy Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. The Title IX Coordinator will consult with the appropriate Deputy Coordinator about any such request for review. A decision will be made and shared with the complainant as promptly as possible and, absent unusual circumstances, within one calendar week. The Title IX Coordinator/ Title IX Deputy Coordinator may modify the interim measures or accommodations on a temporary basis and while the parties are submitting their information and responses.

When a respondent is accused of sexual misconduct and is determined to present a continuing threat to the health and safety of the campus community, they will be subject to interim suspension. Both the respondent and subject of any such misconduct will, upon written request, be afforded an opportunity for a review of the need for and the terms of an interim suspension, including potential modification, by submitting a written request to the Title IX Coordinator/ Title IX Deputy Coordinator, providing the basis for that request and any evidence in support. When the accused is not a student but is a member of the University community, they may be subject to interim suspension in accordance with Alfred University's employment policies and practices.

Choices of Action to Take

Filing a Report without Taking Action

A complainant may make a report to a Title IX Coordinator/ Title IX Deputy Coordinator and request that Alfred University take no investigatory or conduct action. Alfred University endeavors to comply with complainants' wishes with respect to whether responsive action is taken. However, that is not always possible.

If a complainant requests that no action be taken against the respondent, the Title IX Deputy Coordinator will notify the Title IX Coordinator. Alfred University's decision will depend on the seriousness of the offense. The scope related to seriousness is determined by the following:

- There was an identified person accused or multiple accusations of an identified person;
- If there is reason to believe that the respondent(s) has engaged in this or similar conduct previously;
- The incident represents an escalation of past misconduct by the respondent(s);
- The respondent(s) threatened further violence against the victim or others;
- The sexual misconduct was perpetrated with a weapon or force;
- The complainant is a minor;
- The circumstances suggest an ongoing or future risk to the campus community or the complainant;
- Alfred University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras, etc.);
- The overall safety of the campus community and other similar considerations.

A decision will be made and shared with the complainant. Alfred University retains the right to act upon any information that comes to its attention.

Similarly, a complainant may desire to have investigatory and/or conduct action taken but may wish to have

their identity as the complainant kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident, it may be possible for the complainant's identity to remain confidential and not shared with the respondent. However, in other cases, it may not be possible to proceed with investigatory or conduct action without revealing the identity of the complainant. If a complainant requests that their name be kept confidential, Alfred University's ability to respond to the complaint may be limited. The Title IX Deputy Coordinator will consult with the Title IX Coordinator and a decision will be made and shared with the complainant. Alfred University retains the right to act upon any information that comes to its attention.

Even when confidentiality is not available, Title IX Coordinator/Title IX Deputy Coordinator and other University officials acting under this policy will maintain privacy to the greatest extent possible. Information provided to a non-confidential employee will be relayed only as necessary for the Title IX Coordinator/Title IX Deputy Coordinator, and those acting under this policy, to carry out the purposes of this policy. Even if no investigation or other internal disciplinary action is pursued, a complainant may request other remedial or supportive relief, such as changes in housing assignment, class assignment, alternative means of transportation, and a different work assignment to allow the complainant to avoid interacting with the respondent. Alfred University will review the facts and circumstances of each case, as well the complainant's wishes, in deciding what steps are reasonable and appropriate.

Withdrawal of Complaint

Prior to the conclusion of the investigation the complainant may withdraw the complaint. Withdrawal of the complaint in most cases will end the process. Alfred University has the right to move forward and complete the investigation process and submit a Finding Report to the Title IX Coordinator.

Mediation/Informal Resolution

In some cases, mediation or an informal resolution may be appropriate.

- **Mediation** is only permitted for reports that do not involve any physical contact or violence; mediation may be appropriate in instances of more minor acts of insensitivity or misunderstandings. In the event mediation is used, the appropriate Title IX Deputy Coordinator will select a mediator. The mediation must be conducted by a third-party; mediation between just the complainant and respondent is not acceptable. A campus mediator will begin mediation efforts promptly and will report to the Title IX Coordinator and the appropriate Title IX Deputy Coordinator that the mediation occurred. At any time during the mediation process the complainant or the respondent has the right to terminate the process and proceed to an investigation.
- A person who desires an **Informal Resolution** should consult with the appropriate Title IX Deputy Coordinator. Informal resolution must be agreed upon by both parties, and the Title IX Coordinator must agree that it is appropriate. At any time during the informal resolution process the complainant or the respondent has the right to terminate the process and proceed to an investigation.

If the parties reach agreement and this agreement is deemed appropriate, the informal resolution is considered successful. Both parties will sign a statement agreeing that the informal resolution was successful, and the matter will be considered resolved. If the informal resolution is unsuccessful, the complainant can proceed with a formal complaint. A copy of the signed statement will constitute the record of the informal resolution. If a party with obligations pursuant to an informal resolution fails in their obligations, the other party may ask Alfred University to enforce the terms of the resolution or may proceed with a formal complaint process.

Serious sanctions, such as suspension, expulsion, or termination, are not possible as a result of the informal resolution process, but lesser sanctions may be agreed upon.

Filing a Formal Complaint for Potential Conduct Action

Any individual may initiate a complaint (students may work with Counseling Services to draft the complaint) by reporting to a Title IX Deputy Coordinator.

When a complaint is reported involving a student under this policy which does not involve physical contact,

the Title IX Deputy Coordinator, Dean for Student Experience, may choose to refer the complaint to the Administrative Hearing procedure set out in Alfred University's Student Life Policies and Procedures instead of the procedures below. The Title IX Deputy Coordinator, Dean for Student Experience may refer the complaint back to the procedures in this policy if facts uncovered during the administrative hearing or other reasons indicate the complaint would be more appropriately handled by the procedures in this policy.

Withdrawal or Resignation while charges are pending:

- **Student:** Alfred University has the right to complete the investigation, conduct and appeal process if deemed necessary by the Title IX Coordinator/Title IX Deputy Coordinator. A respondent student may decline to participate in the investigation or appeal process, but this will not deprive Alfred University to proceed with its usual investigatory and appeal procedures if deemed appropriate.
- **Employee:** Alfred University has the right to complete the investigation, disciplinary and appeal process if deemed necessary by the Title IX Coordinator/Title IX Deputy Coordinator. A respondent employee may decline to participate in the investigation or appeal process, but this will not deprive Alfred University to proceed with its usual investigatory and appeal procedures if deemed appropriate.

Investigation, Finding Report, Sanctioning and Appeal Hearing

Investigation of Complaint

Upon receipt of a complaint and a desire by the complainant to move forward, or a determination by Alfred University that it is necessary to move forward with an investigation despite the wishes of the complainant, the investigation process will begin. The appropriate Title IX Deputy Coordinator will contact the complainant(s) and the respondent(s) to meet and review the investigation procedures, offer support of a counselor and outline the basis for the complaint. In extenuating circumstances Alfred University may utilize an external team solely or in conjunction with an internal investigation team. In cases alleging sexual misconduct, the complainant and respondent will be permitted to have an advisor of choice attend this meeting. In sexual misconduct, stalking, dating violence and relationship violence cases, this advisor may be an attorney. An advisor's role is to consult with and support the party and may do so only in writing so as not to disrupt or distract from the meeting; the advisor is not permitted to participate or to speak or make a statement of any kind to the investigators. Any advisor who fails to comply will be required to leave the meeting, and the meeting will proceed in the advisor's absence. Alfred University's Center for Academic Success (607-871-2690) can assist persons with disabilities.

The investigation will be conducted by a team consisting of two members of the Grievance Resolution Committee (GRC) and a member of the Public Safety Office. The investigation process generally includes interviewing the persons involved, including witnesses, and gathering and considering relevant evidence. Alfred University has the right to consult with legal counsel during the investigation. In unusual cases, it may be apparent that an investigation should not proceed. This may be the case if the complaint is not of a nature covered by this policy; where another policy or procedure is more appropriate; or where there is indisputable proof that the allegations are not true. If an investigation is not to proceed, the complainant and respondent will be so informed.

The investigation team uses the preponderance of the evidence standard, (i.e., it is more likely than not that a fact is true and/or that a violation of this policy occurred). At the conclusion of the investigation, the investigation team will issue a written report of the evidence and their finding as to responsibility to the appropriate Title IX Deputy Coordinator. The complainant and the respondent will, upon request to the Title IX Deputy Coordinator be provided access to the written report, to the extent required or allowed by FERPA, including the finding, all statements including the complainant's and the respondent's, and supporting documentation, subject to redaction permitted and/or required by law. For the purpose of this policy, access means a reasonable opportunity to read but not copy the material.

Finding Report

The investigation team will issue a Finding Report to the appropriate Title IX Deputy Coordinator, which shall include a determination as to responsibility, factual findings supporting the determination, and the rationale for the decision. The Finding Report will be available for review by both parties simultaneously by the Title IX Deputy Coordinator.

If the investigation team does not find a violation of this policy, no sanction(s) will be imposed under this policy, although Alfred University retains the right to address inappropriate behavior through other applicable personnel and conduct policies and procedures. When a finding of responsibility for violation of this policy is made, both the complainant and respondent shall have the opportunity to make a written impact statement to the appropriate Title IX Deputy Coordinator, prior to the determination of an appropriate sanction.

Student Respondent: When the finding indicates a violation of this policy, as determined by a “preponderance of the evidence” standard, the Dean for Student Experience will assign sanctions to the respondent. In making a determination regarding sanctions, the Dean for Student Experience may consult with the Title IX Coordinator and other appropriate University officials.

Faculty and Employee Respondent: When the finding indicates a violation of this policy, as determined by a “preponderance of the evidence” standard, the appropriate Title IX Deputy Coordinator will assign sanctions to the respondent. In making a determination regarding sanctions, the appropriate Title IX Deputy Coordinator may consult with the Title IX Coordinator and other appropriate University officials.

Both the complainant and respondent shall have the right to exclude their own prior sexual history with persons other than the other party or their own mental health diagnosis and/or treatment from admittance in any disciplinary proceeding held under this policy. Past findings of domestic violence, dating violence, stalking or sexual assault may be considered for purposes of determining the appropriate sanction after a finding of responsibility.

Both complainant and respondent will receive simultaneous written notice of outcomes, to the extent permitted by law. The final outcome letter shall include factual findings supporting the determination, the decision and the sanction, if any, as well as the rationale for the decision and sanction.

Vendor, visitor or other non-student, non-employee Respondent: When the finding indicates a violation of this policy, as determined by a “preponderance of the evidence” standard, the Chief of Public Safety or other appropriate designed Alfred University administrator will communicate to the respondent the outcome and the sanction imposed, which may be, among other things, a full (persona non-grata) or partial ban from Alfred University’s property. A vendor, visitor or other non-student, non-employee respondent does not have a right to appeal.

Appeals

Both the complainant and the respondent, if a student, faculty member or employee, may file an appeal based on dissatisfaction with the finding of responsibility for a violation (or the lack of such a finding), or with the sanction imposed, or both. The grounds of appeal are limited to:

- i. A procedural error occurred during the process that had a direct impact on the outcome;
- ii. New evidence has come to light that has a direct impact on the outcome which could not have been discovered by a properly diligent person before or during the original proceeding;
- iii. The sanction is too severe (appeal from respondent); or the sanction is too lenient (appeal from complainant);
- iv. The decision is not supported by a preponderance of the evidence.

The ground(s) for appeal must be set forth and the reason(s) for the appeal must be provided in the appeal submission. Sanctions remain in place pending the outcome of the appeal, unless the Title IX Coordinator in conjunction with the Title IX Deputy Coordinator decides otherwise.

Student: the appeal and any accompanying documentation must be completed and submitted, electronically or in person, within seven (7) business days to the Office of Student Conduct.

Faculty or Employee: the appeal and any accompanying documentation must be completed and submitted, electronically or in person, within seven (7) business days to the Title IX Coordinator, to distribute it to the appointed appeal officer.

In the event an appeal is submitted by any party, the complainant, respondent and Chairperson will be notified in a timely manner of such appeal. Notification of the appeal hearing will be received within seven (7)

business days; the outcome of the appeal is final.

Appeal Hearing Procedures

An Appeal Hearing is held before a four (4) member Appellate Panel made up of administrators, faculty and/or staff members and a non-voting Chairperson, each selected from the Grievance Resolution Committee (GRC) (see below for a description of the committee). To be eligible to serve on the Appellate Panel, each member must have been appointed and participate in training by the Title IX Coordinator and/or the Title IX Deputy Coordinator. If any vacancy on the panel occurs during the academic year, or if the Chairperson determines that a legitimate conflict of interest exists between a member of the panel and a party to a complaint, the Chairperson may request that the Title IX Coordinator or the Title IX Deputy Coordinator find a replacement from those members of the Appellate Panel eligible to serve.

A person who served on the investigation team is ineligible to serve on the Appellate Panel in the case.

The Appellate Panel Chairperson is the only non-voting member of the Appellate Panel. The Chairperson presides over the hearing and is responsible for ensuring Alfred University policy; hearing procedures and complainant's/respondent's rights are followed:

- o The Chairperson will give formal notice to the complainant, respondent, investigation team and relevant witnesses of the time, place, and details of the hearing.
- o The Chairperson has authority to determine all questions of procedure, questions complied by the voting members of the panel and information presented.
- o The Chairperson is responsible for ensuring that the sexual history or character of a complainant or respondent and the conduct history of the respondent or complainant which is not relevant to the complaint is not admissible.
- o The Chairperson is in charge of presenting the information to be considered and reviewed by the panel.
- o The Chairperson may call witnesses, including members of the investigation team. A party may not call witnesses. However, a party may request that the Chairperson call witnesses by submitting a request to the Chairperson at least two (2) days prior to the hearing, with an explanation of the reason(s) the party believes the witness should be called and/or the relevant information the party believes the witness will provide. The Chairperson will decide in their discretion whether to call any witness.
- o The Chairperson will ensure that the complainant/respondent have the right to have an advisor present in any proceeding. An advisor's role is to consult with and support the party and may do so only in writing in effort to not disrupt or distract from the proceeding; the advisor is not permitted to participate in the hearing, to speak or make a statement of any kind during the proceeding. The Chairperson may exclude any advisor who fails to comply, and the Hearing will proceed in the advisor's absence. In sexual misconduct, stalking, dating violence and relationship violence cases, this advisor may be an attorney, at the party's own expense.
- o The hearing is held in private. The Chairperson may allow witnesses who have relevant information to provide to be present during portions of the hearing and may call on the investigation team. The Title IX Deputy Coordinator may be called by the Chairperson to submit a statement of recommendation as to sanctioning.

Finding & Sanction(s) Appeal:

- o Prior to the scheduled start of the hearing, the Appellate Panel will meet to review the submitted statements, reports, and supporting documentation and develop questions to ask the involved parties and witnesses.
- o The hearing is not recorded, and no party is permitted to make a recording of the hearing. During the hearing, the Chairperson will ask the questions developed by the panel.
- o The complainant and the respondent have the right to question the other party and any witnesses through questions posed to the Chairperson.
- o In their discretion, the Chairperson may decline to allow any question or evidence on the ground that it is irrelevant, unreliable, duplicative, or otherwise unnecessary or inappropriate.
- o The complainant or the respondent may request that accommodations be made to have separate rooms or a room partition or may request an alternative arrangement in effort to minimize potential trauma or stress, without depriving the other party of access to the evidence or testimony.

- o A hearing may proceed even though the complainant or respondent declines to participate. A complainant or respondent may choose to provide a written statement in lieu of attendance at the hearing and may choose to decline to participate at all.
- o The respondent/complainant will be given the opportunity to provide an opening and a closing statement.
- o The panel may of its own volition request that a witness appear if the panel believes the witness will provide useful information.
- o The Chairperson has the responsibility to ensure that a witness or a party is treated respectfully and sensitively.
- o If at any time during the hearing process a person's behavior, including the complainant or respondent, is deemed as disruptive by the Chairperson; the Chairperson has the right to excuse or remove said person from the proceedings and continue the hearing without their participation.
- o The Chairperson may accept and use written witness statements as part of the hearing. Both parties will have access to any written witness statements made part of the hearing, subject to redaction as permitted and/or required by law.
- o The respondent and the complainant will be informed in writing of the outcome of the hearing by the Chairperson.

Appeal Outcomes

The outcome of the appeal may be the following:

- i. Affirm the finding(s) of no responsibility and, therefore, no sanction.
- ii. Affirm the finding(s) of responsibility and the sanction(s).
- iii. Affirm the finding(s) of responsibility and increase or reduce, but not eliminate, the sanction(s).
- iv. Modify sanction(s): may increase or reduce but not eliminate the sanctions.
- v. Reverse the finding(s) of responsibility and eliminate the sanction(s).
- vi. Reverse finding of no responsibility and assign a sanction(s).

The outcome of the appeal hearing is final. The Chairperson will notify the parties simultaneously in writing of the outcome.

In the case of a **tenured or tenured-track faculty member**, if the proposed sanction under this policy is "termination of tenure" or "termination of employment," then the applicable procedures in the Provisions of Faculty Appointment (8.5 of Faculty Handbook) will be followed, except that the factual findings and sanctions assigned at the conclusion of the appeal process by the Appellate Panel formed by this policy shall be accepted by the President for recommendations to the Executive Committee of the Board of Trustees.

Sanctions

The sanction(s) for a violation of this policy will be based on a consideration of all the circumstances, including the severity of the conduct and the respondent's disciplinary history. The sanction(s) imposed may be any one or more of the following:

Day of service
 Conduct probation/1 semester
 Conduct probation/for the duration of active status
 Educational modules
 Expulsion
 Housing re-assignment
 Loss of privileges (housing)
 Mandated counseling assessment
 Mandatory counseling/twice a month for 1 semester
 Mandatory counseling/twice a month for 2 semesters
 Mandatory counseling/twice a month for 3 semesters
 Mandatory counseling/twice a month for 4 semesters
 No contact order (keep-away)/1 semester
 No contact order (keep-away)/for the duration of active status
 Residence hall probation/1 semester
 Residence hall probation/for the duration of active

Student:

status
 restrictions from designated areas of campus
 Suspension/1 semester
 Suspension/2 semesters
 Suspension/3 semesters
 Suspension/4 semesters
 University probation/1 semester
 University probation/2 semester
 University probation/3 semester
 University probation/4 semester
 University probation/for the duration of active status
 Written warning

Students who are no longer matriculating:

Persona non-grata (ban from campus) for up to 10 years

Employee & Non-tenured Faculty:

verbal warning-document filed
written warning-document filed
final warning-suspension with pay/1 month
Final warning-suspension with pay/2month
Final warning-suspension with pay/3 month
final warning-suspension without pay/1 month
Final warning-suspension without pay/2month
Final warning-suspension without pay/3 month
restrictions from designated areas of campus/6 months
Restrictions from designated areas of campus/12 months
Restrictions from designated areas of campus/24 month's
termination

Tenured/Tenure Track Faculty:

Verbal warning-document filed
written warning-document filed
restrictions from designated areas of campus/6 months
Restrictions from designated areas of campus/12 months
Restrictions from designated areas of campus/24 months
Tenure revocation
termination

Non-AU community members:

persona non grata (ban from campus)
termination of contract/lawsuit for damages

For those crimes of violence that Alfred University is required by federal law to include in its Annual Security Report, the transcripts of students found responsible, if any, shall include the following notation:

- Withdrew with conduct charges pending, or
- Suspended after a finding of responsibility for a code of conduct violation, or
- Expelled after a finding of responsibility for a code of conduct violation.

Transcript notations for suspensions may be removed, upon request, at the discretion of Alfred University one (1) year after the conclusion of the suspension. A request to have a suspension notation removed from one's transcript should be submitted to the Title IX Coordinator who will consult with the appropriate Title IX Deputy Coordinator and representatives from Alfred University's Registrar office to determine whether removal of the notation is appropriate under the circumstances. Transcript notations for expulsion shall not be removed.

Students' Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by Alfred University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Alfred University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Alfred University;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of Alfred University.

Procedural Rights for All Reporting Individuals

Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:

- A. Make a report to Alfred University's Office of Public Safety, local law enforcement and/or state police;

- B. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding:
 - i. options to proceed, including the right to make a report to Public Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Alfred University; to be protected by Alfred University from retaliation for reporting an incident; and to receive assistance and resources from the University, as set out in this policy,
 - ii. where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
 - iii. detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
 - iv. whether such University official is authorized to offer the reporting individual confidentiality or privacy; and
 - v. The reporting individual's other reporting options.
- C. Disclose confidentially the incident to Alfred University representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
- D. Disclose confidentially the incident and obtain services from the state or local government;
- E. Disclose the incident to Alfred University representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
- F. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate Alfred University representatives for information and assistance. Reports shall be investigated in accordance with Alfred University's policy and a reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy, subject to Alfred University's ability to meet its obligation to provide a safe, non-discriminatory environment for all members of the community;
- G. Disclose, if the accused is an employee of Alfred University, the incident to Alfred University's human resources representatives or the right to request that a confidential or private employee assist in reporting to the appropriate human resources representatives; and
- H. Receive assistance from appropriate Alfred University representatives in initiating legal proceedings in family court or civil court as provided in the University's policies.
- I. Withdraw a complaint or involvement from Alfred University's at any time.

Definitions of Terms and Processes

Policy Amendment

This policy may be amended from time to time as necessary to comply with changes in laws and/or in accordance with other applicable Alfred University policies.

Grievance Resolution Committee (GRC) – membership

The Grievance Resolution Committee will be appointed by the President and will be composed of faculty, staff and/or administrators either paid by or affiliated with the University. Each year the current Title IX Coordinators & Title IX Deputy Coordinator will solicit applications and nominations and will recommend members who will serve in the following year. Every effort will be made to maintain gender parity on the Committee. Appointment of new members for the next academic year will be made on an annual basis. The Title IX Coordinator and/or Title IX Deputy Coordinators shall arrange for all members to receive training prior to assuming their responsibilities.

Amnesty

The health and safety of every student at Alfred University is of utmost importance. Alfred University realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Alfred University strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to University officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Alfred University officials or law enforcement will not be subject to the University's conduct of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the

commission of the domestic violence, dating violence, stalking or sexual assault.

Coordination of Policies

The procedures in this policy will be followed for all complaints covered by this policy, notwithstanding the provisions of otherwise applicable personnel and student life policies. In the discretion of the appropriate Title IX Deputy Coordinator, any alleged act of misconduct may be investigated and decided in conjunction with an allegation of a violation of this policy (e.g., if a person is accused of sexual assault and also property damage in conjunction with the assault, the allegation of property damage may be adjudicated in accordance with this policy).

In the case of a **tenured or tenured-track faculty member**, if the proposed sanction under this policy is “termination of tenure” or “termination of employment”, then the applicable procedures in the Provisions of Faculty Appointment (8.5 of Faculty Handbook) will be followed, except that the factual findings and sanctions assigned at the conclusion of the appeal process by the Appellate Panel formed by this policy shall be accepted by the President for recommendations to the Executive Committee of the Board of Trustees.

Retaliation

Retaliation against any person or persons, who report a violation of this policy, who participates in ending a harassing situation, and/or who participates as a witness in an investigation or appeal hearing, is strictly prohibited. Alfred University views retaliatory harassment and other retaliatory actions to be a serious breach of policy and values. Any person who believes they have been subject to retaliation should immediately report the situation to the Title IX Coordinator or approach a Title IX Deputy Coordinator for further action. Title IX prohibits retaliation and Alfred University may take responsive action. An allegation that retaliation has occurred in violation of this policy will be investigated and adjudicated in accordance with the procedures set forth in this policy.

Consensual Relationships

Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, romantic relationships in situations where one individual has greater power or authority over another frequently result in claims of harassment when the relationship ends and often gives the perception of favoritism while the relationship continues. Such relationships are inappropriate. A “consensual” relationship between a professor and their student, a supervisor and a subordinate, or a coach and team player are examples of inappropriate relationships. If a consensual relationship occurs, any situation of authority must be discontinued, and appropriate action may be taken. It is the responsibility of the person in the relationship with the greater authority to disclose the relationship promptly to the Title IX Coordinator and the appropriate Title IX Deputy Coordinator. Certain Departments and Divisions of Alfred University may have policies or expectations that hold their members to more stringent standard than this policy and these higher standards will be the controlling document in such cases.

Time Frames

Alfred University endeavors to investigate and reach a determination about all complaints under this policy within 60 calendar days. The investigatory stage should be completed within 30 days, and the appeal process, if any, should be completed 30 days thereafter. This may not always be possible, especially if there are multiple complaints and/or incidents involved and/or due to delays necessitated by Alfred University breaks or other reasons of unavailability. All parties to the process will be notified in writing if, during the process, it becomes necessary to extend the time frame to allow for a fair and complete examination and resolution of the issues.

Training

The Title IX Coordinator is responsible for ensuring that the Title IX Deputy Coordinator, Public Safety, and the Grievance Resolution Committee Members receive appropriate annual training and all the procedures and policies are followed.

Delegation of Authority

Any references in this policy to a specific title should be read to include “their designee”. Any person to whom this policy empowers to act may delegate their authority to any other appropriate Alfred University official. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent an Alfred University official named in this policy from fulfilling their designated role.

Records

Records will be maintained confidentially and protected in accordance with legal requirements and Alfred University's Records Retention Policy.

Policy Compliance

Any person with a concern about Alfred University's handling of a particular matter should contact the Title IX Coordinator or a Title IX Deputy Coordinator.

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR is located at 400 Maryland Avenue, SW, Washington, DC 20202-1100, and can be contacted at (800) 421-3481.

Clery Act Compliance

Alfred University is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, Alfred University will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

ALFRED UNIVERSITY'S TITLE IX GRIEVANCE POLICY

Introduction

What is the purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, Alfred University will implement the following Title IX Grievance Policy, effective August 14, 2020.

How does the Title IX Grievance Policy impact other campus conduct policies?

In recent years, "Title IX" cases have become a short-hand for any campus conduct process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, Alfred University must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. **Only**

incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

Alfred University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, Alfred University has:

- A Student Conduct System that defines certain behavior as a violation of campus policy, including Alfred University's [Discrimination, Harassment and Sexual Misconduct Policy](#) and other behaviors prohibited under Alfred University's [Student Life Policies & Procedures](#).
- Handbooks for Administrative and Technical Specialists, Faculty and Support Staff that incorporate the University's [Discrimination, Harassment and Sexual Misconduct Policy](#).

To the extent that alleged misconduct falls outside this Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Student Conduct Process through a separate grievance proceeding. Or the appropriate disciplinary processes of the relevant Employee Handbook. Specifically, the University's Discrimination, Harassment and Sexual Misconduct Policy may be used to investigate and adjudicate allegations that fall outside this Policy.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the University for any Violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the University and may not be cited for or against any right or aspect of any other policy or process.

How does the Title IX Grievance Policy impact the handling of complaints?

Alfred University's Title IX Coordinator and Deputy Title IX Coordinators and reporting structure remains in place. What has changed is the way our Title IX Coordinator or Deputy Title IX Coordinators will handle different types of reports arising from sexual misconduct, as detailed in full throughout this Policy.

- **Title IX Coordinator for All Persons**
Chief Diversity Officer
[Dr. Angie Taylor](#)
Powell Campus Center
Office: 607-871-2975
Cell: [703-859-1215](#)
- **Title IX Deputy Coordinator**
Chief Human Resources Officer (Primary)
[Deb Drain](#)
Greene Hall
Office: 607-871-2909
- **Director of Public Safety**
Public Safety Department
[Scott Richardson](#)
Powell Campus Center
607-871-2108
- **Senior Human Resources Generalist & Payroll Supervisor**
Office of Human Resources & Title IX Coordinator (Primary)
[Kayleigh Jones](#)
Greene Hall
607-871-2276
- **Title IX Deputy Coordinator for Student-Athletes**
Head Athletic Trainer
[Ronald Demchak](#)
McLane Center

Office: 607-871-2916

- **Title IX Deputy Coordinator for Residence Life**
Director of Residential Communities
[Max Koskoff](#)
Bartlett Hall
Office: 607-871-2186
- **Title IX Deputy Coordinator for Staff**
Human Resources Senior Associate
[Tamara Green](#)
Greene Hall
Office: 607-871-2965
- **Title IX Deputy Coordinator for Student-Athletes**
Assistant Athletic Trainer
[Marley Signorelli](#)
McLane Center
Office: 607-871-2022
- **Area Coordinator, Residence Life**
[Jamie Seifert](#)
Moskowitz Hall
Office: 607-871-2264
- **University Ombuds, Professor Environmental Studies**
[Frederic Beaudry](#)
Science Center
Office: 607-871-2634

1. The Title IX Grievance Policy

General Rules of Application

Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020 and will only apply to complaints of sexual harassment with allegations related to incidents or events that occurred on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Alfred University's [Discrimination, Harassment and Sexual Misconduct Policy](#) if not completed by that date.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Student Conduct Process.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Definitions

Covered Sexual Harassment

For the purposes of this Title IX Grievance Policy, “covered sexual harassment” includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational aid, benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving affirmative consent. Sexual assault consists of the following specific acts:
 - a. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 - b. Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or mental capacity. Private body parts include genital area, anus, groin, buttocks and breast and includes touch over or under clothing;
 - c. Statutory Rape, Non-forcible sexual intercourse with a person who is under the age of 17.
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New York State’s domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of New York State.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under Alfred University’s Student Conduct System or the University’s expectations of employees as outlined in the various employee handbook(s).

Consent

For the purposes of this Title IX Grievance Policy, “consent” or “affirmative consent” means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any

party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to Alfred University officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors and medical providers are examples of Alfred University employees who may offer confidentiality.

Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent.

Preponderance of the Evidence is the standard of proof in sexual and interpersonal violence cases, which asks whether it is “more likely than not” that the violence occurred. If the evidence presented meets this standard, then the accused/respondent should be found responsible.

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this Policy, the Student Code of Conduct and other relevant student and employee policies, and other applicable laws, including informing appropriate University officials.

Retaliation is adverse action against another person for reporting a violation or for participating in any way in the investigation or conduct process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

Education Program or Activity

For the purposes of this Title IX Grievance Policy, Alfred University “education program or activity” includes:

- Any on-campus premises
- Any off-campus premises that Alfred University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Alfred University’s programs and activities over which Alfred University has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Alfred University’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality

Consistent with Alfred University’s Student Conduct Process, references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean Alfred University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator, who is responsible for tracking patterns and spotting systemic issues. Alfred University will limit the disclosure as much as practicable, even if the Title IX Coordinator or a Deputy Title IX Coordinator determines that the request for confidentiality cannot be honored.

Under this Policy, complainants, respondents and their advisors of choice are entitled to receive all evidence gathered in connection with allegations in a formal complaint, including witness statements and notes of interviews, investigation reports and final determinations and any sanctions imposed on a respondent found responsible for a violation of this Policy.

Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator and/or a Deputy Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator and/or a Deputy Title IX Coordinator will not affirmatively provide disability

accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to the Institution

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or a Deputy Title IX Coordinator, or by any other means that results in the Title IX Coordinator or a Deputy Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator or a Deputy Title IX Coordinator:

- **Title IX Coordinator for All Persons**
Chief Diversity Officer
[Dr. Angie Taylor](#)
Powell Campus Center
Office: 607-871-2975
Cell: [703-859-1215](#)
- **Title IX Deputy Coordinator**
Chief Human Resources Officer (Primary)
[Deb Drain](#)
Greene Hall
Office: 607-871-2909
- **Director of Public Safety**
Public Safety Department
[Scott Richardson](#)
Powell Campus Center
607-871-2108
- **Senior Human Resources Generalist & Payroll Supervisor**
Office of Human Resources & Title IX Coordinator (Primary)
[Kayleigh Jones](#)
Greene Hall
607-871-2276
- **Title IX Deputy Coordinator for Student-Athletes**
Head Athletic Trainer
[Ronald Demchak](#)
McLane Center
Office: 607-871-2916
- **Title IX Deputy Coordinator for Residence Life**
Director of Residential Communities
[Max Koskoff](#)
Bartlett Hall
Office: 607-871-2186
- **Title IX Deputy Coordinator for Staff**
Human Resources Senior Associate
[Tamara Green](#)
Greene Hall
Office: 607-871-2965
- **Title IX Deputy Coordinator for Student-Athletes**
Assistant Athletic Trainer
[Marley Signorelli](#)
McLane Center
Office: 607-871-2022
- **Area Coordinator, Residence Life**
[Jamie Seifert](#)
Moskowitz Hall
Office: 607-871-2264

- **University Ombuds, Professor Environmental Studies**
[Frederic Beaudry](#)
 Science Center
 Office: 607-871-2634

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

Confidential Reporting

The following Officials **cannot provide confidentiality** upon receiving a report of conduct prohibited under this policy; if a formal complaint is not filed, the following Officials will provide privacy to the extent possible as more fully provided in the section of this Policy entitled “Privacy vs. Confidentiality”, and if a formal complaint is filed, the following Officials must provide certain information to all parties and their advisors, as more fully described in this Policy:

- **Title IX Coordinator for All Persons**
 Chief Diversity Officer
[Dr. Angie Taylor](#)
 Powell Campus Center
 Office: 607-871-2975
 Cell: [703-859-1215](#)
- **Title IX Deputy Coordinator**
 Chief Human Resources Officer (Primary)
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 Bartlett Hall
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- **Title IX Deputy Coordinator for Staff**
 Human Resources Senior Associate
[Tamara Green](#)
 Greene Hall
 Office: 607-871-2965
- **Title IX Deputy Coordinator for Student-Athletes**
 Assistant Athletic Trainer
[Marley Signorelli](#)
 McLane Center
 Office: 607-871-2022

- **Area Coordinator, Residence Life**
[Jamie Seifert](#)
Moskowitz Hall
Office: 607-871-2264
- **University Ombuds, Professor Environmental Studies**
[Frederic Beaudry](#)
Science Center
Office: 607-871-2634

The following Officials **may provide confidentiality**:

- Wellness Center – Health Services
607-871-2400
- Wellness Center – Counseling Services
607-871-2400

Confidential Off-Campus Resources

- Allegany County Crisis Center’s 24-Hour Hotline
888-945-3970
- Rape Crisis of the Southern Tier
888-810-0093

Other Resources

- New York State Police Sexual Assault Hotline
844-84507269
- New York State Domestic Violence Hotline
800-942-6906
- New York State Office of Victim Services
800-247-8035
- Sexual Assault & Violence Response Resource ([SAVR](#))
 - (type in zip code {14802} for Alfred resources)

Non-Investigatory Measures Available Under the Title IX Grievance Policy

Supportive Measures

Supportive measures are measures offered by the University that are intended to restore or preserve, to the extent practicable, equal access to the University’s educational programs and activities and protect the safety of all parties without unreasonably burdening any other party.

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from Alfred University regardless of whether they desire to file a complaint.

Once a respondent is informed of a report or formal complaint, the respondent will be contacted by a Title IX Coordinator or Deputy Title IX Coordinator and offered supportive measures from Alfred University.

Supportive Measures may include, but not be limited to:

- assistance seek counseling

- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- change in on-campus housing accommodations
- campus escort services
- restrictions on contact between the parties (no contact orders)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

Supportive measures are non-conduct action and non-punitive.

The Title IX Coordinator or Deputy Title IX Coordinator who discusses the availability of supportive measures with a party will be responsible for coordinating the implementation of the supportive measures within the University.

Emergency Removal

Alfred University retains the authority to remove a respondent from Alfred University program or activity on an emergency basis, where Alfred University: (1) undertakes an individualized safety and risk analysis; and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If Alfred University determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The challenge will be governed using the Appeals process under the [Discrimination, Harassment and Sexual Misconduct Policy](#).

Administrative Leave

Alfred University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with guidelines outlined in the relevant employee handbook.

The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator or a Deputy Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of Alfred University, including as an employee. For complainants who do not meet this criterion, the University will utilize existing policy under the University's Discrimination, Harassment and Sexual Misconduct Policy and applicable provisions under the [Student Code of Conduct](#) or the relevant employee handbook. Specifically, the University may use its Discrimination, Harassment and Sexual Misconduct Policy.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. Alfred University will inform the complainant of this decision in writing, and the complainant need not participate in the process further.

Nothing in the Title IX Grievance Policy or Alfred University's Student Conduct Process prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction

The Title IX Coordinator or a Deputy Title IX Coordinator will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator or a Deputy Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred within Alfred University's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, Alfred University will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Two Policies:

If the alleged conduct, if true, includes conduct that would constitute behaviors covered by this Policy and behaviors covered by the University's Discrimination, Harassment and Sexual Misconduct Policy, this Policy will be applied in the investigation and adjudication of all of the allegations.

Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator or a Deputy Title IX Coordinator will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

Discretionary Dismissal

The Title IX Coordinator or a Deputy Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint, or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by Alfred University; or,
- If specific circumstances prevent Alfred University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, Alfred University will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email

accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, Alfred University retains discretion to utilize Student Conduct process to determine if a violation of the conduct system has occurred in cases where the respondent is a student. For dismissals for the purposes of Title IX where the respondent is an employee, the University retains the discretion to utilize the applicable employee handbook to determine whether a violation of a University policy occurred. If so, Alfred University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

Amnesty

The health and safety of every student at Alfred University is of utmost importance. Alfred University realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that sexual harassment or violence, including but not limited to domestic violence, dating violence, stalking or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Alfred University strongly encourages students to report sexual harassment, domestic violence, dating violence, stalking or sexual assault to University officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of sexual harassment, domestic violence, dating violence, stalking or sexual assault to Alfred University officials or law enforcement will not be subject to the University's conduct of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual harassment, domestic violence, dating violence, stalking or sexual assault.

Notice of Allegations

The Title IX Coordinator or a Deputy Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or a Deputy Title IX Coordinator may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations. Complainants may appeal Notices of Dismissal using the appeal process described in this Policy.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution's Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);

Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice

Alfred University will provide both parties equal access to advisors or support persons; any restrictions on advisor or a support person participation will be applied equally.

Alfred University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Alfred University.

Alfred University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for either party are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

Alfred University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and Alfred University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or a Deputy Title IX Coordinator. Alfred University will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Alfred University.

Notice of Meetings and Interviews

Alfred University will provide, to a party whose participation is invited or expected and such party's advisor, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Dean of Student Wellbeing, or a Deputy Title IX Coordinator) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator, Dean for Student Experience, or a Deputy Title IX Coordinator shall have sole judgment to grant further pauses in the Process.

Investigation

General Rules of Investigations

An investigator designated by the Title IX Coordinator or a Deputy Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

Alfred University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from Alfred University and does not indicate responsibility.

Alfred University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. Alfred University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties and their respective advisor will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. inculpatory or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigators to consider prior to when the parties' time to inspect and review evidence begins. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or a hard copy, depending on the type of evidence. Alfred University is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigators. The investigators will consider the parties' written responses before completing the Investigative Report.

Alfred University will provide the parties five (5) business days after the initial inspection and review of evidence, and before the investigators completes their Investigative Report, to provide additional evidence

in response to their inspection and review of the evidence, and then provide the parties five (5) business days to inspect, review, and respond to the party's additional evidence through a written response to the investigator. Those written responses will be disclosed to the parties. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint may be summarized in the appendices to the investigative report based on the judgment of the investigator.

Investigative Report

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence, will and provide that Report to the parties and their respective advisor at least ten (10) business days prior the hearing in an electronic format or a hard copy for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigators, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant or unrelated information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, 85 Fed. Reg. 30026, 30304 (May 19, 2020).

Hearing

General Rules of Hearings

Alfred University will not issue a conduct sanction arising from an allegation of covered sexual harassment without holding a live hearing and the decision-maker makes a determination of responsibility of the respondent for a violation of this Policy or any other violation under the Student Code of Conduct.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at Alfred University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Zoom or Skype. This technology will enable participants simultaneously to see and hear each other. At its discretion, Alfred University may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through audio recording. That recording will be made available to the parties for inspection and review by appointment with the Dean for Student Experience.

When obtaining access to any evidence, the University will rely on the good judgment of its students, employees, and their advisors to keep the testimony of others or evidence confidential except for purposes related to the grievance process under this Policy.

Continuances or Granting Extensions

Alfred University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of

the hearing until a later date or time) is needed to complete a hearing. If so, Alfred University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Newly discovered Evidence

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

For students, the Chair of the University Student Conduct Board will consider this request, for faculty/staff Kayleigh Jones, Director of Human Resources will consider this request. A determination will be made regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Chair of the University Student Conduct Board (for students) and Kayleigh Jones, Director of Human Resources (for employees) answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party. 85 Fed. Reg. 30026, 30361 (May 19, 2020).
 - For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. See, OCR Blog (May 22, 2020), available at <https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html>
- Alfred University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- If a party does not submit to cross-examination, the decision-makers cannot rely on any prior statements made by that party in reaching a determination regarding responsibility but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.
- The decision-makers cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).

The Decision-Makers

- The decision-maker for complaints where the respondent is a student will consist of a panel of three (3) members of the University Student Conduct Board

- For complaints where the respondent is employed by the University and not a student, the decision-maker will be the Chief Human Resources Officer.
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigators, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor's role is limited to consulting with their advisee and cross-examining the other party.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- An advisor's questioning of the other party and any witness must be conducted in a respectful and non-abusive manner. If the decision-maker determines that an advisor's behavior is not proper, the advisor may be required to leave the hearing and the hearing will either proceed with a University appointed advisor to conduct questioning on behalf of the party or will be adjourned temporarily until another advisor can be present.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, Alfred University will provide an advisor to appear on behalf of the non-appearing party solely for the purpose of conducting questioning on behalf of that party as provided in this Policy. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).

Witnesses

- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. 85 Fed. Reg. 30026, 30347 (May 19, 2020).

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The decision-maker will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- Members of the panel will ask questions of the Parties and Witnesses;

- Parties will be given the opportunity for live cross-examination after Members of the University Student Conduct Board conducts its initial round of questioning; During the Parties' cross-examination, Members of the University Student Conduct Board will have the authority to pause cross-examination at any time for the purposes of asking decision-maker's own follow up questions; and for determining the relevance of questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Chair of the University Student Conduct Board
- A Party's waiver of cross-examination does not eliminate the ability of the University Student Conduct Board panel to use statements made by the Party.

Live Cross-examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross-examination the advisor will ask the other party or parties and witnesses' relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Chair of University Student Conduct Board will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by University Student Conduct Board may be deemed irrelevant if they have been asked and answered.

Review of Audio Recording

The audio recording/ of the hearing will be available for review by the parties within ten (10) business days, unless there are any extenuating circumstances. Neither the audio recording of the hearing nor any copy of it will be given to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

Alfred University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determine whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the University Student Conduct Board.

The University Student Conduct Board shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and

exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that Alfred University allow parties to call "expert witnesses" Alfred University does not provide for expert witnesses in other proceedings. The expert witness will be allowed to testify if the expert advice they are providing is relevant to the allegations in the formal complaint. Any party intending to call an expert to testify at a hearing must give the University at least five days prior notice by informing the investigator.

While an expert witness providing relevant expert opinions will be allowed to testify and be cross examined as required by the Final Rule, the decision-makers will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Alfred University allow parties to call character witnesses to testify. Alfred University does not provide for in person character witnesses in other proceedings. While the character witnesses will be allowed to testify and be cross examined as required by the Final Rule, the decision-makers will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that Alfred University admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be cross examined as required by the Final Rule, the decision-makers will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the University Student Conduct Board may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary and to their respective advisors of choice. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of this Policy, the [Student Code of Conduct](#) or the relevant employee handbook, if any, the respondent has or has not violated.
5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;
 - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Sanctions and Remedies

The following are examples of the range of sanctions that may be imposed upon respondents:

- a. Written or verbal warnings
- b. Probation
- c. Suspension or administrative leave
- d. Expulsion or termination
- e. Mandated counseling
- f. A Keep Away restriction
- g. Loss of privileges or other similar restrictions

In addition, remedies can be granted to the complainant that are comparable to the supportive measures offered to the parties at the outset of the grievance process outlined in this Policy.

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by Alfred University within ten (10) business days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal to the Title IX Coordinator or the Dean of Student Wellbeing **within five (5) business days** of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- The sanction is too severe (appeal from the respondent) or the sanction is too lenient (appeal from the complainant).

The submission of appeal puts on hold any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Both parties will be given a reasonable, equal opportunity to submit a written statement in support of or challenging, the determination based on the limited grounds for appeal.

Written statements may be no longer than ten (10) pages (including attachments). Appeals should be submitted in electronic form using Times New Roman, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by an Appellate Panel as set forth under the University's [Discrimination, Harassment and Sexual Misconduct Policy](#), who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties and include rationale for the decision and no further appeals are allowed.

Employee Appeals Process

When an employee of the University is found to be responsible for violating the Title IX Grievance Policy by a hearing committee the employee may be sanctioned to one of the following sanctions by the Title IX Coordinator:

Staff and Non-Tenure Track Faculty:

- Verbal Warning, Document Filed
- Written Warning, Document Filed
- Suspension with or without pay 1-4 months
- Termination

Tenured and Tenure Track Faculty:

- Verbal Warning, Document Filed
- Written Warning, Document Filed
- Restriction from designated areas of the campus from 6-24 months
- Revocation of Tenure
- Termination

An employee, either faculty or staff, who disagrees with the sanction resulting from a finding of responsibility for violating the Alfred University Title IX Grievance Policy may file a written appeal, within ten (10) calendar days outlining the reason that the sanction was incorrect. Grounds for appeal are limited to new evidence that was not known at the time of the hearing and which could have changed the finding, the sanction was too lenient for the finding, or the sanction was too severe for the finding.

This appeal process is available to either the Respondent or the Complainant. Once a written appeal has been made the Vice President of Business and Finance or, in the case of an employee of the Business and Finance Division, the University President will meet with the appellant and hear any evidence that they wish to produce. The Vice President for Business and Finance or the President will make a decision, which will be final, within 5 working days of the meeting.

In the case of a tenured faculty member whose sanction includes either revocation of tenure or termination the University President, in consultation with the Human Resources Committee of the Board of Trustees, will make the decision.

Retaliation

Alfred University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or

judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation related to allegations made under this Policy or proceedings under this Policy may be filed under and pursuant to the provisions of this Policy.

Rights of Parties under Section 129-b of the New York State Education Law Incorporated into this Policy. Any University community member who has been impacted by behavior that violates this policy has the right to make a report to the Office of Public Safety or one of the Title IX Coordinator's listed below, local law enforcement, and/or the New York State Police, or choose not to report. If reported to Alfred University under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from Alfred University. A Student's Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is set forth below. Our Center for Academic Success (607-871-2690) can assist persons with disabilities.

Campus Resources

Campus Resources

A victim is encouraged to seek support for their emotional and physical needs. A person seeking confidential emotional or health care may contact the following resources.

Wellness Center – Counseling Services	607.871.2400
Wellness Center – Health Services	607.871.2400

Professionals in Counseling Services and healthcare professionals at the Wellness Center (Health & Counseling Services) are the only Alfred University employees who can offer legally protected confidentiality. These Confidential Resources can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, academic and other campus support options, campus disciplinary proceedings and law enforcement options.

The health and counseling services noted above are available to students free of charge. Information shared with the Alfred University's Wellness Center staff will not be shared with the Title IX/Deputy Title IX Coordinator; therefore, a report to a confidential resource is not a report to the University and will not result in remedial action, an investigation, or disciplinary action. In addition, a confidential resources is not able to make any changes, a complainant may desire to avoid the respondent, such as a change in housing assignment; class assignment, alternative means of transportation, or different work assignment.

Similarly, information shared at public awareness and advocacy events (such as "Take Back the Night") does not create an obligation on the part of the University to investigate that information and/or take further action. Any person who desires Alfred University to investigate for potential disciplinary action or request any

intermediate accommodations, the person must make a report to one of the Responsible Administrators listed below.

Off Campus Resources

In addition to the Wellness Center, there are off campus, community confidential resources that are available. Reports to these confidential resources will not constitute a report to the University and will not result in the University taking any action against the accused. These confidential resources, which may or may not charge services fees, include:

- Community Action 24-Hour Hotline 1-888-945-3970
- Rape Crisis of the Southern Tier 1-888-810-0093
- NYS Police Sexual Assault Hotline 1-844-845-7269
- NYS Domestic Violence Hotline 1-800-942-6906
- NYS Office of Victim Services 1-800-247-8035

Non-Confidential Resources – Title IX Coordinator/Title IX Deputy Coordinator’s

The following offices and individuals have been trained to receive and respond to allegations of violations of this policy.

- **Title IX Coordinator for All Persons**
Chief Diversity Officer
[Dr. Angie Taylor](#)
Powell Campus Center
Office: 607-871-2975
Cell: [703-859-1215](#)
- **Title IX Deputy Coordinator**
Chief Human Resources Officer (Primary)
[Deb Drain](#)
Greene Hall
Office: 607-871-2909
- **Director of Public Safety**
Public Safety Department
[Scott Richardson](#)
Powell Campus Center
607-871-2108
- **Senior Human Resources Generalist & Payroll Supervisor**
Office of Human Resources & Title IX Coordinator (Primary)
[Kayleigh Jones](#)
Greene Hall
607-871-2276
- **Title IX Deputy Coordinator for Student-Athletes**
Head Athletic Trainer
[Ronald Demchak](#)
McLane Center
Office: 607-871-2916
- **Title IX Deputy Coordinator for Residence Life**
Director of Residential Communities
[Max Koskoff](#)
Bartlett Hall
Office: 607-871-2186
- **Title IX Deputy Coordinator for Staff**
Human Resources Senior Associate
[Tamara Green](#)
Greene Hall
Office: 607-871-2965
- **Title IX Deputy Coordinator for Student-Athletes**
Assistant Athletic Trainer
[Marley Signorelli](#)
McLane Center

Office: 607-871-2022

- **Area Coordinator, Residence Life**
[Jamie Seifert](#)
Moskowitz Hall
Office: 607-871-2264
- **University Ombuds, Professor Environmental Studies**
[Frederic Beaudry](#)
Science Center
Office: 607-871-2634

If a report is made to anyone other than the Title IX Coordinator/ Title IX Deputy Coordinator listed above, the complainant risks the possibility that the information will not come to the attention of the proper Alfred University officials and may, therefore, not be acted upon.

Students' Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Alfred University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Alfred University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Alfred University;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Alfred University.

Procedural Rights for All Reporting Individuals

Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:

- A. Make a report to Alfred University's Office of Public Safety, local law enforcement and/or state police;
- B. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding:
 - i. options to proceed, including the right to make a report to Public Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Alfred University; to be protected by Alfred University from retaliation for reporting an incident; and to receive assistance and resources from the University, as set out in this policy,
 - ii. Where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
 - iii. Detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;

- iv. Whether such University official is authorized to offer the reporting individual confidentiality or privacy; and
 - v. the reporting individual's other reporting options.
- C. Disclose confidentially the incident to Alfred University representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
- D. Disclose confidentially the incident and obtain services from the state or local government;
- E. Disclose the incident to Alfred University representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
- F. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate Alfred University representatives for information and assistance. Reports shall be investigated in accordance with Alfred University's policy and a reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy, subject to Alfred University's ability to meet its obligation to provide a safe, nondiscriminatory environment for all members of the community;
- G. Disclose, if the accused is an employee of Alfred University, the incident to Alfred University's human resources representatives or the right to request that a confidential or private employee assist in reporting to the appropriate human resources representatives; and
- H. Receive assistance from appropriate Alfred University representatives in initiating legal proceedings in family court or civil court as provided in the University's policies.
- I. Withdraw a complaint at any time.

RESIDENTIAL COMMUNITIES POLICIES



All Residential Community information, forms and contact information can be located at the following link.

<https://www.alfred.edu/student-life/living/residence-life.cfm>

Residency Requirement

Alfred University is a residential University. We believe that residence hall living is a key component of a student-centered educational experience in which academic learning is integrated with student development.

Each student is personally accountable for maintaining a safe, secure, and clean environment in their residence that promotes a healthy standard of community living.

For these reasons, provisions are made to house students on campus throughout their undergraduate years. Students are required to live on campus for six semesters and have a cumulative gpa of a 3.0 or higher to be considered for an exemption. Students may be eligible for an off-campus release if they meet one or more of the following criteria:

- Married, in a legal domestic partnership, or a single parent
- 23 years of age or older
- Commuting from their permanent home and primary residence of parent or legal guardian. This address may not be further than a 30-mile drive from campus
- Participating in a co-op or study abroad program
- Transferred to Alfred and lived on campus for six semesters at another institution
- In need of a medical exemption-This process is now overseen by the Center for Academic Success. Please see the policy regarding Housing Accommodations.

If a student meets one of the criteria and wishes to be considered for an exemption, or if a student has completed the three-year residency requirement with a 3.0 cumulative gpa or higher and would like to live off campus, please complete the required waiver Found in the AU Housing Self-Service Portal

Residents' Rights & Responsibilities

At Alfred University, the residential facilities are provided to ensure that students may have the benefit of living within the academic community. The opportunity for every student to achieve educational, social, cultural, and intellectual growth must not be impeded by the actions of any other member of the residential community. Those who live within university housing have certain rights and responsibilities that govern conduct in their assigned room, floor and in the residence halls in general. Each resident must know and understand these rights and responsibilities. Everyone is expected to conduct themselves in a manner that does not violate the rights of any member of the University community.

In addition, certain rights and responsibilities are unique in the residential community:

1. All residents have the responsibility to read and understand the Housing & Dining License, Student Code of Conduct, and General University Policies.
2. All residents have the right to live in an area that is clean, properly maintained, and free from damage.
3. Each resident shares equally the responsibility for maintaining the condition of these areas, including taking personal trash to appropriate locations or recycling stations.
4. All residents have the opportunity to enjoy increased independent living opportunities as they progress through the residential environment. Those living in Special Interest Housing, Ford Street Apartments and Pine Hill suites are expected to maintain and regularly clean their personal bathrooms, kitchens, and living rooms/common areas.
5. All residents have the right to maintain their living arrangements without interruption by excessive noise from other areas of the community.
6. All residents have the responsibility to adhere to the laws of New York State and Federal laws concerning alcoholic beverages and other drugs, in addition to the University's Substance Use & Abuse Policy.
7. Roommates, suitemates, apartment-mates, housemates, have equal voice in determining the private activities of the space, and one's individual's rights must not infringe upon the others. This includes anyone who lives in the space including roommate.
8. All residents may have guests and visitors in accordance with the Guest Policy if no rights of another resident are infringed upon. All guests, including minor-age guests, must be registered with the residence hall staff. Each resident is responsible for the actions of their guest or visitor.
9. All University students and their guests are obligated to follow the rules and regulations of the University and the residence halls.
10. Students should report any violation of University policy to a staff member

Guest Policy

Anyone not assigned to a particular room is considered a guest. All guests entering the residence hall after are required to register with a Residence Life staff member. Guests can be registered by having their hosts bring them to the RA office to obtain a guest pass between the hours of 9:00 p.m.-12:00 a.m. Sunday through Thursday and 9:00 p.m.-2:00 a.m. Friday and Saturday. Failure to register a guest could result in conduct action taken against the host.

Overnight guests may stay no more than five nights per month; and no more than two nights consecutively unless permission is given by the Office of Residence Life and with explicit permission given by the host's

roommate. Guests under the age of 18 must have the permission of their parent or legal guardian utilizing the Guest Registration Form for Minors, submitted for review one week in advance, in addition to being approved by the Director of Residential Communities.

University staff members have the authority to deny any guest, revoke guest privileges, and deny any residential student the privilege of hosting guests.

Residence Hall General Information, Policies and Procedures

Access to residence halls and residence rooms by University Personnel - Residence Life, Public Safety, and Physical Plant staff make every reasonable effort to respect your privacy. There are times, however, when authorized personnel may enter your room, suite, or apartment. This occurs under the following circumstances:

- when either you or your roommate provide permission or submit a work order
- when there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of residents or property
- when it is necessary to preserve campus order, security, or safety of the AU community
- during fire drills and alarms
- for purposes of routine maintenance repairs or inspections
- to shut off unattended loud stereos, radios, persistently ringing alarm clocks or telephones, or other noise-producing devices, after attempting to contact you or your roommate
- to conduct semester health and safety inspections after receiving at least 24-hour notice
- by search warrant issued by an agency of the law
- at hall closings i.e., Thanksgiving, Winter, and Spring Breaks

Please be advised that Residential Communities staff members will lock any unsecured doors found during the room/suite/apartment entry process. Residents are expected to always lock their doors.

The Office of Residential Communities may conduct periodic unannounced safety inspections of your room/suite or apartment to ensure that fire-safety equipment is operational and that smoke detectors have not been covered or disengaged. If you have reason to believe that your room has been entered, inspected, or searched under conditions not consistent with the above statements, contact your Residence life staff.

Appliances

No electrical appliances drawing more than 800 watts or incorporating unshielded heating elements (including but not limited to hotplates, heating coils, toaster ovens, "George Foreman" type grills, toasters, electric teapots, electric heaters, and air conditioners) may be used in student rooms. Cooking appliances are not permitted in residence hall rooms except for a microwave or coffee maker with an automatic shut-off.

Activating a Fire Alarm (Malicious)

Intentionally activating a fire alarm when there is no safety emergency necessitating the alarm is a criminal offense and any student found to have done so is subject to criminal charges along with a violation Alfred University's conduct system.

Activating a Fire Alarm (Unintentional)

Some violations of policy result in the unintentional activation of the fire alarm, bringing the Alfred Fire Department. In these cases, the violation places our own community in danger as well as those community members around us who may be in serious need of emergency assistance. Therefore, in cases where a policy violation leads to the activation of a fire alarm, further sanctions will be assessed. For example, students who set off a fire alarm by smoking in their rooms will be subject not only to the smoking policy sanctions, but also to additional sanctions listed in this document.

Blocking of a Fire Exit and Propping Fire Doors

In the case of a fire in a campus building, timely evacuation of the building is imperative. Therefore, all members of the community must take care not to block the fire exits that make evacuation possible (i.e.,

hallways, entrances, and any area that leads to an outside door) or prop the fire doors that help contain a fire.

Careless Cooking

All the common area kitchens in residence halls are equipped with smoke detectors. The sensitivity of the detectors is set as low as allowed by law. However, burnt toast, unmonitored pans of oil or butter, pizza boxes in ovens, cooking in dirty ovens, or other burning food will set off the fire alarm and dispatch the Alfred Fire Department to campus. It is the responsibility of the person(s) using the kitchen to ensure that the food does not burn or set off an alarm. In communal living environments, if no one takes responsibility for the alarm, each member of the house/apartment could be held responsible through the student conduct process if damage occurs. The same rules apply to students using microwaves in their residence hall rooms.

Confiscation

When items are found in student living areas that are not the students' personal possessions, or are not permitted to be in the location in which they are found, the Residence Life staff will act in accordance with the following procedures:

- **Removal of University Property** - Furniture that is identified as University property may be removed from student rooms by residence life staff. The student(s) do not need to be present when University property is removed, although the University will notify the student(s). Information regarding the property will be left for the student at the time it is confiscated and returned to its proper location
- **Removal of Prohibited Items** - Items that are identified as prohibited may be removed from student rooms by professional residence life staff and/or public safety staff. Prohibited items may include but are not limited to candles, incense and/or incense holders, drugs, illegal drug paraphernalia, [e.g., bong, hookah, etc.] weapons, alcohol containers (empty or not), kegs, taps, extension cords, unshielded heating elements (toasters, toaster ovens), etc. Firearms/other weapons and drugs may not be confiscated by residence hall staff; police assistance will be requested. Residents need not be present when the item is removed. Information regarding the property will be left with/for the student at the time it is taken.

Checking out

There are three ways that students may depart from their residence hall room.

Taking a leave/withdrawing mid semester - When a student indicates that they will be leaving mid-semester, they are expected to check out with a staff member. Staff can be contacted via email to arrange a time to complete the checkout process. Students are expected to depart within 24-48 hours after taking their leave unless alternate arrangements are made with the Office of Residential Communities.

At the conclusion of the Spring Semester - Students are expected to check out with a Residence Life staff member. Staff will be available for check-out by signing up for a check-out time posted within the building beginning the Monday before finals. Students must be checked out either 24 hours after their last final or by 10:00 a.m. on the day the halls close, whichever comes first.

*Please note failure to check out of any kind without communication with the Office of Residential Communities will result in a \$50 fee.

Regardless of how you check out, you will be expected to:

- ❑ **Return Your Keys**: Missing keys will result in you and/or your roommate being charged for a lock change and replacement keys (\$80 charge for hall rooms; \$100 for suites/ apartments). If you are not returning to the University in the fall, you MUST return your mailbox key to the Powell Mailroom. Residence Life staff are NOT responsible for returning your mail key. A \$10 fee may be applied if not properly returned.
- ❑ **Clean Your Room/Suite/Apartment**: This means defrosting refrigerators, cleaning stoves and ovens (if you live in the suites or apartments), sweeping and vacuuming the floors, and removing ALL garbage and recyclables and disposing of it in the appropriate receptacles. If your room, suite, or apartment is not cleaned at the time of check-out, you will be billed for the cleaning (\$30/person).

All personal belongings need to be removed from the room. Any personal property left behind will be disposed of.

- Surge Protectors and Recycling Bins - REMAIN IN ROOM - PLEASE PUT IN CLOSET. Should these items be missing upon your departure, replacement costs are as follows: Surge Protector - \$50; Recycling Bin - \$35.
- Have Your Room Inspected for Damage: This means that beds are separated into two single beds, dressers, and desks are placed in proper rooms (i.e., Removed from closets), screens are back on windows, and any personally owned furniture which is not removed from your living area will result in your being charged \$50 for removal. Failure to do any of the above will result in a labor charge of \$30/hour.

Damage Billing & Cost of Items

In any community living environment, materials in a building break or must be replaced periodically due to normal wear and tear. However, additional damages may be caused by accident, misuse or even with malicious intent of facilities. If an individual causes accidental damage, he/she should report it to Physical Plant within 24 hours after the damage occurred. In such cases, the individual is held accountable for the cost of the needed repair(s). Multiple or repeated incidents of damage may result in student conduct actions.

Students are responsible for any damage or vandalism which occurs in their community and results in extraordinary cleaning and repair to the residential facilities. The charges will be apportioned among all members of the community as deemed appropriate. Below please find some of the charges and the associated costs. These charges are approximate and not an inclusive list.

Item	Charge
Broken Bed / Replacement Bed	\$400 to replace / \$252 for repairs
Broken Blinds	\$ 100.00
Broken Closet Door	\$ 100.00
Broken Dresser	\$450 to replace/\$100 for repairs
Broken Light	\$ 65.00
Broken Mirror	\$ 90.00
Broken Room Door	\$ 225.00
Broken Window / Replacement Window	\$65 - \$365
Ceiling light	\$ 140.00
Clean up after discharged fire extinguishers	\$ 100.00
Closet door repair	\$ 70.00
Damaged Smoke Alarm	\$ 200.00
Desk chair	\$ 175.00
Desk Repair	\$365 to replace/\$105 for repairs
Dining Room Table	\$ 310.00
Replace Door	\$ 300.00
Graffiti	\$ 35.00
Holes in Walls	\$105-210 (Size dependent)
Mattress replacement	\$ 250.00
Missing Towel Rack	\$ 35.00
Replace exit sign	\$50.00 -\$200.00
Replace fire extinguishers	\$ 120.00

Replace missing table lamps	\$ 40.00
Replace soap dispenser	\$ 50.00
Replace window screen	\$15- \$160
Smoke detector	\$40.00 - \$225.00
WIFI Access point	\$ 425.00
General room cleaning fee	\$50 + \$100 for every bag of trashed removed (no less than \$150.00)
Pet cleaning fee (for rooms where a pet/Service Animal/Emotional Support Animal/any animal has lived and not been properly cleaned after)	\$100-\$300

Equipment Sign-Out

Available equipment varies from hall to hall. Equipment may include vacuum cleaners, games, athletic equipment, etc. To sign out equipment, a student must give their ID card to a Residential Communities staff member. The card is returned to the student when the equipment is returned.

Fire Alarm & Fire Drill Procedures

At least three fire drills a year are conducted in each residence hall by the staff to make sure that the equipment is in working order and that students are familiar with evacuation procedures. When an alarm sounds, **YOU MUST LEAVE THE BUILDING IMMEDIATELY**. The New York State Fire Code requires that a building must be completely evacuated during a fire alarm because you cannot be sure there is not a fire in progress. You will be permitted to return to your room after the fire department has checked the entire building, reset the alarm system and given permission to re-enter.

Health and Safety Inspections

Inspections of residence hall facilities are conducted on a regular basis by Residence Hall Staff to ensure compliance with all University policies and procedures and local health codes. Authorized representatives of the University will enter residence hall rooms at any time to inspect facilities or to plan or carry out repairs and maintenance. Scheduled, regular inspections throughout each semester will be announced. As indicated in the Housing & Dining Contract Terms and Conditions, the University may authorize entrance to a room without prior announcement if convinced that a clear and present danger or violation of university regulations exists.

Keys and FOBs

Each student assigned to live in on-campus housing (residence halls, suites, apartments, and houses) will receive a room key. Students living in a suite or traditional corridor style hall will also receive a FOB to gain entrance into their residence hall. This key and FOB are the property of the University and may not be duplicated, exchanged with, or given to another person. Students are expected to always keep their keys with them and expected to always lock their room doors when they are not present. The room key will open the student room and, in the case of buildings without electronic access, main outside door of the residence hall, suite or apartment. In buildings with electronic access, the FOB will open the main residence hall door and student key will only open their residence hall room door.

- ❑ Residence Hall keys must be returned to the Office of Residence Life upon check out of any room. Failure to do so will result in a lock change for that room, and all fees for that change as described below, plus an additional \$50 improper check-out fee.
- ❑ Residence Hall FOBs should be kept from year to year as access to the hall will be monitored and changed as necessary when a room change occurs. Lost FOBs will result in a fee placed on the student's account.
- ❑ Mailbox keys must be turned in to the mail room at the Powell Campus Center at the end of each

academic year and a mail forwarding card completed. Failure to return the mailbox key will result in a \$10.00 charge.

Lock Outs

All lock outs will incur a \$25 charge applied to the student bill for their second lockout, and an increase of \$5 for any additional lockout. The lock out will be recorded and the charge applied afterwards.

Lock Changes

A safe living environment is a top priority for the Office of Residence Life. The loss or theft of a key is considered a security risk because a found or stolen key gives anyone access to residence halls and individual student rooms. A lost or stolen key will always result in a lock change and is charged to the account of the student responsible for losing the key.

- Lock changes for **corridor-style halls** are **\$80**. This is \$10 for the student's replacement key, plus an additional \$50 for core change including labor, and \$20 for two additional keys: one for the roommate and one for the Office of Residence Life.
- Lock changes for **suites and apartments** are a flat **\$100 for the two or three double rooms and the front door**. This is \$10 for the student's replacement key, plus an additional \$90 for all core changes, additional keys for roommates, and keys for the Office of Residence Life.

Painting of Student Rooms

Students may not paint any residence hall room. A student(s) found to have painted their room will be referred to the student conduct system and will be charged to their student account to have the room repainted.

Prohibited Items

The following items are prohibited either because they are fire hazards or possession of the item is a violation of the Student Code of Conduct:

- Candles
- Incense/incense holders
- Open flames of any kind
- Electric wax melting units
- Plug in scented oil warmers
- Fireworks
- Cut natural trees
- Halogen/string lights
- Plug-in holiday lights
- Bottled gases (including CO2 canisters)
- Tapestries or flags
- Mobiles and decorative hangings (paper or fabric)
- Large amount of combustible material (paper, photos, etc.) on residence hall door or wall
- No electrical appliances drawing more than 800 watts
- Air Conditioners (unless medically approved)
- Wireless routers
- Extension cords or power strips (one per resident is provided by AU)
 - Except for specific surge protectors: TRIPP-LITE - #TLP712 with 12' cord
- Appliances with an open coil (including but not limited to hotplates, heating coils, toaster ovens, George Forman-type grills, toasters, electric heaters). The exception to this is residents of Ford Street...and appliances must stay in the kitchen.
- Coffee makers and irons are permitted but must have automatic shut off
- Hover boards
- Electric Blankets
- Personal furniture (futons, lazy boys, desks, waterbeds, personal bed, couches, chairs, etc.)
- Gasoline/fuel-fired engines

- Posters are permitted in student residence hall rooms if they are affixed to the wall and secured on all sides. Posters/pictures/papers can only cover 25% or less of walls/doors exposed and must be hung 1' or more from the ceiling. Posters/pictures must be securely fastened to the wall but shall not be oversized or in large groupings (no collages of pictures)
- Pets (other than fish, unless prior approved by the Center for Academic Success)
- Weapons (including air soft guns and large knives)
- Illegal drugs
- Drug paraphernalia
- Alcohol containers (according to the alcohol policy)

Posting and Distribution of Printed Material in Residence Halls

All printed materials (posters, invitations, etc.) that are to be posted or distributed in residence halls MUST BE APPROVED by the Director of Residence Life. Recognized student groups may receive approval/stamp from the Director of Student Activities.

Quiet and Courtesy Hours

“Quiet” may be defined as being unable to hear any noise from a room, apartment, or suite with a closed door. The following minimal guidelines exist for quiet hours within each residence hall:

Sunday – Thursday: 10:00 p.m. – 8:00 a.m. & Friday – Saturday: 12:00 a.m. – 10:00 a.m.

“Courtesy Hours” are always in effect, which means that noise should not be a disturbance to others. It is expected that residents comply with any reasonable request from fellow community members, residence life or public safety staff regarding courtesy hours. Note: During exam periods, continuous 24-hour quiet hours are in effect.

Room Change Procedures.

Residents who are unhappy with their housing assignment must first start with their in-hall staff. If it is deemed that a roommate mediation is appropriate, this step will be completed first and a timeline for behavior change implemented. After said timeline has passed, if the resident still desires to move, they will next work with their Graduate Residence Director to complete a Room Change Request. This request will then be processed by the Associate Director of Housing. Room changes may not occur until after the first two weeks of classes, regardless of semester. Any changes in room assignments must be requested of, and approved by, the Office of Residential Communities based upon the Room Change Request form. Those requesting a space currently not available will be placed on a waiting list. Assignments will be made in order of the waiting list.

Room Condition Report

A Room Condition Report (RCR) will be completed by the resident within forty-eight hours of the resident moving into their room. It is the responsibility of each individual student to assist in the filling out of a RCR and to indicate the accuracy of the comments by signing the form in the appropriate place. The purpose of the form is to note any defects or damages present when a student moves into a room which are not that student's responsibility. Residence Life staff will perform room checks prior to the resident's arrival but the resident must complete the RCR upon arrival. Failure to complete the RCR can lead to additional charges being billed to the resident for damages at semester's end.

Each resident of the room, suite or apartment should understand that reasonable care is expected about the room, suite or apartment and its furnishings, and that it is incumbent upon the resident to report any damages or losses to their Resident Assistant (RA) as they occur. At the end of the school year, or when a student vacates a particular room in the case of a room change or early departure, the RA will note any changes or damages in the room using the same criteria used at the beginning of the year. Each resident will be held responsible for any damages to the room and its furnishings; roommates will be held jointly responsible for any damages unless individual responsibility is clearly established prior to checkout. The student will again have the opportunity to review this. No charges, however, are applied until reviewed by

the Area Coordinator. Failure to complete this report could result in damage charges assessed to the student's account.

Solicitation:

Students may not make solicitations for personal profit or on behalf of any group or organization (University sponsored or non- University) and may not use University buildings or property for personal profit without preliminary clearance. No solicitors, salespeople, or agents (student or others) are allowed to contact students room to room in the residence halls for commercial purposes (examples include club promotions, magazine, or food sellers, etc.).

Storage

In compliance with State and local fire code regulations, storage is not available in the residence halls. This includes storage between academic sessions, e.g., semester, summer session, or otherwise; even for one week or a "few days." Students must contract with local storage facilities to accommodate their storage needs.

Tampering with Fire and Safety Equipment

All fire safety equipment on campus is vital in the case of an emergency, and therefore tampering with fire safety equipment in any way is strictly prohibited. Tampering with fire safety equipment includes but is not limited to moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads. Tampering with any fire protection equipment is a criminal offense. Covering, removing, and/or damaging the heads of smoke detectors is extremely dangerous. In the event of a fire in a residence hall room, the smoke detector engages our automatic Fire Alarm System. If a fire were to break out in a room with a covered or damaged smoke detector, the fire would likely grow to an unmanageable size before it was detected.

If a smoke detector in a common area or shared room is disabled, and no one takes responsibility for the act, each member of the house/apartment will be found responsible and all occupants will be assigned a conduct sanction(s), regardless of who tampered with the smoke detector.

Vending Machine Refunds

Students requesting refunds from soda and snack vending machines located in the residence halls should contact *AUFresh* at 607-871-2247.

Washing Machine or Dryer Malfunctions

Malfunctions should be reported immediately to our contracted provider, CSC ServiceWorks: 1-800-762-3452. You can also use their Service App- "CSC ServiceWorks Service Request App" found in your app store. Directions for how use this app to report a problem or concern can be found in your laundry room.

ACADEMIC POLICIES



All academic policies are on my.alfred.edu

Please see your Academic Dean for concerns or further questions.

<https://my.alfred.edu/academic-regulations/>

Liberal Arts & Sciences

<https://www.alfred.edu/academics/colleges-schools/liberal-arts-sciences/>

607-871-2171

Dean Robert Stein
Assistant Dean Corey Fecteau

School of Art & Design

<https://www.alfred.edu/academics/colleges-schools/art-design/>

607-871-2441

Dean Lauren Lake
Assistant Dean Maria Bentley

College of Business

<https://www.alfred.edu/academics/colleges-schools/business/>

607-871-2124

Dean Mark Lewis
Assistant Dean Tori Cramp

School of Engineering

<https://www.alfred.edu/academics/colleges-schools/engineering/>

607-871-2708

Dean Gabrielle Gaustad
Assistant Dean Emilie Carney

ITS GUIDELINES AND POLICIES

<https://my.alfred.edu/information-technology-services/policies/index.cfm>

[Home](#)

[About ITS](#)

[ITS Services](#)

[Go To](#)



Guidelines and Policies

General Technology Policies

- [Computing Use Policy](#)
- [Email is an Official Communication Format of Alfred University](#)
- [Policy and Guidelines on the Use of Mass Mail and Alfred Today](#)
- [Use of Mobile Devices While Operating A Motor Vehicle](#)
- [Preserving Electronic Information](#)
- [Computer and Printer Purchase Policy](#)
- [General Data Protection Regulations \(GDPR\) Compliance Initiative](#)
- [Accessibility Barriers](#)
- [Record Retention Policy](#)

Information Security Policies

- [Data Classification Procedures](#)
- [Information Security Plan](#)
- [Password Policy](#)
- [Policy for Management of Sensitive Personal Information on External Devices](#)
- [Private/Personal Information And Email Communication](#)

Copyright and Intellectual Property Policies

- [Alfred University's Copyright Infringement Policy](#)
- [Illegal Sharing of Copyrighted Music and Video](#)
- [Guide to the Ethical Legal Use of Software for Members of the Academic Community](#)

GENERAL UNIVERSITY POLICIES



Alcohol & Drug-Free Policy

Philosophy

The abuse of alcohol and other drugs severely limits the ability of individuals to succeed academically, professionally, and personally. Substance abuse has been linked to health problems, accidents, decreased academic and job performance, violence, vandalism, sexual misconduct, financial difficulties, legal problems and other negative consequences for individuals and the entire University community.

In keeping with its mission and in complying with federal regulations such as the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Alfred University has established this policy to promote an environment that encourages learning, fosters respect for people and property, and supports individual development and success. The responsibility for preserving this environment extends to all members of the University community including faculty, staff, administrators, and students. Therefore, this substance use and abuse policy is intended to provide information about standards of conduct, the risks of use of illicit drugs and the abuse of alcohol, and other legal drugs, applicable legal and University sanctions for employees and students, and resources available for the prevention, intervention, and treatment of substance abuse.

Alcohol

- No person (including students and employees) under the age of 21 may:
 - possess, purchase, consume, distribute or knowingly be in the presence of alcohol while under

the age of 21 (apart from being in the presence of alcohol while attending University sanctioned events).

- No alcoholic beverages shall be permitted in rooms, apartments, or suite common areas of students under the age of 21. If an underage student resides in the same room, apartment or suite as a student of legal drinking age, the over-21 student may not distribute, sell, possess or consume alcohol in their assigned residence hall room. Nor may alcohol be in the common area while the under 21 student(s) is present.
- be in the presence of or in possession of empty alcoholic containers, paraphernalia, cans, bottles while being under the age of 21 while on university property.
- Participating in an activity that encourages mass consumption of alcohol (games such as beer or water pong, quarters, flip cup, etc.) is prohibited.
- Only quantities and containers appropriate to individual consumption are permitted for private use by students of legal age.
- No person (including students and employees) will be permitted to provide an individual under the age of 21 with alcohol.
- No open alcoholic container will be allowed on University premises except:
 - events in locations in which an approved University **alcohol event form** has been obtained.
 - residence hall rooms, suites, or apartments assigned to students who are at least 21 years old and do not reside with a student under the age of 21.
- The alcohol event request form will identify who will be responsible for the acquisition, distribution, and monitoring of alcohol held on University property.
- The Office of Student Experience may recommend or mandate the presence of an advisor, a member of public safety, additional staff, and/or other controls at any event where alcohol will be served.
- If alcohol is being served, the sponsoring organization must provide food and non-alcoholic beverages in sufficient quantities as outlined by the University [alcohol event form](#).
- The duration of alcohol service during an “open bar” event is restricted to 4 hours.
- Any organization or individual(s) wishing to advertise a function on University premises may not include any reference to providing or selling alcoholic beverages at that activity.
- Alcoholic beverages shall not be provided as free awards to individual students or recognized organizations. This includes promotional activities such as raffles and contests.
- Beer balls, kegs or any other materials used to enable mass consumption of alcohol are not permitted on University premises unless approved by the Office of Student Experience.
- Alcoholic beverage consumption or possession at University athletic facilities and surrounding property, including but not limited to Merrill Field, Connor’s Pavilion, McLane Center and the Walton & Joyce Center during scheduled athletic/non-athletic events is prohibited without explicit permission from the Office of Student Experience. Any containers of alcoholic beverages will be confiscated at the entrances.
- Alcohol cannot be purchased using individual department credit cards or cash advances and cannot be reimbursed through a check request.
- All alcohol for University catered events must be purchased through University authorized vendors.
- The organizer/responsible person for all other events where alcohol is provided must:
 - specify exact quantities being served on the alcohol event form.
 - state how and who will be monitoring those individuals under the age of 21.
 - take responsibility for ensuring the attendees do not consume excessive amounts of alcohol.
 - ensure the amount of alcohol at the event is proportional to the number of attendees.

Cannabis

Although recreational use of cannabis has been made legal in New York State under certain circumstance, Federal law currently still prohibits its recreational use. Moreover, cannabis use has been linked to poor academic performance, and is inconsistent with the goals and environment intended to be fostered by the University. As such, no person while on campus property may possess, purchase, consume, use, distribute, or knowingly be in the presence of any amount of cannabis. Any cannabis found on campus will be confiscated and violators subject to student conduct disciplinary procedures including possible suspension/expulsion. For purposes of University policy, cannabis is defined as an “illicit drug.”

Drugs

- No person shall possess, use, or distribute illicit drugs or drug paraphernalia on University property.

Those persons found to possess or distribute will be subject to arrest and/or the University's Student Conduct process.

- Students: Possession, use, distribution, or knowingly being in the presence of illicit drugs or drug paraphernalia (bongs, pipes, hookahs, etc.) is prohibited.
- Prescription Medications: Abuse, misuse, sale, and/or distribution of another person's prescription medications or of the student's/employee's own prescription medications is prohibited.

Alcohol Procedures

Any organization or student(s) planning to sponsor a function with alcohol present on University premises must submit the University's alcohol event form for approval to the Office of Student Experience/Dean for Student Experience. Submission of the alcohol event form to the Dean for Student Experience must be submitted four weeks prior to an event.

- For catered events being held on University property (excluding Susan Howell Hall or the Knight Club), a NYS Alcohol Beverage Control Board (ABC) permit is required and obtained through the VP of Business and Finance Office. An additional permit fee of \$75 will be charged. The University alcohol event form may be obtained from the Office of Student Experience/Dean for Student Experience or online at https://my.alfred.edu/student-policies/_docs/aualcoholrequestform.pdf
- The University alcohol event form should not be confused with facility reservations. All facility reservations will be made by the sponsoring club, organization, and/or University office.

Alcohol Responsibility

In keeping with Alfred University's philosophy, the primary control for responsible alcohol use lies with the individual. Additionally:

- Sponsoring organizations or individuals will ensure that all University regulations, and specifically the substance use and abuse policy, are adhered to when organizing and conducting activities.
- The Office of Student Experience will respond immediately to reported incidents of inappropriate alcohol use or distribution and to any illegal drug use or distribution. This response will follow current procedures and may be referred to local, state, or federal police agencies.
- Residence hall staff is authorized to monitor the use of alcohol or illicit drugs within the residence halls, confront inappropriate use, and report misuse according to the student conduct system.
- University staff, including but not limited to public safety and residence life staff, is authorized to report violations of Alfred University's Alcohol & Drug-free Policy to the Dean for Student Experience's office.

Violation of the University's Alcohol & Drug-free Policy/Alcohol Event Form

The following sanctions are intended to promote learning and personal development while preventing individuals and groups from compromising the learning environment or the health and safety of themselves and others.

- If any organization or individual(s) are found to be in violation of the University alcohol event form agreement, the violator(s) will not be allowed to file for another alcohol event for a maximum of up to two years, determined by the Dean for Student Experience.
- If a student is found to be in violation of the University Alcohol & Drug-free Policy, that person will be subject to the Student Conduct action up to and including expulsion from the university. If a student is held responsible for a violation of this policy, the parent or legal guardian may receive a copy of the letter sent to the student documenting outcome of a related Student Conduct hearing. Federal regulations permit this notification without the student's consent for those students who are under the age of 21. This notification will be mailed to the address of record of the parent or legal guardian.

- If an employee is found to be in violation of the University Alcohol & Drug-free Policy, that person will be subject to the current disciplinary policies of the University up to and including termination of employment.
- If a student or employee is suspected to have a substance abuse problem, that person may be given the opportunity to seek assistance for the problem. However, if that person refuses or fails to follow through with the assistance program, sanctions will be imposed up to and including expulsion from the University or termination of employment.

Policy review

This policy is reviewed on an annual basis. Comments or questions may be directed to the Office of Dean for Student Experience. Contact: 607-871-2132, stop in the office 2nd floor Powell Campus Center 8:30 am – 4:30 pm.

Distribution of Policy

- This policy is annually published in August in the Student Life Policies & Procedures handbook which is distributed via email to every student and employee by the Dean for Student Experience.
- Each October, the Annual Campus Safety & Fire Report is emailed to the entire campus community (students, faculty, and staff).
- Each January the Student Life Policies & Procedures handbook and the Annual Campus Safety & Fire Report are emailed to all new and transfer students by the Dean for Student Experience.
- Human Resources is responsible for all new employees receiving the Annual Campus Safety & Fire Report upon employment.

Critical information for students and employees

Alcohol is the drug most frequently abused in American society. The irresponsible use of alcohol may lead to consequences such as poor grades, violence, vandalism, sexual assault, sexually transmitted diseases, unplanned pregnancies, accidents, health problems, addiction, and death on college campuses. Alcohol is the number one health risk for college drinkers and nondrinkers who are often impacted by the behavior of intoxicated individuals. It is imperative to be personally responsible whenever in a situation where alcohol is being used.

Resources

There are numerous resources both on and off campus to confidentially assist individuals with alcohol or other drug related concerns including prevention, education, assessments, and treatment referrals. Early contact with a professional can often prevent a subsequent crisis or a tragedy.

On Campus

Alcohol and Drug Education – Wellness Center
Counseling Services (607) 871-2300
Health Services (607) 871-2400

Office of Residential Communities – Bartlett Hall
(607) 871-2186

Off Campus

Alcoholics Anonymous
(607) 276-8588

The Allegany Council on Alcoholism & Substance Abuse
76 Park Ave, Wellsville, NY 14810
(585) 593-6738

The Steuben County Department of Alcoholism & Substance Abuse
115 Liberty Street, Bath, NY 14895
(607) 664-2156

National Council on Alcoholism & Drug Dependence (212) 206-6770
NYS Drug Info Line (800) 522-5353

MATCH Program, St. James Hospital
Hornell, NY 14843 (607) 324-6925

National Association for Children of Alcoholics
11426 Rockville Pike Suite 100
Rockville, MD 20852 (301)468-0985

Drug Abuse and Addiction Hotline (585) 593-5706

24 Hour Crisis Hotline (585) 593-5706

Employee Benefits

Alfred University's employee benefits provide substance abuse treatment referrals through our employee assistance program and/or providers identified by the insurance company: <https://my.alfred.edu/human-resources/employee-assistance-program.cfm>

Summary of Local, State, and Federal Laws

Students and employees are responsible for knowing local, state, and federal laws that apply to the possession, consumption, and distribution of alcohol and controlled substances. Listed below are some of these relevant laws. For more information or a complete listing, contact any law enforcement agency.

- a. Open containers - It is unlawful to possess an open container, resealed or partly open bottle, can, container, or similar article containing an alcoholic beverage in a public place within the Village of Alfred. Maximum fine, first offense: \$500
- b. Providing alcohol to those under 21 - Giving or selling alcohol to persons under the age of 21 is a Class B misdemeanor. Maximum fine, first offense: \$500
- c. Selling alcohol without a license - Selling alcohol without a license (i.e., charging admission to a party where alcohol is distributed) is a misdemeanor. Fines range from \$250-\$1,000
- d. Fake identification - Creating, altering, or possessing an altered written instrument officially issued or created by a public office, public servant, or government instrumentality (i.e., a driver's license) is a Class D felony. Maximum fine of \$5,000 for the first offense.
- e. Social host liability (The Dramshop Act) - It is illegal to give or sell alcohol to a person who is already intoxicated. Additionally, individuals and organizations that host parties can be held liable for damages and injuries that intoxicated guests inflict on themselves or others during or after these events.
- f. Possessing marijuana - Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), it is illegal to possess, use, distribute, or intend to distribute, a controlled substance or dangerous drug, or any drug unlawful to possess. Cannabis is included under this Act as an illegal or unlawful drug, even with a medical prescription.
- g. Other controlled substances - Penalties for the possession and sale of other controlled substances are much harsher than for marijuana and often include mandatory jail terms in addition to substantial fines.

A note about criminal penalties - For alcohol and other drug violations, each criminal case is evaluated separately, and individual penalties can vary to include greater or lesser fines and other sanctions including community service, probation, and/or prison. The criminal justice process is separate from the Alfred University Student Conduct process, and both may occur simultaneously.

Alfred University assumes no responsibility for changes to or errors in interpreting local, state, or federal laws.

Amnesty Policies

The Alfred Amnesty Policy is designed to encourage students to call for assistance in an alcohol or other drug related medical emergency. This process is not intended to address possible violations of criminal laws or their consequences outside the University.

Amnesty under Alcohol and Drug-Free Policy

Alfred University is committed to the health, security, and welfare of all its students. Students are encouraged to look out not only for their own health and welfare, but also for that of other community members. When a student's health or safety is threatened or appears to be in jeopardy, we hope bystanders would take immediate action to prevent injury, illness, or danger.

The Dean for Student Experience is concerned that, in a medical emergency involving alcohol or other drugs, students may be reluctant to call for assistance because of the fear that to do so, might result in conduct action. To address this concern, we have enacted the following policy for addressing possible disciplinary consequences when medical emergencies result from the use of alcohol or other drugs.

Under the Amnesty Policy, formal conduct action for mere possession or use of alcohol or drugs will not be taken against students for whom medical assistance is sought, or against those who seek medical assistance for themselves or for others, provided that the student/group has not violated other University policies that warrant formal conduct action. After the residence life or Public Safety staff has reviewed the incident report, a referral may be made to meet with the Dean for Student Experience. In addition, a student who receives medical assistance must then meet with the Health and Wellness Educator and comply with any recommendations prescribed by such office.

Students or student organizations seeking medical assistance for another person during an alcohol or other drug-related emergency will not face formal conduct action for the mere possession or use of alcohol or drugs if such individuals or representatives from organizations meet with the health and wellness educator and comply with any recommendations prescribed by such office.

Parents or legal guardians of students under the legal drinking age may be notified by the Dean for Student Experience or designee of the incident and completion of the amnesty program in accordance with the University's alcohol substance use & abuse policy

Medical amnesty applies only to alcohol or drug-related medical emergencies but does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances. In cases where an individual or organization fails to seek emergency medical assistance when it is clearly indicated, formal student conduct action will be taken against the individual(s) or organization.

The responsibility for determining applicability of this policy rests solely with the office of the Dean for Student Experience.

Amnesty under Discrimination, Harassment and Sexual Misconduct Policy

The health and safety of every student at Alfred University is of utmost importance. Alfred University realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Alfred University strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to University officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Alfred University officials or law enforcement will not be subject to the University's conduct of conduct action for violations of alcohol and/or drug

use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

Consumer Complaint Procedure

Institutional Procedure

Complaints can be initiated for both academic and non-academic concerns related to a belief that the institution has acted contrary to its published standards, or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs. A written complaint is filed with the head of the academic or administrative unit in which the complaint originated. If the complaint is not resolved to the satisfaction of the complainant, it continues to be filed using the organizational hierarchy until a satisfactory resolution has been reached.

If a satisfactory resolution cannot be reached using this Institutional Procedure, the complaint may be filed with the New York State Education Department, Office of Higher Education.

New York state education department postsecondary complaint procedure

- The Office of Higher Education's Complaint information may be accessed at <http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university> or obtained from the Student Experience Office.
- The Office of Higher Education does not intervene in matters concerning an individual's grades or examination results, as these are the prerogative of the institution's faculty.
- The Office does not handle complaints concerning actions that occurred more than five years ago.
- A complaint involving discrimination against enrolled students on the part of an institution or faculty, or involving sexual harassment, should be filed with the U.S. Office of Civil Rights, 75 Park Place, New York, NY 20007.
- A complaint involving consumer fraud on the part of the institution should be directed to the Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, NY 12223.

Updated August 2020

Control of Animals Policy

Violations of the Animal Control Policy should be reported to the Chief of Public Safety. Alfred University prohibits animals of any kind, apart from service or emotional support animals while performing their duties (owners must properly dispose of their service animals' waste) and aquarium fish that are in tanks and may not exceed 10 gallons, in campus buildings. Animals may be permitted elsewhere on campus (outside of University owned facilities) so long as they are leashed, attended by the owner at all times, and not interfering with normal use of University facilities. The University prohibits the feeding of any stray animals in and around the residence halls or anywhere on campus. Stray animals found on campus will be removed.

Credit cards/Marketing of Credit Cards to Students

Pursuant to the requirements of the New York State Educational Law 6437 (Art. 129-A), the following policy is adopted to promote the best interests of students who have little or no experience managing debt, credit, or any other personal finances.

Prohibited Conduct

Alfred University prohibits the advertising, marketing, or merchandising of credit cards to students on University owned, operated, or controlled property, and at any University-sponsored events without prior approval from the Dean for Student Experience (or designee). This prohibition applies to all banks and other commercial entities (including their third-party representatives) that engage in the on-campus marketing of credit cards to students through solicitation activities.

Prior Approval

All banks and other commercial entities (including their third-party representatives) shall be required to register with the Dean for Student Experience before engaging in any solicitation activities (e.g.,

"tabling") for the purpose of on-campus marketing of credit cards to students. Such activities shall be restricted to specific sites and times designated by the Dean for Student Experience. Upon approval and appropriate registration all banks and other commercial entities (including their third-party representatives) are required to display appropriate signage identifying the bank or other commercial entity they represent. Additionally, all banks and other commercial entities (including their third-party representatives) must verify they have registered with the University, display, and make available a copy of this policy, and provide debt education materials noting the responsible use of credit cards.

Conditions

All banks and other commercial entities (including their third-party representatives) are prohibited, while on campus, from collecting personal information from students specifically for credit card application purposes (including, but not limited to, completed credit card application forms and similar material), either at the time of solicitation or subsequently. Such completed application materials may be mailed or hand-delivered by students, once they have read and considered the materials and are able to make an informed decision, to an off-campus office of the bank or other soliciting entity. Additionally, all banks and other commercial entities (including their third-party representatives) are prohibited from offering gifts to any student in exchange for completing a credit card application.

Demonstration Policy

Alfred University ("University") is committed to an environment where the open expression of ideas and open, vigorous debate and speech are valued, promoted, and encouraged. As a community of scholars, we affirm these freedoms of thought, inquiry, speech, and assembly. This Policy reaffirms Alfred's unwavering commitment to a community that inspires and supports courageous inquiry through open expression, dissent, and protest, while acknowledging the challenges of the creative tensions associated with courageous inquiry in an ever-changing community.

In that the rights of free speech and lawful assembly are fundamental to the democratic process, the University supports the rights of all members of the academic community to freely express their views, by words and actions, and to protest actions and opinion with which they disagree. The University also recognizes a concurrent obligation to maintain upon the University campus an atmosphere conducive to academic work and freedom, to preservation of the dignity of University ceremonies and public exercises, and to respect the rights of all individuals.

While expressing their convictions as an individual or member of a group, each member of the academic community is always expected to conduct themselves reasonably and responsibly, and to respect the educational processes and goals of the University and the rights of others. Orderly demonstrations on University premises that do not interfere materially with the educational processes or endanger the safety of the academic community are permitted. Such demonstrations must not limit, interfere with, or infringe upon the equal rights of others to express their conviction, to safe counterdemonstrations or to participate in the activities or programs being demonstrated against. The individual's rights of free speech and lawful assembly do not confer upon those who exercise them a license to limit, interfere with or infringe upon the equal rights of others' free speech, lawful assembly, free association, privacy, and the pursuit of education without unnecessary interference.

The Dean for Student Experience is responsible for enforcing this policy. The Dean for Student Experience may send designees on their behalf during events or demonstrations to enforce this policy.

The following individuals are considered members of the Alfred University Community for purposes of this Policy:

1. Student: Includes all persons registered for classes at any location of the University (including courses taught outside the United States or at another off-site location), either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly engaging in a violation of the proscribed conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have enrolled but not yet attended classes, are considered "students."

2. Persons who are employed by Alfred University as faculty or staff, and persons who are employed by contracted entities to provide a service to Alfred University and whose work location is on any of Alfred's multiple campus locations.
3. Alumni of the University when returning to campus or to official University events.
4. Invited guests of the University such as guest speakers, panelists, artists, performers, participants, etc. for events, both on and off campus.

Meetings and Events ("Meetings" or "Events"): gatherings of members of the Community in a location specifically designated for that purpose. Events are generally considered to be public. Meetings are generally considered to be private.

Dissent ("Dissent"): the fundamental right of expression of counterpoint(s) through symbols, speech, expression, satire, flyers or leaflets, action, and other comparable forms of expression.

Protest ("Protest"): dissent with the goal of change, which may attract attention. Protests may include an actual gathering of people to bring attention to the cause, such as picketing, rallies, sit-ins, vigils, or similar forms of expression. Protest may also include more individually based forms of dissent such as posting flyers, wearing t-shirts or arm bands, and other similar actions.

Internal vs. External Dissent: The University acknowledges that some protest may be externally focused, meaning the topic of protest is directed at some broader issue beyond the University. Examples may include protesting local legislation or global social injustices, among others. The University also acknowledges that some protest may be internally focused, directed at the leadership of the institution, at decisions made by faculty or administrators, or toward other members of the Community with whom one disagrees. Both forms of protest are protected and affirmed.

Conflicting Policies: This Policy is paramount to other policies of the University that may conflict, except those grounded in local, state, or national law.

Filing Complaints to the Committee for Open Expression: The University seeks to actively promote open expression within our community. As such, this Policy enumerates an investigation procedure for those members who believe their rights under this Policy have been violated.

Community Responsibilities

Alfred University respects free speech and assembly. As such, the only responsibilities outlined in this section that limit the free exercise thereof have been done in a way to ensure maximum open expression and narrowly tailoring exceptions to specific safety or community concerns.

Awareness of Community Responsibilities

Each member of the Community is expected to know and follow this policy. A person who violates these standards or other policies of the University during open expression may be held accountable for that conduct. Any member of the Community who is in doubt as to the propriety of planned conduct may seek guidance from the Dean for Student Experience in advance of the event.

Freedom of Speech and Freedom of Expression: Joint Standards

Expression that communicates a viewpoint, regardless of form, is protected if it does not violate this Policy. This includes protest, dissent, and any other communicative activity, whether or not it occurs in the context of a meeting or event.

The right to dissent is the complement of the right to speak, but these rights may conflict at certain times. The University promotes simultaneous, but not disruptive, dissent. As such, during a scheduled event or meeting, a speaker is entitled to communicate a message to an audience during an allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear, see, or question the speaker. Protests outside of a Meeting, Event, or another Protest shall not impede access to the

meeting, event, or protest nor substantially interfere with the communication at the meeting, event, or protest.

Standards for Scheduling Meetings, Protests, and Events for both Indoor and Outdoor Locations

It is the policy of the University to protect voluntary assembly and to make its facilities available for assembly. Each University unit that includes gathering spaces for meeting and events shall establish a process for scheduling. Reservations shall not be denied to any member of the Community based on content of the meeting, event, or dissent unless such content would otherwise violate the responsibilities set forth in this Policy.

The Dean for Student Experience should be consulted whenever possible before denying a request for use of a room, facility, or space by an organization recognized by the University for a reason other than prior assignment of the room, facility, or space. The University shall not deny recognition to a recognized organization because of disagreement with its mission or the viewpoints that it represents.

To afford maximum protection to the demonstration or protest, demonstrators and the academic community, the Dean for Student Experience or designee, should be given 24 hours' notice of any planned demonstration, its proposed locale, and the object of intended protest.

The University reserves the right to decline to permit, and/or to require cessation of, Meetings, Events, [or] Protests [or demonstrations] under circumstances where the University determines that their occurrence may endanger the health or safety of persons or University property despite reasonable and available precautions.

Violation of Community Responsibilities

Part of the Alfred University's mission is to help support the right to expression, dissent, and protest. An affirmative commitment to helping rectify violations through support and alternatives shall be the appropriate course of action. The Dean for Student Experience should be consulted whenever reasonably possible before deciding that members of the Community are indeed violating the principles of this Policy.

Community members, in the course of their actions, violate this Policy if they:

1. Unreasonably infringe on the rights of other Community members to engage in open expression, protest, and dissent.
2. Cause substantial disruption to a meeting or event that impedes the rights of attendees of that meeting or event, including excessive noise, continually interrupting a speaker, or preventing an audience from seeing/engaging with a speaker during a meeting or event.
3. Create undue hardship that substantially impedes a community member's right to open expression, such as unreasonable use or enforcement of space reservation or usage policies.

Violation of Other Policies that relate to Open Expression

Community members, during their actions, violate other policies of the University (such as the Student Code of Conduct) and are no longer operating within the spirit of Open Expression at Alfred if:

They violate any federal, state, local or other applicable law (e.g., gaining unauthorized access to restricted areas, refusing to leave restricted areas if instructed, defacing of public and/or private property, etc.).

They interfere unreasonably with the activities or rights of other persons. Factors that may be considered in determining whether conduct is reasonable include, but are not limited to, the time of day, size of audience, and noise level of a Meeting, Event, or Protest.

They interfere unreasonably with the general operations of the University.

They knowingly interfere with unimpeded movement in a University location. Examples may include impeding or preventing access to or egress from a building or blocking any entrances or exits in a way

that causes safety concerns.

They cause injury to persons or property or threaten to cause such injury.

They expressly or implicitly use or threaten violence or force or encourage others to use or threaten violence or force.

They cause harassment, as defined by state law (NY Penal Law 240.25, NY Penal Law 240.26 or NY Penal Law 240.30) or action that violates the University's Title IX: Discrimination, Harassment and Sexual Misconduct Policy.

They violate reasonable noise levels, such as but not limited to Alfred Village noise ordinance or the Alfred University's Student Code of Conduct.

Supporting Expression, Protest, and Dissent through University Space

There are many locations on campus especially conducive to Expression, Protest, and Dissent. The Dean for Student Experience can assist with reservations of some spaces on campus or assist in connecting with owners of other spaces.

1. The following locations are not available for these types of Events, Meetings, or Protests unless a special exception is granted; however, if the focus of the Expression, Protest, or Dissent includes one of these areas, there is an affirmative support to ensure protests occur in places like the outdoor spaces in front of the buildings or common gathering places close to these locations.
2. Private offices, research laboratories or associated facilities, and computer centers.
3. Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing University policy such as educational records, student-related or personnel-related records, or financial records.
4. Classrooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which classes, private Events, or Meetings are being held or are scheduled to be held during the time of the Protest.
5. Outdoor and indoor locations when the free flow of traffic, vehicular and/or pedestrian, is unreasonably impeded; when entrances or exits to private offices, classrooms, and meeting spaces are blocked or obstructed; or when undue health and safety risks are created.
6. The Wellness Center and surrounding green space or grounds (including, but not limited to, sidewalks, access roads, parking areas, etc.), Office of Public Safety, Office of Environmental Health & Safety, communication systems, utilities, or other facilities or services vital to the continued functioning of the University.

Protests in Spaces that Have Not Been Reserved

Alfred University fully supports and acknowledges as a community that sometimes impromptu expression, dissent, and protest are pivotal to achieve the principles of this Policy. Not having a reservation is not sufficient reason for terminating any protest unless the impromptu protest unreasonably interferes with prior scheduled meetings, events, or essential operations of the University. The Dean for Student Experience or designee shall allow impromptu expression, dissent, or protest that otherwise complies with this policy to continue until it should otherwise be relocated to allow for prior scheduled activities. To encourage such impromptu dissent, the Dean for Student Experience or designee shall demonstrate this affirmative commitment by working with those involved to identify space where the expression, protest, or dissent can be continued should the space being used interfere with other scheduled meetings, events, or essential operations.

All general outdoor public areas of the institution, even those that have reservation procedures, should be available for impromptu Expression, Protest, and Dissent unless it otherwise violates this policy. Requirements to reserve space should not be unreasonable in terms of time frame, requirements, or costs to the group wishing to host the Event. No group or organization recognized by the University should be

denied use of a space on campus because of the content of the Meeting, Event, or Protest, unless such content would otherwise violate the responsibilities set forth in this Policy.

Flyers, signs, displays, etc.

In the use of flyers, chalking, signs, and displays, persons expressing themselves should follow all applicable flyer posting policies and banner reservation rules; however, these requirements should not be unreasonable in terms of access, time frame, requirements, or costs to the group. No form of expression should be denied because of the content of the flyer, sign, or display within the limits of our policy. Additionally, a member of the Community who defaces the permissible open expression of others will be held in violation of this policy.

Administration and Enforcement

It is the responsibility of the Dean Students or designee to protect and maintain the right of open expression under this policy.

Administrative Procedures

1. Observation of meetings, events or protests, when deemed necessary by the Dean for Student Experience to protect and maintain open expression, shall be the charge of the Dean for Student Experience, who may delegate such responsibility. This Observer shall have full authority to act in the name of the Dean for Student Experience under this policy.
2. Except in emergencies, the Dean for Student Experience's authority under this policy shall not be delegated to employees of the Alfred Police Department. Emergencies, for purposes of this clause, are defined as situations that include any of the following: imminent risk of serious bodily harm; serious threat; imminent life-threatening behavior; reckless disregard for human life; or threat to life, limb, property, or essential University operations.
3. The Observer shall identify themselves to those responsible for the meeting or event or to the leaders of the protest.
4. Any Observer who attends a meeting, event, or protest shall reasonably attempt to respect the privacy of those involved.

Enforcement Procedures

The Dean for Student Experience shall work with protestors or dissenters to identify ways to continue the expression, protest, or dissent with modifications to avoid future violations. The spirit of this policy is to protect the right of protestors to do so while ensuring the narrow exceptions in this policy are no longer being violated.

1. The Dean for Student Experience is responsible for enforcing the policy and may work with anyone whose behavior is violating or threatens to violate this policy to modify or terminate such behavior. The instruction shall include notice that failure or refusal to comply is a further violation of this policy. However, an instruction or warning by the Dean for Student Experience is not a prerequisite for a finding that a violation has occurred.
2. When the Dean for Student Experience or other appropriate University official declares that an individual or a group has violated this policy, they may request to examine their University or other identification. The hosts of invited guests may also be asked to provide their identification.

Terminations or Arrests because of Violations of this Policy

Termination of an event or any referrals to outside agencies such as law enforcement should be the option of last resort. Avoidance of injury to persons by the continuation of a meeting, event, or protest is a key factor in determining whether it should be involuntarily terminated. Property damage and significant interference with educational processes are also factors to be considered and may be of sufficient magnitude to warrant forcible termination.

Violations of Other University Policies

All violations shall be handled in the following manner:

1. Cases involving students are referred to the Dean for Student Experience, who investigates the event and decides what conduct action, if any, to pursue.
2. Cases involving faculty are referred to the appropriate Dean or to the Provost.

3. Cases involving University staff or administrators are referred to that individual's supervisor, any other person with supervisory responsibility for that individual, or Human Resources.

Foster Lake Usage Policy

Foster Lake is owned by Alfred University. Students, employees and retirees can enjoy the lake at no cost by contacting Physical Plant (Amanda McMahan) for information and a gate key. There is a pavilion that can be reserved for group use, and used by individuals if no group is using it at the time. Other community members can purchase an annual membership by contacting the Physical Plant at 607-871-2154.

Hazing Policy

Alfred University will not tolerate any form of hazing. Alfred University defines hazing as an act that, as an explicit or implicit condition for initiation or admission into, or initial or continued affiliation with or membership in, a group or organization, regardless of the person's willingness to participate, could be seen by a reasonable person as endangering the physical, mental, or emotional health of an individual through, humiliating, intimidating, or demeaning treatment. Examples of hazing include but are not limited to the following: depriving a person of sufficient sleep, paddling, or beating a person, requiring or encouraging a person to consume alcohol, drugs, water or foreign or unusual substances, kidnapping or confining a person, subjecting a person to cruel and unusual psychological conditions, or requiring or encouraging a person to engage in unlawful, degrading or painful behavior. Furthermore, this definition includes any action which results in the disruption of the educational process, the impairment of academic performance, or failure to properly fulfill obligations to University sponsored groups or organizations.

Any violation or suspected violation of the University's Hazing Policy should be reported immediately to the Dean for Student Experience or Public Safety. In addition, students may also report incidents of suspected hazing to the Alfred Police Department. Any person who is in violation of this policy may be subject to sanctions up to and including expulsion from the University. Recognized organizations that are found in violation of this policy may be subject to sanctions up to and including loss of recognition, distinct and apart from any sanctions to which its members are subject.

HIV Policy

Alfred University is sensitive to the expanding needs of those people who have contracted the Human Immunodeficiency Virus (HIV), whether these individuals may be HIV positive (demonstrating no symptoms of the infection), have AIDS Related Complex (ARC) (with some symptoms of chronic HIV infection), or demonstrate the symptoms of AIDS. Current medical knowledge indicates that those who are HIV positive or even have AIDS pose no health risk to other students or employees through casual contact in an academic setting. Presently, there is no evidence to support the existence of a risk to those sharing residence halls, athletic or campus facilities, or working beside HIV infected individuals.

People whose immune system has been affected by HIV are, however, at high-risk for infection and may need protection from exposure to certain contagious diseases, such as herpes zoster (chicken pox/shingles), measles and other illnesses.

Education is of the highest priority in order both to inform the community of those behaviors that may place them at risk for infection, and to dispel misconceptions regarding transmission of HIV.

Policy:

- No restrictions will be imposed by Alfred University on students, faculty or other employees who are HIV positive, with or without the symptoms of AIDS, whose condition permits them to perform their jobs, study or take part in extracurricular activities on campus. The University will provide reasonable accommodations so that persons infected with HIV (or who have any other disabling illness) may continue to work, study, and take part in campus activities. If accommodations or restrictions are needed, each situation will be considered individually, and a decision will be made based on medical and other appropriate information.
- In cases where a person who is infected with HIV is at risk of exposure to contagious disease, steps

may be taken to reduce the likelihood of such exposure by providing other living or work arrangements or other reasonable accommodations. Once again, each situation will be considered individually, and a decision will be made based on medical and other appropriate information.

- Persons who are infected with HIV will be treated the same as persons with other illnesses for purposes of benefits, leaves of absence and all other unemployment and academic decisions.
- Health Services staff will follow Universal precaution guidelines for infection control established by the Centers for Disease Control and OSHA Guidelines.
- Unless compelled to do so by law or regulation, it is the policy of the Wellness Center – Health Services and Wellness Center - Counseling Services staff not to disclose any information on the health status of any of their clients without that client's written permission. This policy includes those who are HIV positive.
- The University will provide education and current, accurate information through the Wellness Center to all students, staff, and faculty with the goal of educating the community and preventing the transmission of HIV.
- Pre- and post-test counseling and testing for HIV will be accessible for students and will be offered through the Wellness Center – Health Services. The charge for the laboratory test may be insurance billed or self-paid through St. James Mercy Health. There is an additional option for testing through the Allegany Department of Health.

Intercollegiate Varsity Sports Request Policy

Requesting the Addition of an Intercollegiate Varsity Sport Policy

Any student may submit a request to add an intercollegiate varsity sport, using the procedure outlined below.

- All requests will be reviewed by the University's Title IX officer, the Athletic Director, and the Vice President for Student Experience considering federal requirements. Any request approved by this group will be forwarded to the Vice President for Business and Finance for funding consideration and a recommendation to the President. The President will make a final decision.
- The timing of the implementation of a decision to add a varsity sport will consider personnel needs, compliance with Title IX, availability of competition, facility requirements, the availability of funding to support a competitive experience, and University-wide programmatic needs.
- For Alfred University to consider adding a varsity sport as early as the following academic year, the documentation outlined below needs to be submitted to the Athletic Director by Oct. 15.

Procedure

Submit a written statement of your request to the Athletic Director. The request should include a general statement stating the specific men's, women's or co-ed sport requested, the rationale for the addition of the sport, and the league/organization (e.g., NCAA, IHSA, USCSA) the student proposes should sponsor the sport. In addition, the student should include as much of the following information as possible, particularly if the requested sport is not an NCAA division III sport:

- Available competition at the level proposed, reflecting conference, local and regional teams
- Equipment and facility needs (e.g., practice facilities, competition facility requirements). Please address time requirements for student-athletes.
- Personnel needs (coaching, etc.)
- Names and contact information for people or organizations that AU can contact for additional information about the sport

Involuntary Separation Policy

Students with Severe Behavioral Problems

The purpose of this policy is to assist faculty, staff, and University administrators in addressing instances of student behavior which may be highly inappropriate for the University living and learning environment. The policy provides for the separation of a student from the University, as well as their possible reinstatement.

A student who has been professionally evaluated as having a severe behavioral problem, or who, in the judgment of the Dean for Student Experience or their designee, is unable to participate in or cope with

normal University activities (whether or not a threat to the community), or is disruptive of those activities, shall be separated from the University. Circumstances warranting separation may include:

1. A student who is a danger to others because they attempt or threaten or engage in any behavior which could cause bodily harm.
2. A student who acts or threatens to act in a manner which would interfere with or disrupt the normal activities of others.
3. A student who refuses or is unable to cooperate with a recommended evaluation or treatment procedure and is thought to be in danger of significant physical or psychological deterioration; or
4. A student who is thought to need treatment services which are beyond those available at the University, and where there is a danger of further physical or psychological impairment.

Such action will be taken in consultation with appropriate University officials such as the University physician and a counselor from the Wellness Center – Counseling Services. The Office of the Dean for Student Experience will coordinate the student's separation with other offices as appropriate.

Evaluation

In some cases, students will be referred for mandatory evaluation by a university health or counseling staff member. Note, however, that an evaluation is not required for the Dean for Student Experience to determine that separation is warranted. Students referred for mandatory evaluation in accordance with the above shall be so informed in writing, and the student shall also be given a copy of these procedures.

It shall be the responsibility of the Director of the Wellness Center to designate qualified staff professionals to provide an initial evaluation of the student's condition.

The evaluation of the student must be initiated within 1 business day from the date the student received the referral unless the Director of the Wellness Center grants an extension.

Any student who fails to complete the evaluation process as required is subject to immediate involuntary separation.

If the outcome of the evaluation is not separation, the student will be required to follow the prescribed treatment recommendations of the Wellness Center.

Recommendation for Involuntary Separation

If the professional staff member from the Wellness Center – Counseling Services, or a medical professional from Wellness Center – Health Services recommends that it is in the best interest of the student or the University community that the student be involuntarily separated from the University, this recommendation must be presented to the Dean for Student Experience or designee for review.

If the Dean for Student Experience or designee, concludes that the student should be involuntarily separated, the Dean for Student Experience shall meet with the student or send the student a letter outlining that they are prohibited from reenrollment to the University until certain conditions are met. The student will be informed in writing of reenrollment procedures and conditions. The separation will remain until the student's readmission is approved. The Dean for Student Experience or designee will be responsible for immediate implementation of the recommendation for separation.

Notification of the Student of the Recommendation and the Right to an Administrative Hearing

Upon receipt of a recommendation and decision to involuntarily separate the student, the Dean for Student Experience or designee shall inform the student. Whenever possible, the notification shall be given to the student in person and/or sent by mail or campus e-mail. The student will be informed of this recommendation and of their right to request a hearing to adjudicate the recommendation. The student shall also be requested to authorize the Dean for Student Experience or designee, and other participants in the administrative hearing to have access to relevant documents and materials as are deemed essential for the hearing process. If the student refuses to grant access to the parties involved, the administrative

hearing may proceed, but without the requested information.

If the student desires an administrative hearing, they shall give written notice to the Dean for Student Experience within 3 University business days from the date of receipt of the notification letter. The administrative hearing date should normally be set within 7 University business days after the notification date. The normal and standard administrative hearing guidelines would be followed.

Appeal

Any appeal should be submitted to the Office of the Vice President for Student Experience in writing within 5 University business days of written notification of the hearing results. The separation will remain in effect during the period of the appeal proceedings.

An appeal must be based on the student's ability to demonstrate that:

- The hearing was not consistent with the established procedure.
- Information is available that was unavailable at the time of the hearing, and the new information is relevant to the determination.

An appeal must set forth concisely the grounds for appeal and must include any supporting material.

A written decision will be rendered by the Vice President for Student Experience and mailed to the student's local address within 5 University business days of receipt of the appeal. The Vice President may:

- Uphold original decision and conditions for reenrollment.
- Uphold original decision and alter conditions for reenrollment; or
- Refer the case to the original administrative hearing officer for rehearing or review.

The outcome of the appeal is final. Technical departures from these procedures and errors in their application shall not be grounds to withhold action unless, in the judgment of the Vice President for Student Experience the technical departures or errors were such as to have prevented a fair and just determination of the issues.

Reenrollment Procedure

Upon receipt of a written request for reenrollment and treatment summary from the treating professional(s), the Dean for Student Experience, or designee, shall review the request. Consideration shall be given to any conditions for reenrollment set forth in the student's letter of involuntary separation and any other relevant information that the Dean for Student Experience, or designee, deems necessary for a complete review. In conducting the evaluation, the Dean for Student Experience, or designee, may ask the Wellness Center – Counseling Services or Wellness Center – Health Services to assist in the review and comment on the reenrollment request.

The evaluation process shall normally be completed within twenty (20) University business days, after receipt of a completed request. Thereafter, the Dean for Student Experience, or designee, shall make a determination to approve or disapprove the reenrollment request. If the reenrollment application is approved, it shall be within the discretion of the Dean for Student Experience to require an additional letter of recommendation from the student's professional practitioner immediately preceding reenrollment to confirm that the opinion of the treating professional has not changed since the date of the initial letter of recommendation. If the reenrollment application is disapproved, the Dean for Student Experience shall notify the student in writing.

Leave of Absence – General, Medical and Readmission Policy

Undergraduate General Leave of Absence

Alfred University recognizes that there are many good reasons why a student may want to temporarily interrupt their education. Therefore, the University has established a leave of absence policy that assures a student the right to continue their education following a specified leave period. The following principles govern the leave of absence policy:

A student must make a written request for a leave of absence to their academic dean. The request must include the reason(s) for the leave and the length of time the student plans to be away. Leaves are generally granted for 1 or 2 semesters. A leave of absence will not usually be granted for a semester in progress.

Before granting a leave, the academic dean may discuss with the student their written request and specific action plan for the leave.

- Before granting the leave, the academic dean will consult with the Office of the Dean for Student Experience. Students on student conduct probation will normally not be granted a leave.
- Once a leave is granted, the Dean for Student Experience or designee will notify other interested University officials of the decision and the expected date of return.
- There are circumstances (for example, a felony conviction) under which a student's leave, and eligibility to return to the University, may be canceled.
- A student who is granted a leave of absence to deal with physical and/or mental health concerns must submit a clinical evaluation to and be approved to return from leave by the Dean for Student Experience.

Grades for Students leaving School During the Semester: A student who formally leaves school during a semester will be given W grades in those courses in which they are registered providing the last date to withdraw from each course, as published in the Academic Calendar, has not passed. In those courses where the last day to withdraw has passed, the instructor will record a final (non-W) letter grade. In case of special circumstances, the student's academic dean may permit W grades to be recorded for any or all courses after the deadline has passed.

Readmission: A student who has withdrawn from the University or been suspended or dismissed for any academic reason, may be granted the opportunity to return. Application for readmission must be in writing to the Director of Admission. These applications must be submitted by August 1 for fall semester readmission or by December 1 for spring semester readmission.

A readmitted student must complete the degree requirements of the University catalog in effect at the time of readmission or, at the student's choosing, the requirements of a later catalog.

Medical Leave of Absence

There may be occasions when a student may need to take a medical leave of absence (MLOA), for either physical or mental health reasons. The MLOA is typically for the remainder of the semester and until the student is ready to resume the rigors of academic life. If possible, students wanting to take a medical leave of absence need to complete a written request and submit it to the Office of the Dean for Student Experience. At times medical emergencies will necessitate the immediate departure from campus and diminish the possibility of following the proscribed process. In such cases, the Dean for Student Experience may grant a Medical Leave of Absence. If the student has not left campus, they should adhere to the following guidelines:

1. A student should complete the Request for a Medical Leave of Absence form. The form can be obtained at the Office of the Dean for Student Experience.
2. The request should be signed by a staff member of the Wellness Center – Counseling Services if the medical leave of absence is for mental health reasons and a staff member of the Wellness Center – Health Services if the leave is for physical health reasons.
3. The request should be signed by the academic dean of the student's school or college.
4. Medical leaves of absence are usually granted for the remainder of the semester and until proper documentation for readmission has been submitted.
5. Before granting the MLOA, the Dean for Student Experience may discuss with the student their written request and specific action plan for the MLOA.
6. Before granting the MLOA, the Dean for Student Experience may consult with the academic dean and/or academic advisor of the student.
7. The deadline to request a MLOA is the last day of classes.

Readmission: When a student on a medical leave of absence (MLOA) is ready to return to our campus community, they must submit an application and supporting medical documentation. An application to return from a MLOA must include complete compliance with the guidelines for return from a MLOA. To ensure that adequate time exists to compile and review all the necessary materials, applications must be

submitted by the following dates:

August 1 – Deadline for receipt of application and supporting documentations to return for enrollment for the fall semester.

December 1 – Deadline for receipt of application and supporting documentations to return for enrollment for the spring semester.

Depending on the circumstances associated with the MLOA, a committee may be convened to review the student's readiness to return to our academic community. Once a completed application arrives, the Return from MLOA Committee may convene. If the materials suffice, the Dean for Student Experience will arrange a meeting time for the committee and student. The committee will then interview the student and collaboratively develop a series of suggestions, recommendations and/or conditions to enhance the student's success. If the student agrees with the committee, and the committee is satisfied that the student will adhere to the plan, a final clearance will be issued.

Family Notification Policy

Purpose

The purpose of the Family Notification Policy is for Alfred University to comply with Title 43: Education Law PART 99-Family Education Rights and Privacy (FERPA) and promote the health and wellbeing of all students. Alfred University may notify the family and legal guardians of dependent students defined below who are under the age of 21.

<http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.33#sp34.1.99.b>

§99.31 Under what conditions is prior consent not required to disclose information?

(ii) (A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and (B) The student is under the age of 21 at the time of the disclosure to the parent.

NOTIFICATION

Parent notification of violation and sanctioning may be sent in writing after the appeal process has concluded. Parent letters may be sent when a student is:

1. found in-violation of Alfred's Alcohol & Drug-Free Policy and/or any of the Student Codes of Conduct that pertain to alcohol or drugs.
2. suspended or expelled.

FERPA – Family Educational Right and Privacy Act

Student's Rights and the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) (sometimes called the Buckley Amendment) affords Alfred University students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, division chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will plan for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of those education records believed by the student to be inaccurate or misleading. Students should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is believed to be inaccurate or misleading. If the University official responsible for the record decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. In the same notification, the University will also advise the student of procedures for a hearing. Insofar as possible, the services of the University Ombudsman and the members of the Ombudsman's Student Grievance Committee will be used in these instances.
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent may be made as follows:

- a. To school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support Staff position (including Security and Health Center personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or a collection agent and, specifically, the National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official University committee charged with a task that involves review of education records, or assisting another school official in performing their tasks. A school official has legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.
 - b. To parents of dependent students.
 - c. In connection with financial aid.
 - d. To Federal State, and local authorities in connection with an audit or evaluation of compliance with education programs.
 - e. To organizations conducting studies for or on behalf of educational institutions.
 - f. To comply with a STUDENT CONDUCT order or subpoena. (In most cases, the University must make reasonable effort to notify a student in advance of compliance.)
 - g. In connection with a health or safety emergency.
 - h. To an alleged victim of a crime of violence, the University may release the results of a related conduct hearing.
 - i. To the student.
 - j. To the public, at the discretion of the University, those portions of education records defined as "Directory Information". Note, however, that students may request that the University withhold Directory Information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alfred University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605

Policies and Definitions

"Education records" are defined as those records, files, documents, and other materials, which contain information directly related to the student from the first day of attendance at the University until graduation or withdrawal. An "eligible student" (that is, one who may request a review of their records) is defined as one who has attained 18 years of age or is attending a postsecondary institution. Former college students are permitted to have the same access to their records as those currently enrolled.

At Alfred, students' records include the academic transcript and the cumulative academic file found in the Registrar's Office as well as academic files maintained in the offices of the academic deans, and in many instances, by academic advisors. Student conduct records are retained in the Dean for Student Experience's office in Powell Campus Center. Additionally, records or files for some or all students will be found in the Financial Aid Office, the Business Office, Career Development Center, and the Wellness Center. Appropriate administrative officers and staff, as well as appropriate academic deans, chairpersons and faculty advisors have access to these files.

The Privacy Act does not permit access to the personal notes of professors and administrators if they are not available to any third party. These personal notes are not considered to be part of the "education record". The records of physicians or psychologists or other professionals or paraprofessionals who assist in the treatment of students are not available to students, although those records can be reviewed by a physician or other professional of the student's choice. Students can gain access to their parents' financial aid forms only if their parents sign a waiver allowing them such access. A student preparing a placement file will be permitted the option of requesting references which are available for their inspection or (by waiving their rights to see certain letters) those that are confidential. Students are also allowed to waive their rights to see certain other documents, including letters of recommendation for admission to graduate or professional schools or receipts of awards.

Directory Information - The release of "directory information" without a student's consent is permitted unless the student has placed restrictions on such release. The University notifies students each year in the Fall Semester of their right to restrict the release of directory information. At Alfred University directory

information is defined to include information such as the student's name, local and home address and telephone number, e-mail address, photograph, date and place of birth, major field of study, class year, enrollment status as full or part time, and name, home address and telephone number of parents. Also included are participation in officially recognized activities and sports, weight, and height of members of athletic teams, receipts of scholarships, honors and awards, inclusion in Dean's lists and graduation lists, dates of attendance and the most recent previous education agency or institution attended by the student. Other similar directory data elements may be introduced from time to time.

Though permitted under FERPA, Alfred University does not, with one exception, release name, address, and telephone number lists of students to any person or organization outside of the University community. The exception is that such lists are released to military recruiters as required by separate federal legislation known as "the Solomon Amendment". The University does, however, release name, address, and telephone number lists within the University community to student groups and organizations. When name and address lists are released to military recruiters under Solomon, or when released within the University community to student groups and organizations, students who have placed restrictions on the release of directory information are not included.

Review and Challenge of Education Records - Any eligible student or parent or legal guardian who wishes to inspect and review student educational records should make such a request to the administrative officer in the specific office where that record is maintained. The University must respond to the request not later than 45 days from the date of the request. Normally, access will be possible without delay. Records will not be released from the University files for removal for inspection elsewhere. Copies may be made of such records at prevailing University rates.

Any student may request a hearing to challenge the content of any record and may seek the correction or deletion of any entry deemed inaccurate, misleading, inappropriate, or otherwise in violation of the privacy or other rights of students. At Alfred University any question about the accuracy of student records should first be brought to the attention of the officer of the University responsible for maintaining the file. An attempt will be made to settle such a dispute through informal meetings and discussions. If this is unsatisfactory or unproductive, a hearing will be held, and a decision rendered by a University official with no personal stake in the outcome. Insofar as is possible, the services of the University Ombudsman and the members of the Ombudsman's Student Grievance Committee will be utilized in these instances.

Service Animal and Assistance Animal Policy

While Alfred University enforces a no-pet policy in its residence halls (except for fish, not exceeding 10 gallons) and campus facilities, it is acknowledged that some members may require the use of service or assistance animals. Alfred University recognizes the importance of Service Animals as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of Assistance Animals under the Fair Housing Act that provides physical and/or emotional support to individuals with disabilities. Alfred University is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full participation and equal access to the University's programs and activities. Alfred University is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. The University reserves the right to amend this Policy as circumstances require. Set forth below are guidelines concerning the appropriate use of and protocols associated with Service Animals and Assistance Animals.

Definition

Service Animals - A "service animal" is an animal trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, or assisting an individual during a seizure. The ADAAA limits service animals to dogs and, in some circumstances, miniature horses. Service animals are not considered "pets" and are explicitly permitted to accompany the disabled person in all areas of the University where the disabled person is authorized to be.

In extremely unusual circumstances, a service animal may not be permitted in a specific area, such as in an

animal research lab if the service animal's presence would pose a danger or interfere with research activities. In those cases, the University will work with the individual to explore alternative accommodations for the individual to participate in the University's program.

Assistance Animals - An assistance animal, also known as an emotional support animal (ESA), is not specially trained to assist a person with a disability and, therefore, is not a service animal. An assistance animal is required by a member of the Alfred University community in effort to have an equal opportunity to use and enjoy their residence hall room or to participate in the housing program. The animal provides emotional support which alleviates one or more identified symptoms or effects of a person's disability. There must be an identifiable and medically indicated relationship between the individual's disability and the assistance the animal provides. A person with a medically documented need for an assistance animal is permitted to have the animal in their residence. An assistance animal is not permitted to accompany the individual with a disability in "no pet" areas of the University, other than their residence.

Pet - A pet is an animal kept for ordinary use and companionship unrelated to a disability. A pet is not considered a service or assistance animal. Pets, other than fish, are prohibited from residing and/or visiting University residence halls. Further, pets are not permitted in the facilities of Alfred University. Refer to the [Control of Animals policy](#) and/or [the Housing & Dining Contract Terms and Conditions](#) for more information about pets in on-campus housing.

Approved Animal - An approved animal is a Service or Assistance Animal authorized pursuant to this policy.

Owner - The owner is a person with a disability who uses an authorized service or assistance animal.

Procedures for Requesting Accommodation for Use of Service or Assistance Animals

Service and assistance animals may not reside in University housing without express pre-approval of University officials.

Service animals

Students intending to bring a service animal to campus and/or to live with a student in a residence hall are requested to inform the Center for Academic Success (CAS) 607-871-2148 Herrick Library. Students are encouraged to make this notification by June 1 for fall term, December 1 for spring term, and April 1 for summer term to allow adequate time to decide. Notification to CAS of the need for a service animal will assist the University in making any necessary preparations, as well as ensuring that appropriate University employees are made aware that the animal is a service animal authorized to be on campus. If it is readily apparent that the individual has a disability and that the animal is a service animal, no further information will be requested. If it is not readily apparent that the animal is a service animal, the individual may be asked if the animal is a service animal required because of a disability and to explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and no documentation of training will be required. If the service animal is a miniature horse, additional consideration will occur, including but not limited to whether the animal is controllable by the owner and will not present a safety risk.

Assistance animals

No Assistance Animal may be kept in University housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

- To begin the process, students must complete the Assistance Animal Request Form, available at the CAS office in Herrick Library, 607-871-2148, or on the [CAS website](#). Before a request for an assistance animal is reviewed, the student must submit sufficiently specific documentation, completed by a treating physician or qualified non-University health provider, to the CAS Director which permits the Disability Housing Committee (DHC) to determine that (1) the individual has a disability (2) the animal is necessary for the individual to have an equal opportunity to use and enjoy their residence, and that (3) there is an identifiable relationship between the disability and the assistance that the animal provides.

- Once the request and supporting documentation is submitted, in writing, to the CAS Director, it will be reviewed in consultation with the DHC to determine if an assistance animal is an appropriate accommodation to the University housing policy.

The DHC may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Assistance Animals:

- The size of the animal is too large for available assigned housing space.
- The animal's presence would force another individual from housing (e.g., serious allergies);
- The animal's presence otherwise violates individuals' right to quiet and enjoyment.
- The animal is not housebroken or is unable to live with others in a reasonable manner.
- The animal's vaccinations are not up to date.
- The animal poses or has posed a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others.

Students are encouraged to submit their request for use of an assistance animal in University residence halls by June 1 for fall term, December 1 for spring term, and April 1 for summer term to allow adequate time to make arrangements. While requests submitted after these dates will be accepted and considered, Alfred University cannot guarantee that it will be able to meet late applicants' needs in time for the beginning of the semester. The DHC meets as needed to determine on a case-by-case basis and in accordance with applicable laws and regulations whether the animal is a reasonable and appropriate accommodation for the student making the request. If the request is submitted by the deadlines listed above, the student will be notified in advance of moving into a residence hall room regarding the status of the application.

If an assistance animal is approved: Before an assistance animal is permitted on campus as an accommodation it must be formally approved by the DHC and the following procedures and forms must be complete and on file with the appropriate University personnel.

1. Once notified of their approval to have an assistance animal in university housing, the approved student must arrange a meeting with the Director or Associate/Assistant Director of the Office of Residence Life to discuss the rules, regulations, and procedures of having an approved assistance animal on campus. The student's roommate and most of their suitemates or apartment mates, where applicable, must also be present at this meeting.
2. Roommate/Suitemate/Apartment Mate Acknowledgement Form, if applicable:
 - o The student seeking an assistance animal must have their roommate and all of their suitemates or apartment mates complete this form.
 - o Should there be conflicting considerations between the student approved for an assistance animal and the needs of roommate(s), suitemate(s), or apartment mate (s), such as health/allergy conditions or fear of the animal, either the student requesting the assistance animal or the non-approving roommate(s), suitemate(s), or apartment mate (s) may be moved to a different location based on availability. The Residence Life Office will respond in a timely manner and will carefully consider options for all individuals involved.
3. Assistance Animal/Emotional Support Animal Registration Form and a recent picture of the assistance animal must be submitted by the approved student.
4. Alternate Caregiver Information Form: The student must provide contact information for an alternate caregiver who lives off campus and can care for the animal if the approved student is unable to do so (e.g., unexpected hospitalization). Alfred University will assume no responsibility/liability for the care of a student's assistance animal.
5. Veterinarian Verification Form: The health and well-being of the animal must be evaluated by a licensed veterinarian prior to the animal being on campus and on an annual basis thereafter. Documentation of up-to-date vaccination, flea treatments, etc. must be on file with the CAS office.
6. Licensing: Owner must follow [all local or hometown licensing laws and tag laws](#).

Owners Responsibilities Regarding Use of a Service or Assistance Animal

Members of the Alfred University community with a Service Animal: The supervision of the animal is solely the responsibility of its owner. The owner must be always in full control of their animal, as outlined below. The owner is expected to ensure the health, safety, and humane treatment of their animal. The owner agrees to continue to abide by all other University policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy. The Office of Residence Life can relocate owner and approved animal as necessary according to the Housing and Dining contract. Alfred University personnel may intervene if the animal is found unattended, in need of care, or is causing a disturbance.

Under control of owner: The animal must be under the owner's direct physical control with a harness, leash, or another tether, unless either the owner is unable because of a disability to use these, or the use of one of these would interfere with the service animal's safety, effective performance of work or tasks. If so, the service animal must be otherwise under the owner's control (e.g., voice control, hand signals, or other effective means).

- The animal's behavior must not be disruptive to its surroundings or other members of the University community. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, excessive odor, taking food from dining area tables, or taking personal belongings of individuals other than the owner.

Proximity to owner: While on campus, in areas including classes, public areas or residences, food venues, or assembled gatherings, the animal must be in close physical proximity to the owner.

- Animals in University housing may not be left for extended periods of time either unattended or to be cared for by someone other than the owner.

Clean up and grooming requirements: The care of the animal is solely the responsibility of its owner. The animal must be housebroken. The owner shall:

- Always carry equipment sufficient to clean up the animal's waste and immediately remove and dispose of the waste. Members of the University community who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance. Alfred University is not responsible for this task.
- Keep the animal clean, well groomed, and free of pests. If University facilities are used to bathe the animal, the owner will clean the area when done. Members of the University community who are not physically able to bathe the animal or clean University facilities when done are responsible for making all necessary arrangements for assistance. Alfred University is not responsible for this task.

Health and safety: The owner is expected to ensure the health, safety, and humane treatment of their animal.

- Alfred University personnel shall not be required to provide care or food for any animal including, but not limited to, removing the animal during emergency evacuations for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

Members of the Alfred University community with an Assistance Animal in University housing: The care of the animal is solely the responsibility of its owner. The owner agrees to all the requirements outlined above, with the exception of the identification recommendation, in addition to the requirements outlined below. The owner agrees to continue to abide by all other University policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy. The Office of Residence Life can relocate owner and approved animal as necessary according to the Housing and Dining contract. University personnel may intervene if the animal is found unattended, needs care, or is causing a disturbance.

- The assistance animal is only permitted within the owner's residence hall room and residence hall common areas while the owner is present in the common areas.
- The owner is responsible for ensuring the assistance animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.

- The owner must submit annual proof of immunizations as required to the CAS Director.

Lack of Cleanliness and Damages Caused by the Service or Assistance Animal

All members of the University community are responsible for any extra cleaning required or damage to University property which is caused by them. The owner shall also be responsible for any extra cleaning required or damage to University property which is caused by the service or assistance animal.

- The owner's residence may be inspected for fleas, ticks, or other pests during the regularly scheduled housing inspection by the Environmental Health & Safety (EH&S) office. If fleas, ticks, or other pests are detected through inspection, the residence or work area will be treated using approved fumigation methods by a university-approved pest control service. The owner will be billed for the expense of any pest treatment.
- The owner's residence may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the owner will be billed for the expense of the additional cleaning required.
- The owner's residence may be inspected for physical damage during the regularly scheduled housing inspection. The owner will be billed for the expense of any damage to the University residence or University furnishings within the residence that are caused by the animal.

Managing Disabling Conditions and Concerns of All Members of the Alfred University Community

Within University residences, the health and well-being of all roommates, suitemates, apartment mates, housemates and building occupants will be considered.

- Members of the University community with medical conditions(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Residence Life if they have a health or safety related concern about exposure to an animal.
- Roommates, suitemates, apartment mates, and/or housemates will be made aware of the planned presence of an animal in their residence by the Office of Residence Life. They will be asked to sign an acknowledgment stating that they understand they will be living in the presence of an animal and are aware of how to address concerns if needed. In the event that a roommate, suitemate, apartment mate and/or housemate has an allergy, or other physical or emotional condition aggravated by the presence of the animal, the University will work with the students involved to find a housing solution acceptable to all. However, when faced with students with incompatible medical needs, the University may find it necessary to relocate one or more students involuntarily, including, where the University deems appropriate, the student with the animal.

Removal of a Service or Assistance Animal

Alfred University may pursue the process for determining if an approved animal should be removed from campus housing for the following reasons:

- The animal is not under the direct physical control of the owner
- The animal's behavior is disruptive to its surroundings or other members of the University community
- The animal poses a direct threat to the health and safety of others
- The animal's presence fundamentally alters the nature of a program or activity
- The owner fails to comply with any of their responsibilities under this policy

Process for removal of a service or assistance animal:

- Any member of the University community may submit a complaint about a service or assistance animal, identifying one or more concerns in the areas listed above.
- The University will investigate the situation. If the University determines that a violation of this policy occurred, the owner of the animal will be informed, and the University will take appropriate responsive measures. The University's responsive measures will depend on the circumstances of the situation. Where reasonable, the University will work with the owner to resolve the situation in a way

that allows the owner to continue to have the service or assistance of the animal or another animal.
The University reserves the right to require an owner to remove the animal from University property.

Decisions made pursuant to this policy are reviewable by the Vice President of Student Experience or Dean for Student Experience upon request by the affected person(s). The request for review should be made to the Vice President of Student Experience within ten (10) business days of the decision. Additionally, in appropriate cases, an appeal may be available through the University's Section 504 Grievance Procedure. Please contact the 504/ADA Compliance Officer,

Social Environment Policy

University Goals

Alfred University exists to educate persons in the arts, sciences, and professions, and to promote the advancement of society through study, artistic expression, experimentation, research and the sharing of diverse and challenging ideas. To create and maintain the best conditions for achieving these goals, the University provides and promotes a residential community of learners that is safe, inclusive, welcoming, and devoted principally to these missions.

Fraternal Societies

The University's goals are not well-served by the formation and continuation of Fraternal Societies among its students. "Fraternal societies" are the local (or local chapters of Greek letter fraternities and sororities and similar organizations which (1) are comprised of one or more University students or alumni; (2) are exclusively or primarily social in their purpose or activities; and (3) perpetuate themselves by admitting new members or participants on the basis of a socially-based selection by the existing members or participants, rather than upon the right and free choice of any student meeting appropriate criteria. Student organizations with purposes which are primarily educational, religious, honorary, civic, recreational, or athletic are not "Fraternal Societies."

The common practices of Fraternal Societies include "rushing," "pledging" and "initiating" students, selection and exclusion based on social criteria, and the use of secret social rites and rituals. These practices are contrary to the University's principles of openness and inclusiveness and its mission to educate and elevate the minds, bodies and spirits of all students. The demeaning, debasing and sometimes dangerous practices of "hazing" engaged in by a significant number of Fraternal Societies have no place at this University.

Policy

The University will not recognize nor lend any institutional support or sanction to Fraternal Societies. Therefore, the University also does not permit students to use or attempt to use any property, facilities, communications media, name, trademark or other assets or services of the University to form, promote, benefit, recruit new members for, accept membership in, or conduct any activities of a Fraternal Society.

Further, any person who recruits or attempts to recruit a University student into a Fraternal Society or who pledges or accepts membership in a Fraternal Society violates University policy.

A group does not require any formal organizational structure or membership designation, or any history, housing arrangements, insignia, or form of name to be a "Fraternal Society" under this policy. The formation of any new Fraternal Society is considered recruitment, in violation of this policy.

Violations

Students who violate this policy are subject to conduct action, including suspension or expulsion. Members or participants in Fraternal Societies will be held individually responsible for any violations of this policy they themselves commit.

Promotion of Student Organizations

The University encourages students to form and seek the recognition and support of the University for new and existing organizations that are fundamentally inclusive in nature and focused primarily on their members' interests in learning, public service, religious faith, recreational activities, or athletic competition.

Social Media Policy

Expectations:

1. As stated in our Student Code of Conduct, our community values Integrity, Community, Social Justice, Respect and Responsibility. The social media policy reflects those values and expects students to be respectful, careful, responsible, and accountable for their use of social media. A student's right to make a statement does not mean that the speech has no consequences in terms of impact on others, judgments made about the speaker by third parties, or the impact on future employers. For

example, an image, comment, or video that a student creates for a small audience may inadvertently be published widely, without their knowledge. That content may be disturbing or harmful to persons from other races, cultures, or personal backgrounds due to the historical uses or abuses of images, words or concepts embedded in that content. Not only is it ethically wrong to hurt others if it can be avoided, but in the digital world one may quickly become the recipient of threats, abuse and disparagement.

2. Respect the speed inherent in modern social media. For example, a student may post a statement to a nonpublic account, have the statement photographed and uploaded to a public page and begin receiving abusive messages within minutes of posting the original statement.
3. Students should expect to be held responsible by others, within the boundaries of applicable law and University policy, for what they say or post in all places, including on social media.

Policy

The University does not regularly monitor the language and/or actions of students on public social media platforms but may become aware of such language and/or actions and will hold students accountable for related violations of the Student Code of Conduct or Alfred University's Title IX: Discrimination, Harassment and Sexual Misconduct Policy. Students may not use social media in a manner that violates any Alfred University policy, including but not limited to the following:

Harassment: Any unwelcome behavior, which is not covered under Alfred University's Title IX: Discrimination, Harassment and Sexual Misconduct Policy, whether verbal, electronic, via telephone or through a 3rd party, is prohibited.

Bullying and Cyberbullying: Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate, intentionally harm, or control another person physically or emotionally.

Hostile Environment: The creation of a hostile environment when harassment is sufficiently severe, pervasive/persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from Alfred University's educational or employment, program or activities. This conduct is outside the Title IX: Discrimination, Harassment and Sexual Misconduct Policy.

Harassment: Alfred University's Title IX: Discrimination, Harassment and Sexual Misconduct Policy defines harassment as conduct that offends based on race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, gender identity, gender expression, military or veteran's status, status as a victim of domestic violence, marital status or any other characteristic protected by applicable law. Harassment is any form of offensive conduct or communication and may be verbal, written, electronic, visual or physical. Merely by way of illustration, harassing acts may include racial, ethnic or religious slurs; name-calling that demeans on the basis of gender, age, disability, sexual orientation or gender identity; unwanted touching of a person's legs or shoulders; physically harming or threatening another due to racial or religious animosity; vulgar pictures or ethnically offensive symbols or graffiti; or gestures that mimic or mock a person's gender, sexual orientation, disability, race or religion. Sexual harassment is one form of harassment. Sexual harassment may consist of sexually charged comments or conduct, including sexually lewd conversation or pictures, repeated, unwelcome requests for dates or romantic interaction; conditioning a benefit (such as a grade or promotion) on sexual activity; or unwelcome physical affection (such as hugs or kisses). The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this policy. The determination is based on a "reasonable person" standard and considers the totality of the circumstances. Alfred University considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness or severity of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community.

Alfred University values and protects the speech rights of students. This policy will be interpreted with those protections in mind.

Procedure

Anyone may submit a report to the Dean for Student Experience, Bias Response Team, or Public Safety about a student's use of social media. Complaints may also be submitted through the on-line [AUReportIt](#)

portal. The Dean for Student Experience may initiate a mandatory meeting with the student and/or the complainant to gather more information and/or to seek clarity about the complaint. If the complainant falls under Alfred University's Title IX: Discrimination, Harassment and Sexual Misconduct Policy, the Dean for Student Experience may appoint an investigation team to gather evidence and information.

When two or more students allege that there are mutual violations of the social media policy arising from the same incident the University may find both parties responsible for a violation of this policy. If a student uses social media to threaten any crime and/or with the purpose of terrorizing or threatening another, or if the University otherwise believes reporting to be warranted, the behavior will be reported to law enforcement.

Solicitation Policy

Definition

Solicitation is defined as any verbal or written effort to raise funds through the sale of merchandise/services or through charitable donations as well as to influence opinions or to gain support for an issue or cause.

Introduction

Alfred University wishes to maintain an environment of academic integrity and personal development. It recognizes the need to protect this environment from uncontrolled solicitations but acknowledges the need of the campus community to support worthy causes and to have convenient access to a variety of merchandise and services. The following policy provides a means to achieve an acceptable balance of activity.

**SOLICITATION IS STRICTLY PROHIBITED IN CLASSROOMS AND LIBRARIES
AS IS DOOR-TO-DOOR SOLICITATION IN THE RESIDENCE HALLS.**

Solicitation by Recognized University Clubs and Organizations

1. Clubs and organizations must register solicitations intended for the public areas of the residence halls with the Director of Residence Life or designee at least forty-eight (48) hours prior to the solicitation. When possible, sample items which are to be distributed should be part of the registration process. In addition, all advertising and publicity within a hall must be approved, in advance, by the Director of Residence Life or designee (see posting and distribution of printed materials). Posters, flyers, etc. may not be placed on walls, windows, doors, or sidewalks; bulletin boards should be utilized for this purpose.
2. Clubs and organizations wishing to use the campus center must register the solicitation with the Director of Student Activities in the Campus Center at least 48 hours in advance of the intended activity. All advertising and publicity within the campus center must be approved and properly located on bulletin boards or in the desk area.
3. Clubs and organizations wishing to use the dining halls for solicitation must obtain approval from the dining hall manager at least 48 hours in advance of the activity. Advertising and publicity within the dining halls must be approved and located according to building policies. For more information on advertising contact the dining hall manager.
4. Clubs and organizations wishing to hold a raffle, bingo, lottery, or similar game of chance must receive permission to do so from the Dean for Student Experience or designee. Prizes of alcohol or other prizes deemed to be inappropriate will be prohibited. Raffles, lotteries, bingo, etc. are subject to local, state, and federal laws.
5. Clubs and organizations must abide by all University policies.

NOTE: Use of certain facilities may result in a rental charge.

Individual Student Solicitation for Profit

Individuals wishing to solicit for profit must obtain approval from the Dean for Student Experience or designee. In cases where the student is receiving financial aid, the student must inform the Director of Financial Aid if approval is granted. Such endeavors are subject to local, state, and federal laws.

Uninvited Solicitation by Off-campus Groups or Individuals

Off-campus groups or individuals must obtain approval for solicitation, which is not requested by a University official, from the Dean for Student Experience or designee. A letter detailing the solicitation must be received at least one week prior to the desired activity and include the following information:

- sponsoring organization
- contact person and local telephone number
- purpose of the solicitation
- preferred date(s) for solicitation
- method(s) used to solicit, including advertising and publicity
- preferred location(s)
- target population(s)
- description (samples when possible) of products, programs, and/or written materials to be distributed

Generally, uninvited solicitation by off-campus constituents is discouraged. Activities which enhance the University community educationally or culturally, however, will be given serious consideration. Priority will be given to University recognized clubs and organizations.

Off-campus groups or individuals who receive approval for solicitation must also obtain permission to use facilities. For dining hall use, contact the Director of Dining Services; for use of public areas of the residence halls, contact the office of Residence Life; for use of the Campus Center, contact the Director of Student Activities; for use of any other area, consult with the Dean for Student Experience. Permission may be denied based upon the availability of space, timing, and/or the nature of the activity.

Profit-making solicitations may be subject to a contractual relationship by which a negotiated percentage of sales will be allocated to Alfred University.

Off-campus groups or individuals must abide by the policies affecting recognized University clubs and organizations.

All persons involved with a solicitation must respect the rights of individuals to refuse the solicitation being made. Violations of any of the above policy may result in student code of conduct or legal action and/or other sanctions depending upon the solicitor's relationship to the university and the nature of the violation.

Weapons Policy

Possession or use of weapons while on property owned, affiliated with, or controlled by Alfred University (including sidewalks, driveways, and parking lots) or where Alfred University events are occurring, is expressly prohibited, except as may be required by law enforcement officials. This policy further applies to those operating Alfred University Motor Pool vehicles, whether on or off University property.

The definition of "weapons" covers all items capable of inflicting serious injury. This includes items which are legally possessed, but used in a manner that harms, threatens, or causes fear or could easily be mistake as a weapon. Examples include, but are not necessarily limited to, the following: Firearms, Knives, Air Guns, Spear Guns, Paint Guns, Bow and Arrow, Explosives: Gunpowder, Firecrackers, Ammunition, Chemicals, etc.

Because such items are capable of inflicting serious injury and thereby pose a clear risk to persons and/or property, violations of this policy may result in conduct action up to and including suspension of students or termination of personnel and may likewise be prosecuted under applicable law.

Note: On occasion, academic programs may require the use of tools falling under this definition. Such tools, when applied directly to program-related activity, are exempted from this policy. The determination of whether a kitchen knife is considered a weapon for the purposes of this policy will be made based on the circumstances surrounding the knives possession and use. For example, a kitchen knife used for food preparation would not be considered a weapon.

Withdrawal Policy

A student who seeks to withdraw from the University during the academic year or at the end of any semester should first consult the Dean for Student Experience or designee. Initiating the withdrawal in this manner is primarily for proper guidance and is also necessary if the student is to receive funds which may be due.

OFFICE OF PUBLIC SAFETY

Purpose and Procedure

The Office of Public Safety is operational seven days per week with limited hours of closure. It is in the Physical Plant building and can be reached by calling (607) 871-2108. After office hours, the University emergency phone is forwarded to the Allegany County 911 Center located in Belmont, New York. In



the event of an after-hours emergency, the 911 Center will dispatch appropriate emergency personnel along with Alfred University personnel to the scene of an emergency. Students are employed by the Office of Public Safety on a part-time basis and assume the position of Public Safety Aides. The Chief of Public Safety is ultimately responsible for managing the daily activities of the student security operation. All Public Safety Aides function as an important part of the University's overall effort to maintain the peace, safety, and security of persons and property at the University.

The public safety office function is an effective and important part of the University's overall effort to maintain the peace, safety and security of persons and property at the University.

For more detailed information, refer to the Annual Campus Safety & Fire Report. Information regarding registered sex offenders may be obtained from the Alfred Police Department.

Motor Vehicle Regulations

Complete Traffic Safety Regulations are available on the Alfred University website.

Purpose

The vehicle regulations set forth have been established for the orderly control of vehicles and prevention of accidents on the University campus. Vehicle regulations apply throughout the year.

Scope

For these regulations, campus boundaries consist of all properties owned or controlled by Alfred University. These regulations apply to all operators of motor vehicles on the University campus.

Operating a motor vehicle on university property is a privilege and constitutes acceptance by the owner and/or operator of the responsibility to assure that their vehicle is neither parked nor operated in violation of university regulations, local ordinances, or state laws.

Alfred University assumes no responsibility for a vehicle or its contents. This includes any damage caused by moving, towing, or booting.

The operation of motorcycles, in areas other than those designated for all motor vehicles, is prohibited. The operation of snowmobiles, all terrain, or unlicensed vehicles on university property is prohibited.

Enforcement

The enforcement of parking and vehicle regulations will be under the direction of the Office of Public Safety.

Public Safety and Emergency Policies and Procedures

Emergency Medical Care

To obtain emergency medical care services at the scene of a seriously injured or ill person:

Office of Public Safety - (607) 871-2108

Allegany County 911 Dispatch Center (Emergency Ambulance and Police contact) - 911

Be prepared to give a brief description of the patient's condition and their exact location. Report injuries and other incidents to a member of the University staff (Residence Life, Public Safety, Student Experience and/or Human Resources).

Transportation to and from scheduled medical visits is the responsibility of the individual student.

Shelter In-Place

Most of our community members are familiar with the “lockdown” concept practiced throughout the nation’s K-12 schools whenever there is a potential for violence on school property. That practice works well in the strictly controlled environment that operates on a universal, common schedule and has clearly defined physical boundaries. The “lockdown” concept is impractical for most of the country’s college campuses for that same reason. Most colleges and universities are open to visitors and seldom feature gates, fences, or checkpoints. The Office of Public Safety offers the following practical suggestions to our community members to adapt to the principle of “Shelter in Place” rather than “lockdown.”

If you are notified that an emergency is in progress and you receive the direction to “shelter in place,” please proceed as follows and wait for further instructions.

Hostile Intruder(s) in an Alfred University Building

Notification of a hostile person on a campus may come from a pre-recorded message on the campus phones, a text message, by runner, by e- mail, or by public alert through loudspeakers on campus. These guidelines apply to any building on or near campus, including residence halls, academic buildings, administrative buildings, etc.

- Faculty/Staff should immediately close the doors to their classroom/office. Lock them if possible. If locks are unavailable, barricade doors unless there is an imminent need to be silent. Attempt to cover any door or classroom windows or openings that have a direct line of sight into the hallway.
- If communication is available, call 911 or (607) 871-2108.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit
- Lock the windows.
- Stay away from the exterior and interior windows, if possible.
- Turn off all audio equipment and silence all cell phones.
- Try to remain as calm as possible.
- Keep everyone together
- Keep classrooms locked, insist that occupants remain until police arrive and give you directions.
- If you are in an open area such as a hallway or vestibule, try to get to a classroom or an office and then follow above procedures. Do not go outside, unless you feel comfortable that you can make it without harm.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you have several options:
 - You can try to hide, but make sure it is a well-hidden space or you may be found by the intruder as the intruder moves through the building looking for victims.
 - If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile subject. When away from the immediate area of danger, summon help in any way

you can and warn others.

- If the person(s) is/are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead, if other victims are around you.
- Your last option, if you are caught in an open area in a building, may be to fight back. This is dangerous but, depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
- Once the police arrive, do not run toward them. Obey all police or emergency officer's commands. This may involve you being handcuffed or keeping your hands in the air. This is done for safety reasons. Once the police evaluate circumstances, they will give you further directions to follow.

Hostile Intruder(s) on the Grounds of Alfred University

When a hostile person(s) is actively causing death or serious physical injury or threatening imminent death or serious physical injury to person(s) on the University grounds, we recommend the following actions be taken:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Keep vehicles, bushes, trees, and anything that could possibly block your view between the hostile person(s) and you while you are running.
- If you can get away from the immediate area of danger, summon help, call 911 or (607)871-2108, and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is/are causing death or serious physical injury to others, and you are unable to run or hide, you may choose to play dead, if other victims are around you.
- The last option you have, if caught in an open area outside, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eye and obey all commands.
- Once the police arrive, do not run toward them. Obey all police or emergency officers' commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once the police evaluate the circumstances, they will give you further directions to follow.

This action/procedure guide cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

Fire Emergency Procedures

Every member of the University community should do their part to prevent fires from starting and to be prepared to take appropriate action if a fire does occur.

Know where the closest stairwell and/or exit to your room/suite are located and have a back-up plan in case that path is blocked.

Have a designated place where you and your roommates or suitemates can meet in case you have to evacuate. Never assume that the alarm is a false one. Get out of the building when you hear the alarm sound. Do not re-enter the building until emergency personnel have given permission to do so.

In Case of Fire

- Leave the building if the alarm sounds unless it is unsafe to do so.
- Sound the alarm if conditions warrant.
- Close all windows within your area to prevent cross drafts from entering the building.
- Keep all interior and exterior fire doors closed to prevent cross drafts from entering the building; this will help retard the spread of fire.
- If your door is closed, place your hand (outer, not palm side) against the door. If it is warm or if you smell smoke, DO NOT OPEN THE DOOR. Follow the directions under "WHAT TO DO IF TRAPPED BY SMOKE OR FIRE."
- Evacuate without unnecessary running. Avoid any action which might cause others to panic.

- Do not use elevators for evacuation. Power failures can cause the elevator to stick between floors; smoke and fire can travel up through the elevator shaft.
- Familiarize yourself with the locations of all available exits, including fire escapes. If an exit is blocked by smoke or fire, go to the next available exit. Give assistance and direction to those following you, particularly the handicapped.
- Use caution when approaching stairwell entrances; you may be merging with evacuees from other floors.
- Travel downward on stairs unless it is unsafe to do so.
- After you have completely cleared your building, look back; someone may be signaling for assistance from a window. By alerting firefighters or residence hall staff, you will help to speed their rescue.
- Do not re-enter the building until emergency personnel have given permission to do so.

WHAT TO DO IF TRAPPED BY SMOKE OR FIRE

- If your door is closed and you suspect that a fire is located just outside, use any available material to seal the threshold to prevent smoke from entering the room. If you find that you are trapped in an area while the door is open, use a coat, shirt, skirt, or similar material to close it, protecting your hand against possible burns from the heated door or doorknob. Next, seal the threshold to prevent smoke from entering the room.
- Partially open a window and stay near it, keeping low and breathing fresher air supplied from outside.
- If no telephone is available, use a coat, shirt, or similar item to signal your location by waving the item outside of the window. Those evacuating the building may see your signal and alert rescue teams.
- Remain as calm as possible, breathing normally only the fresher air supplied by the open window. Once your location has been determined, rescue efforts will begin.

Fire Extinguisher Use

In the event of a fire, your primary responsibility is to follow the evacuation procedures for your building. If it is necessary to put out a fire, the following information clarifies extinguisher type and use:

- Pressurized water extinguisher is used for wood, paper, textiles, and ordinary combustible materials. NEVER USE WATER ON ELECTRICAL FIRES.
- Carbon dioxide (CO₂) is used for flammable liquids, electrical wire, or equipment.
- ABC dry chemical may be used for any of the above.
- Misuse of fire extinguisher and other fire safety equipment is a violation of university policy as well as state law. Individuals who misuse fire safety equipment are subject to University's student conduct process.

Courtesy Ride Service

The Office of Public Safety offers courtesy rides to students when safety is a concern. If a student does not feel safe walking on campus at night, they can contact 607-871-2108 to request a ride.

Guest Parking

If you have a guest that will be staying on campus and they have a car, a Guest Parking Pass may be obtained at the Public Safety office during the hours of 7:00 am and 3:00 pm. Visitors who fail to obtain a Guest Parking pass are subject to fines. Weekend visitors are not required to obtain a pass.

ANNUAL CAMPUS SAFETY & FIRE REPORT

Our Annual Campus Safety & Fire Report can be found [here](#).

CAMPUS PHONE NUMBERS

Emergency

Ambulance, Fire Dept., or Police	911
Public Safety	(607) 871-2108
Wellness Center – Health	(607) 871-2400
Wellness Center – Counseling	(607) 871-2300

Physical Plant (On-Campus Maintenance)
Alfred Police Department (office)

(607)871-2154
(607) 587-8877

Administration

Vice President for Student Experience
Dean for Student Experience

(607) 871-2977
(607) 871-2283

ACADEMIC CALENDER

Current and future academic calendars which contain important dates can be found [here](#).