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Who is Responsible for Safety and Security at Saint Joseph’s University?

The safety and security of all who live, work, and visit Saint Joseph’s University (SJU or the University) is of paramount concern to the entire University community. The primary focus for the Office of Public Safety & Security is to provide the highest, reasonable level of security on our 100+ acre campus. Our school community as a whole shares this responsibility. During the school year, several crime prevention and security awareness initiatives are implemented. This shared responsibility is a key factor to having a safe learning environment and, for that reason, members of the University are encouraged to accurately and promptly report all crimes to the Office of Public Safety & Security and local law enforcement agencies.

Preparation of this Report


Preparation of this Report is the responsibility of the Office of Public Safety & Security. The Office of Public Safety & Security prepares and publishes this Report to inform the University community about campus security policies and procedures, programs designed to prevent and respond to certain crimes, and specific statistics for certain criminal incidents, arrests, and disciplinary referrals reported throughout the previous three calendar years. The crime statistics are gathered primarily from the Office of Public Safety & Security Incident Management System, but also include statistics based on information provided by other Campus Security Authorities (as defined by the Clery Act), as well as outside police departments (local and abroad). For additional information on Campus Security Authorities, see page [16] of this Report.

The University distributes this Report by October 1 of every year to every member of the University community by email. The email, which is sent to every enrolled student, faculty member, and staff member, includes the web address where the report is posted and information on how to obtain a hard copy of the report. Anyone, including prospective students and prospective employees, may obtain a hard copy of this Report by calling the Office of Public Safety & Security (610-660-1111) or visiting: https://sites.sju.edu/security/annual-report. The Clery Act statistics published in this Report are also provided to the Department of Education electronically and the Pennsylvania Uniform Crime Reporting Act statistics are reported annually to the Pennsylvania State Police.

Daily Crime Log

In further compliance with the Clery Act and the Uniform Crime Reporting Act, the University maintains a daily crime log that is available for inspection in the Office of Public Safety & Security at Barbelin Hall, Room 13. The University takes all reasonable precautions to protect against the inclusion of personally identifying information about the victim.

About the Office of Public Safety & Security

The Office of Public Safety & Security is located in Barbelin, Room 13. The office reports to the Vice President for Student Life, and consists of a Director; Assistant Director Operations; Public Safety Investigator; Public Safety Captains; Public Safety Lieutenants; Public Safety Officers; Public Safety Bicycle Officers; Residence Hall and Athletic Center Desk Attendants, contracted through Allied Universal Security Services; and Parking Gate Attendants. Philadelphia Police Officers are hired for patrol services through the Philadelphia Police Department and shuttle bus service is contracted through Easton Coach and Transnet transportation service.
Public Safety & Security’s Law Enforcement Relationships, Jurisdiction, and Authority to Arrest

The University has a dedicated on-campus Office of Public Safety & Security. Public Safety Officers must be certified under Commonwealth of PA Lethal Weapons Training Act 235 prior to employment. Additional pre-service training is provided to all new officers. Public Safety Officers are not police officers, do not carry firearms, and do not have arrest authority. They are employees of the University and as such, operate solely as agents of the University.

Criminal investigations are conducted by one of the two outside law enforcement agencies that are responsible for coverage at the University. They are Lower Merion Township on the Maguire Campus and Philadelphia on the Overbrook Campus. The Office of Public Safety & Security has a longstanding and successful working relationship with both departments. While these relationships are well established, they are not memorialized by a memorandum of understanding or in any written agreement. These departments will report student off-campus involvement and criminal activity to the University.

The University also has a working relationship with the Pennsylvania State Police. The Pennsylvania State Police’s Bureau of Liquor Control Enforcement assists the Office of Public Safety & Security and local police with the enforcement of the Pennsylvania Liquor Code throughout the campus community. This relationship is not memorialized by a memorandum of understanding or in any written agreement.

All crime victims have a right to report any criminal incidents to local police (911). The Office of Public Safety & Security encourages this right and will assist with the reporting process.

Notation regarding Non-campus Locations of Student Organizations

The University does not have any officially recognized student organizations with non-campus locations (including housing).

Clery Act Campus Crime Statistics

The statistics listed below reflect the number of certain types of crimes reported to Campus Security Authorities and police departments (local and abroad), as defined by the Clery Act. They do not reflect the outcome of investigations by the University or the pertinent police department.

* There were no reported hate crimes for the years 2017, 2018, or 2019.
** There were no unfounded reports to declare for the years 2017, 2018, or 2019
## Clery Act Campus Crime Statistics 2019

<table>
<thead>
<tr>
<th>Offenses</th>
<th>On-Campus Student Housing Facilities</th>
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<th>On-Campus Student Housing Facilities</th>
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## Clery Act Campus Crime Statistics 2017

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Definitions of Terms within the Clery Act

It is important to note that the crime classifications for which colleges and universities must provide statistics to comply with the Clery Act differ under state and federal law. Statistics for certain crime classifications under the Clery Act might appear to be different than statistics under the Pennsylvania Uniform Crime Reporting Act. For one example, the federal statistics for motor vehicle theft differ from the state statistics for the same category because the federal classification includes attempted motor vehicle thefts, while state law requires institutions to separately report attempted motor vehicle thefts.

The crime statistics reported under the Clery Act include the following crimes, as defined under the Clery Act. Certain state definitions are provided where applicable.

**Crimes**

- **Non-negligent Manslaughter and Murder**: The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence (Criminal Homicide)**: The killing of another person through gross negligence.
- **Rape**: 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. In Pennsylvania, a person commits the crime of rape when the person engages in sexual intercourse with the complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control they conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders the complainant incapable of consent.
- **Fondling**: Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Pennsylvania, incest occurs when a person knowingly marries or cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister of whole or half blood or an uncle, aunt, nephew or niece of the whole blood. These relationships include blood relationship without regard to legitimacy and relationship of parent and child by adoption.
- **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, the age of consent is 16 and an offense occurs where the perpetrator is four or more years older.
- **Robbery**: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary**: The unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle.

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

- **Domestic Violence**: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or who has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or as “domestic violence” is otherwise defined under the laws of the Commonwealth of Pennsylvania. *Domestic violence is not defined by Pennsylvania State Statute.*

- **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence. *Dating violence is not defined by Pennsylvania State Statute.*

- **Stalking**: 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; or as “stalking” is otherwise defined by the laws of the Commonwealth of Pennsylvania. One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited as described above, or interferes with a person’s property. In Pennsylvania, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under the circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

*Arrests and Referrals for Disciplinary Action*

- **Liquor Law Violations**: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. This includes the manufacture, sale, transporting, furnishing possession, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Weapons - Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This includes manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Hate Crimes**
The Clery Act requires the disclosure of statistics for hate crimes. For Clery Act purposes, hate crimes include any of the “crimes” noted above, as well as any crime of larceny-theft; simple assault; intimidation; destruction, damage or vandalism of property, and a crime involving bodily injury, which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Clery Act Geography

The Clery Act requires that statistics for reported Clery Act crimes that occur (1) on-campus (and in student housing facilities), (2) on public property within or immediately adjacent to campus, and (3) in or on non-campus buildings or property that SJU owns or controls are disclosed. The Clery Act defines these categories as:

- **On-Campus Total:** (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). Note that incidents shown in the On-Campus Student Housing Facilities category are also included in the statistics shown in the On-Campus Total category.

- **On-Campus Student Housing Facilities:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus. Note that incidents shown in the On-Campus Student Housing Facilities category are also included in the statistics shown in the On-Campus Total category.

- **Non-campus Buildings or Property:** (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) Any building or property (other than a separate campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. At Saint Joseph’s University, Non-campus Buildings or Property include the SJU Boathouse, Chubb Hotel and Conference Center, and some study abroad locations.

- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
The Pennsylvania Uniform Crime Reporting Act

In addition to the Clery Act, the Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees, which is calculated according to the following state-mandated formula. The formula is the number of FTE students (7401) plus the number of FTE employees (904). The 2019 FTE is therefore 8305 or 12.04. The rate is obtained by dividing this figure into 100,000 and multiplying the quotient by the individual statistics to produce the crime rate per 100,000 persons in each category.

<table>
<thead>
<tr>
<th>Part I Offenses</th>
<th>2019 Offenses</th>
<th>2019 Rates*</th>
<th>2018 Offenses</th>
<th>2018 Rates*</th>
<th>2017 Offenses</th>
<th>2017 Rates*</th>
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<tr>
<td>Criminal Homicide</td>
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<td>12</td>
<td>7</td>
<td>82</td>
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<td>14</td>
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<tr>
<td>Robbery</td>
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<td>0</td>
<td>1</td>
<td>12</td>
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<td>Larceny-Theft</td>
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<th>2019 Rates*</th>
<th>2018 Offenses</th>
<th>2018 Rates*</th>
<th>2017 Offenses</th>
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<td>Forgery &amp; Counterfeiting</td>
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<td>72</td>
<td>2</td>
<td>24</td>
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<td>Stolen Property (Buying, Receiving, Possessing)</td>
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<td>14</td>
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<td>Prostitution and Commercialized Vice</td>
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<td>Sex Offenses</td>
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<td>36</td>
<td>2</td>
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<td>Offenses Against Family/Children</td>
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<td>Drunkenness</td>
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<td>Disorderly Conduct</td>
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<td>72</td>
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<td>177</td>
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<tr>
<td>Vagrancy</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>All Others** (Except Traffic)</td>
<td>2</td>
<td>24</td>
<td>7</td>
<td>82</td>
<td>9</td>
<td>127</td>
</tr>
</tbody>
</table>

*Incidents per 100,000 Full Time Equivalents (FTE)
**“All Others” offenses include harassment and trespassing.
Procedures for Reporting a Crime or Emergency

Members of the University community are encouraged to accurately and promptly report all crimes and emergencies to the Office of Public Safety & Security and to local law enforcement agencies including when the victim of a crime elects to, or is unable to, make such a report. Such reports will allow the University to make timely decisions about whether follow-up actions are required, including, but not limited to, timely warnings and emergency notifications (as described in this Report).

To report a crime, emergency, or non-emergency, to the Office of Public Safety & Security dial extension 1111 or from outside the University phone system, 610-660-1111. Public Safety Officers trained to dispatch are available at this number 24 hours/day, 7 days/week to answer your call. Based on the nature of the call, a Public Safety Officer may be dispatched to your location, or you may be asked to report to the Office of Public Safety & Security to file an incident report.

To further assist with reporting crimes or emergency situations, 243 emergency phones are located throughout the campus, both inside and outside the buildings. These phones provide a direct line to the Office of Public Safety & Security; simply pick up the handset or press the “call” button. You will be immediately connected with a Public Safety Officer who will be able to determine your location based on the emergency phone you are calling from.

You can also visit the Office of Public Safety & Security in Barbelin Hall, Room 13, or speak with any Public Safety Officer to make a report.

The Office of Public Safety & Security will provide assistance with contacting Philadelphia Police or Lower Merion Police, if needed. You may also contact the Philadelphia Police or Lower Merion Police directly if you wish by calling 911.

In addition, to the Office of Public Safety & Security, the following are designated Campus Security Authorities to whom a crime may be reported:

1. Office of Community Standards - 610-660-1046
2. Office of Human Resources - 610-660-3336
3. Director, Office of Title IX & Equity Compliance - 610-660-1145

1“Campus Security Authority” or CSA is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

(1) campus police department or a campus security department of an institution; (2) individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department, (3) individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and (4) an official of an institution who has significant responsibility for student and campus activities. Those listed in the chart above are category (3). For more information about other categories of CSAs see page 17 of this Report.

All Office of Public Safety & Security incident reports involving students are forwarded to the Vice President for Student Life and the Office of Community Standards for review and disciplinary action, if necessary. All Office of Public Safety & Security incident reports involving employees are forwarded to the Office of Human Resources for review and disciplinary action, if necessary. The University will, upon written request, disclose to an alleged victim (or next of kin if the victim
is deceased) of a crime of violence or non-forcible sexual offense the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense.

**Campus Security Authorities**

The Clery Act requires the University to collect crime reports from a variety of individuals and organizations that are considered “Campus Security Authorities” under the law. Campus Security Authorities (“CSA”) is a Clery Act specific term that encompasses four groups. See note 1 of this Report.

**Professional and pastoral counselors are exempt from the reporting requirement while acting in that role and working within the scope of a license or certification.**

The following are designated as “Campus Security Authorities”:

- All administrative employees and Graduate Assistants in the Division of Student Life, including, but not limited to: Vice President for Student Life; Assistant Vice President for Student Development; Assistant Vice President for Student Life; Assistant Vice President for Student Success and Educational Support; Assistant Vice President of Campus Life and Office of Title IX & Equity Compliance; Administrative staff in: Adult Student Life, Campus Recreation, Career Development Center, Center for International Programs, China Program, Community Standards, Educational Support for Student Athletes, Inclusion and Diversity (including Student Inclusion and Diversity, Inclusion and Diversity Access Programs, Women’s Center, and LGBTQIA Programs), Learning Resources, Public Safety & Security (and all Public Safety & Security personnel to include uniformed officers, residence hall desk attendants, gate attendants, and drivers), Residence Life (including Resident Assistants), Student Disability Services, Student Health, Student Leadership and Activities, Student Outreach and Support, and Student Success and First Year Experience.
- Vice President and administrative staff in Athletics; all team coaches (full and part-time and Graduate Assistants) for Recreational Sports and Intercollegiate Athletics.
- Administrative staff and Graduate Assistants in Campus Ministry.
- All Deans, Associate Deans, and Assistant Deans of the Undergraduate and Graduate programs within the School of Business, the College of Arts and Sciences, the College for Professional and Liberal Studies, and the School of Health Studies and Education.
- All administrative employees in the Division of Administrative Services, including, but not limited to, Dining Services and Facilities Management.
- Chief Human Resources Officer and Director for Human Resources.
- Director of the ELS Language Center.
- All advisors to student groups, clubs, and organizations.
- All non-professional counselors (such as victim advocates).

**Voluntary, Confidential Crime Reporting**

Note that except for communication made to professional and pastoral counselors while acting in that role and working within the scope of a license or certification, all “Campus Security Authorities” have an obligation to report all offenses to the Office of Public Safety & Security. The University does not require its professional or pastoral counselors to notify those to whom they are counseling of the voluntary, confidential reporting options.
Victims or witnesses may report crimes voluntary, confidential for inclusion in the annual crime statistics contained in this Report. Confidential means that the person making the report will not be required to disclose their name. Reports filed confidentially will aid in the University’s ability to identify crime patterns, and those confidential reports that provide sufficient detailed information for classification of the offense using the Clery Act be included in the annual crime statistics. Please be aware that incidents reported in this manner (without personally identifiable information) may limit the University’s ability to respond.

Should the victim of, or witness to a crime wish to make a voluntary, confidential report, there are several means of doing so.

- An Anonymous Tip Line has been established to provide the Office of Public Safety & Security with “tips” about criminal activity or behavior on campus. Call extension 1114 or 610-660-1114 to reach this recorded line and leave a message. The Anonymous Tip Line is monitored by the Director of Public Safety & Security and information provided will be thoroughly investigated. Though monitored, the Anonymous Tip Line is not meant for emergencies that require immediate action.

- Another means to make an anonymous report is through the Public Safety’s website, “Anonymous Tip Box” and the “Tip Drop Box” located in the Drexel Library. The “Tip Drop Box” is situated to the right of the computer classroom on the ground floor and allows for anyone to drop off an anonymous message that will be promptly checked by the Office of Public Safety & Security.

Timely Warnings

The University will provide timely notice to the campus community for Clery-reportable crimes occurring on the University’s Clery Act geography that are reported to Campus Security Authorities or local police agencies, and that are considered by the University to represent a serious or continuing threat to students and employees.

Decision Criteria for a Timely Warning: Whether an incident constitutes a serious or continuing threat to students and employees is a case-by-case determination. In general, this means that there is a risk of students or employees becoming victims of a similar crime. For example, if a robbery is reported on campus and the alleged perpetrator has not been caught, the risk is there. If the alleged perpetrator was apprehended, there may be no continuing risk if the perpetrator acted alone. Other questions that may be asked are: does a criminal incident appear to be a one-time occurrence, or does it fall into a pattern of reported crimes? The Director of Public Safety & Security (or designee) will determine whether a timely warning will be issued. The decision whether to issue a timely warning is decided on a case-by-case basis in light of all the facts surrounding a crime, including, but not limited to, the possible risk of compromising law.

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2 Clery-reportable crimes include: murder/non-negligent manslaughter; manslaughter by negligence; rape; fondling; incest; statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; arson; certain categories of hate crimes; domestic violence; dating violence; stalking; or violations of weapons, drug abuse, and liquor laws.

3 Clery Act geography, in general, means: on campus buildings or property, including student housing, non-campus property that the University owns, leases, or controls, and certain public property within or adjacent to campus.
Content for a Timely Warning: The amount and type of information presented in a timely warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. Generally, the University will provide as much particularized information about alleged perpetrators as reported by victims of crimes including descriptions of gender, race, height, weight, build, age, clothing, facial hair and other reported characteristics. When information about perpetrators reported by victims of crimes is not particularized, specific and clear, the University will not include that information in timely warnings that are provided. Ultimately, the Director of Public Safety (or designee) will determine the content for each timely warning.

Timing for a Timely Warning: Although the Clery Act does not define “timely,” the intent of a warning is to enable our University community to protect itself. This means that a warning is issued as soon as pertinent information is available so that it can be used as a preventive tool, and not solely constitutes a description of the incident.

How Timely Warning Notices Are Issued/Disseminated: Timely warning notices will be made to the entire campus community. Various means of communication used on a case-by-case basis, such as telephone voicemail broadcast messages, electronic mail, Campus Announcements on the “SJU Today” tab within The Nest, and digital signage on televisions throughout campus are available for this purpose. A “Campus Alerts” box is located on the “Home” tab within The Nest and is utilized to quickly disseminate emergency information to the University community. SJU also has a siren/public address warning system and a cell phone text messaging system to communicate without delay in the event of an emergency.

Emergency Response and Evacuation Procedures

Emergency Notifications
The University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Examples of significant emergencies or dangerous situations may include, but are not limited to: an outbreak of meningitis, norovirus or other serious illness; approaching hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; active shooter; bomb threat; civil unrest or rioting; explosion; and chemical or hazardous waste spill. Information regarding the University’s response to various emergency situations can be found in the Emergency Preparedness Plan: https://sites.sju.edu/emergency. All reports of such emergencies or situations should be made to the Office of Public Safety & Security at 610-660-1111.

When the Office of Public Safety & Security receives information regarding a significant emergency or a dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the SJU campus, then the University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the
Confirming the Existence of a Significant Emergency or Dangerous Situation: The University’s Public Safety & Security administrators typically oversee coordination efforts with first responders on behalf of the University. The Director of Public Safety & Security/designee will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus by reviewing all available information.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification: The Director of Public Safety & Security/designee, in conjunction with first responders, will determine the appropriate segments to notify and the appropriate modes to use. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The Director of Public Safety & Security/designee, will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification: The Director of Public Safety & Security/designee will determine the content of the notification based on the available information. If time permits, the Director of Public Safety & Security/designee will consult with the Vice President for Student Life and/or the Chief Marketing and Communications Officer. The content and segments of notification are determined on a case-by-case basis. The goal is to ensure that the campus community, especially those in the immediate area of the occurrence are aware of the ongoing situation and are advised of steps to take to stay safe. As additional information is received, additional content may be provided and additional segments may be notified.

Procedures Used to Notify the Campus Community and Initiating the Emergency Notification System: The University has several means of providing emergency notification. Some or all of these means may be utilized in the event of an immediate threat. The Vice President for Student Life/designee is responsible for initiating each system.

- An Emergency Text Message alert system is available for members of the University community to participate in. Enrollment is voluntary and students and staff are encouraged to register their cell phone numbers in order to receive the emergency text messages (registration is available on the “School Services” tab of The Nest). Messages can be sent to everyone registered or to specific segments of the University community.
- Campus-wide electronic mail messages may also be utilized along with the “Campus Alerts” box on the “Home” tab within The Nest. The “Campus Alerts” box is a quick and far-reaching method of disseminating information to members of the SJU community.
- Electronic mail messages and/or Emergency Text Messages may be used to disseminate emergency information to the larger community.
- A siren/public address warning system is located in the bell tower of the Barbelin building and can be used to broadcast messages to the immediate surroundings.
Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community): The Vice President for Student Life/designee determines when the larger community outside the campus will be notified and the content of that notification.

Procedures to Test the Emergency Response & Evacuation Procedures
The University conducts various tests of emergency response procedures to include table-top and field exercises coordinated with local emergency response teams and law enforcement agencies. These tests, which occur annually, contain drill exercises and follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Director of Public Safety & Security/designee annually publicizes emergency response and evacuation procedures in conjunction with the test and documents, and for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

Evacuation procedures are tested twice each semester for all residential facilities. The Office of Public Safety & Security and Residence Life staff oversee evacuation procedures and provide guidance to evacuating students. In addition, evacuation drills are conducted once each semester for campus academic and administrative buildings. Academic building evacuation drills are generally scheduled during “free periods” to ensure minimal disruption to classes in session and will be announced to facilitate preparation and participation by building occupants. Administrative building evacuation drills may be conducted at any time and can be coordinated with staff to maximize participation and minimize disruption.

Sexual Assault, Domestic Violence, Dating Violence & Stalking
The University is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free from the threat of sexual assault, domestic violence, dating violence, and stalking (collectively, for the purposes of this Report, Sexual Misconduct). The University prohibits the crimes of sexual assault, domestic violence, dating violence, and stalking, and will not tolerate Sexual Misconduct on its campus, on non-campus property owned or controlled by the University, or at University-sponsored events or programs (occurring either on-or off-campus, including University sponsored study-abroad programs), by any member of the Saint Joseph’s community (faculty, students, administrators, staff including union members, independent contractors, trustees, and volunteers) or third parties, regardless of sexual orientation or gender identity. This also applies to any off-campus behavior of students (even if unrelated to a University-sponsored event or program) that has an actual or potential adverse impact on the University or any member of the University community.


The University encourages everyone to read these policies as they identify procedures and protocols for reporting and addressing allegations of Sexual Misconduct and Sexual Harassment, including options for and availability of various on- and off-
campus resources for individuals who have been the victims of Sexual Misconduct or Sexual Harassment.

What follows below are certain statements of policy that the Clery Act states must be provided in this annual security report. To the extent there are any discrepancies between the statements below and the Interim Title IX Grievance Policy or the Interim Sexual Misconduct Policy, the University Policy controls.

**Defining Sexual Assault, Domestic Violence, Dating Violence, and Stalking under the University's Interim Title IX Grievance Policy**

**Sexual Assault:**
Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. As of August 2020, the Clery Act definition included an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting Program.

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

**Dating Violence:**
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 the reporting party’s statement and with 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. As of August 2020, for the purposes of the Clery Act definition: (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (B) Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:**
Stalking (as defined in the VAWA amendments to the Clery Act), which includes engaging in a course of conduct 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. As of August 2020, for the purposes of this definition under the VAWA amendments to the Clery Act: (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.


**Defining Sexual Assault, Domestic Violence, Dating Violence, and Stalking under the University’s Interim Sexual Misconduct Policy**

**Sexual Assault:**
Having sexual intercourse or sexual physical contact with another individual by the use or threat of force or coercion, without consent, or where the individual is incapacitated. Sexual Assault is also prohibited by federal and Pennsylvania law. For purposes of the University’s Sexual Misconduct Policy, prohibited Sexual Assault includes: Rape, Statutory Sexual Assault, Sexual Assault, Indecent Assault, Fondling, and Incest as defined by the FBI’s Uniform Crime Reporting Program (available at [https://ucr.fbi.gov/nibrs/nibrs-user-manual](https://ucr.fbi.gov/nibrs/nibrs-user-manual)), or the Pennsylvania Criminal Code.

Applicable definitions from the Pennsylvania Criminal Code are provided below: Each definition is pulled directly from Title 18 of the Pennsylvania Crimes Code; the section number (e.g., § 3121, § 3122, etc.) is also pulled directly from the Pennsylvania Crimes Code. The pertinent definitions are:

§ 3121. Rape: (a) Offense defined. -- A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant: (1) by forcible compulsion; (1) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders the complainant incapable of consent. (b) Rape of a child. -- A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is under 13 years of age. (c) Rape of a child with serious bodily injury. -- A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.

§ 3122.1. Statutory sexual assault: (a) Felony of the second degree. -- Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either: (1) ) four years older but less than eight years older than the complainant; or (2) eight years older, but less than 11 years older than the complainant. (b) Felony of the first degree. -- A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other.

§ 3123. Involuntary deviate sexual intercourse: (a) Offense defined. -- A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would
prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders him or her incapable of consent; (6) (deleted by amendment); (7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other. (b) Involuntary deviate sexual intercourse with a child. -- A person commits involuntary deviate sexual intercourse with a child, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant who is less than 13 years of age. (c) Involuntary deviate sexual intercourse with a child with serious bodily injury. -- A person commits an offense under this section with a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.

§ 3124.1. Sexual assault: Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.

§ 3125. Aggravated indecent assault: (a) Offenses defined. -- Except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person’s body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if: (1) the person does so without the complainant’s consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring; (5) the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders him or her incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other. (b) Aggravated indecent assault of a child. -- A person commits aggravated indecent assault of a child when the person violates subsection (a)(1), (2), (3), (4), (5) or (6) and the complainant is less than 13 years of age.

§ 3126. Indecent assault: (a) Offense defined. -- A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and: (1) the person does so without the complainant’s consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible
compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring; (5) the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders the complainant incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

§ 4302. Incest. (a) General rule. -- Except as provided under subsection (b), a person is guilty of incest, a felony of the second degree, if that person knowingly marries or cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood. (b) Incest of a minor. -- A person is guilty of incest of a minor, a felony of the second degree, if that person knowingly marries, cohabits with or has sexual intercourse with a complainant who is an ancestor or descendant, a brother or sister of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood and: (1) is under the age of 13 years; or (2) is 13 to 18 years of age and the person is four or more years older than the complainant. (c) Relationships. -- The relationships referred to in this section include blood relationships without regard to legitimacy, and relationship of parent and child by adoption.

For purposes of the University’s Interim Sexual Misconduct Policy, Sexual Assault also includes: Non-consensual sexual contact and Non-consensual sexual intercourse.

- **Non-consensual sexual contact** means any sexual touching, with any object, by a person upon another person without consent, or forcing any person to touch you or themselves in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person’s consent and/or cognizance. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another’s clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts) or causing another to have indecent contact with those intimate body parts.

- **Non-consensual sexual intercourse** means any sexual intercourse (anal, oral or vaginal), with any object, by a person upon another person without that person’s consent. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have intercourse against that person’s will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual sexual intercourse can also occur when another person is incapable of denying or giving consent.

**Domestic Violence:**
A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or who has cohabitated with the alleged
victim as a spouse, by a person similarly situated to a spouse of the alleged victim under the
domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against
an adult or youth victim who is protected from that person’s acts under the domestic or family

While there is no distinct definition of “Domestic Violence” under the Pennsylvania
Crimes Code, it should be noted that if a criminal complaint is made to law enforcement
outside of the University, the following standard of probable cause will apply. NOTE: This
is being provided for informational purposes only. This standard is different from the
procedures which apply to on-campus disciplinary matters, as set forth in the University’s
Sexual Misconduct Policy.

§ 2711. Probable cause arrests in domestic violence cases. General rule. -- A police
officer shall have the same right of arrest without a warrant as in a felony whenever he
has probable cause to believe the defendant has violated section 2504 (relating to
involuntary manslaughter), 2701 (relating to simple assault), 2702(a)(3), (4) and (5)
(relating to aggravated assault), 2705 (relating to recklessly endangering another
person), 2706 (relating to terroristic threats) or 2709.1 (relating to stalking) against a
family or household member although the offense did not take place in the presence of the
police officer. A police officer may not arrest a person pursuant to this section without
first observing recent physical injury to the victim or other corroborative evidence. For
the purposes of this subsection, the term “family or household member” has the meaning
given that term in 23 Pa.C.S. § 6102 (relating to definitions).

Dating Violence:
Violence committed by a person who is or has been in a social relationship of a romantic or
intimate nature with the alleged victim. The existence of such a relationship will be determined
based on the reporting party’s statement, taking into consideration the following factors: a) the
length of the relationship, b) the type of relationship, and c) the frequency of interaction
between the persons involved in the relationship. Dating violence includes, but is not limited
to, sexual or physical abuse or the threat of such abuse. Dating violence, for purposes of the
Sexual Misconduct Policy, does not include emotional abuse. *Dating Violence is not defined
by Pennsylvania State Statute.*

Stalking:
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 severe emotional distress. One
engages in an impermissible course of conduct if one engages in two or more acts that include,
but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by
any action, method, device, or means, follows, monitors, observes, surveils, threatens, or
communicates to or about a person in a way prohibited as described above, or interferes with
a person’s property. Although the focus of the University’s Sexual Misconduct Policy is on
gender-based stalking, the Policy prohibits stalking of any type.

*Stalking is also prohibited by Pennsylvania law. The applicable definition from the
Pennsylvania Criminal Code, Title 18, is provided below:*

§ 2709.1. Stalking: (a) Offense defined. -- A person commits the crime of stalking when the
person either: (1) engages in a course of conduct or repeatedly commits acts toward
another person, including following the person without proper authority, under
circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person. (b) Venue: (1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received. (2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct. (c) Definitions. -- As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

“Communicates.” To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission. “Course of conduct.” A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct. “Emotional distress.” A temporary or permanent state of mental anguish. “Family or household member.” Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

**Defining Consent under the University’s Interim Sexual Misconduct Policy**

**Consent**
Consent means words or actions that reasonably demonstrate to another a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent is active, not passive. An affirmative statement or action does not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because: (i) incapacitation, (ii) unconsciousness, (iii) mental disability or incapacity, or (iv) if the consent is the product of threat or coercion. In whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, or the absence of resistance, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure that they understand fully what the person with whom they are involved with wants and does not want sexually. Consent to one form of sexual activity with one person does not imply consent to engage in sexual activity with another. A previous relationship or prior consent does not imply consent to future sexual acts. Consent can be withdrawn through action or words at any time. In Pennsylvania, the age of consent is 16 and an offense occurs where the perpetrator is four or more years older.

**Procedures for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

**The Importance of Preserving Information**
An individual who believes that they have been subjected to Sexual Assault, Domestic Violence, Dating Violence, and Stalking (complainant) is urged to be medically examined as
soon as possible following an assault. Treatment for injuries, and medication for sexually transmitted infections (STI) and HIV are all options, in addition to a forensic exam. A forensic exam, completed by a medical practitioner, is the process through which physical evidence is collected and may include a rape kit. Physical evidence can include photo documentation of injuries, collection of fluids (blood, semen, urine, saliva) and other identifiable objects (hair, clothing with potential DNA). If evidence is to be collected, the complainant is encouraged not to eat, drink, smoke, shower, or change clothes, if possible.

Preservation of information and tangible material is essential for both law enforcement investigations and campus disciplinary processes and may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a “Protection from Abuse Order.” Therefore, potential information and materials, including, but not limited to, clothing, drinks, glasses, bed linens, electronic communications (e.g., emails and text messages), and photographs should be preserved.

The University provides written information to victims about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order via this Policy and via the University’s Sexual Misconduct Support & Resource Guide. The Guide is available at https://sites.sju.edu/support/resources/.

You can also receive medical attention without collecting forensic evidence. The following locations provide the most comprehensive care, including free forensic evidence collection.

**Philadelphia County:**
Philadelphia Sexual Assault Response Center -
300 E. Hunting Park Avenue | Philadelphia, PA 19124

Call 911 or Special Victims Unit: 215-685-3251
(even if you do not want to file a police report)

**Montgomery County:**
Lankenau Hospital - 100 E. Lancaster Ave.
Wynnewood, PA 19096

Bryn Mawr Hospital - 130 S. Bryn Mawr Ave.
Bryn Mawr, PA

**Availability of Protective Orders**
In some cases, an individual may wish to consider a Protection from Abuse Order from the local courts. This is a civil proceeding independent of the University. An individual also has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

Every county has a different process to get a PFA order. You can request a Protection from Abuse Order (PFA) through Philadelphia or Lower Merion Counties. Assistance with this may be available through Police, SJU Public Safety or the SJU Office of Student Outreach &
Support.

Even though each county is different, the legal process follows the same general pattern. The PFA process usually starts by filling out a form called a “petition” at the local county courthouse. After the petition is filled out, a judge will read it and may ask the plaintiff to answer a few questions. The judge may grant or deny a temporary PFA order and will schedule a date for a final hearing. On the date of the PFA hearing, the plaintiff and defendant will come before a judge. Both are allowed to have attorneys to represent them at this hearing. A domestic violence advocate may also come with the plaintiff. If both the plaintiff and defendant agree on the terms of an order, the judge will make it official. If either does not agree, the judge will give the plaintiff and defendant the chance to talk on the record about the abuse described in the petition. After listening to the testimony, the judge may grant or deny the plaintiff a final PFA order. Final orders can be in place for any period of time up to and including 3 years. For more detailed information, see http://www.pcadv.org/Learn-More/Domestic-Violence-Topics/Protection-From-Abuse/.

Separate from protective orders, the University can in some cases issue a “no contact” order pending the outcome of a University investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another. To request information about a University no contact order, contact Alexandra T. Morrison, 610-660-1145, amorriso@sju.edu or titleIX@sju.edu, Campion 243E.

Reporting Sexual Misconduct

Things to Know Before You Report

You have the option to report to, or decline to report to, the University and local law enforcement: Although the University strongly encourages prompt reporting of conduct that may violate the University’s Interim Title IX Grievance Policy and/or Interim Sexual Misconduct Policy, individuals have the option of reporting to (a) local law enforcement; (b) the University, including Public Safety; (c) both (a) and (b); or (d) none of the above. This means that individuals have the right to decline to notify the University or law enforcement officials.

If you want to notify local law enforcement, the University can assist you in notifying those authorities: If an individual wants to notify local law enforcement, then the University will, upon request, help that individual make a report to local law enforcement. A report to local law enforcement is separate from a report to the University.

Information on what is involved in making a police report:

- If an individual would like to file a police report, Public Safety can help make contact with law enforcement. Depending on the circumstances of an incident, local police may meet you at the hospital, on campus, or at the police station. An officer will document the case with a written report. It is very important for an individual to provide the most comprehensive, accurate details of the crime to the officer. Sometimes a person may have distorted memories of the event; it is okay for a person to say “I don’t remember” or “I’m not sure,” without any penalty. A police interview can take up to a few hours, depending on the circumstances of the case. Questions often include the timeline of
events, what (if anything) was said, whether there was additional physical assault or injury, if weapons were used, and any descriptive features that were noticed about the Respondent. It is likely the officer may go over the events of an assault repeatedly when writing the report; this is intended to gather as many details as possible, to make the strongest case. Information is gathered then given to a detective who will review the same information. All Individuals have the right to stop a report at any time, not complete the report, or request a break, if they feel overwhelmed.

- An individual who wishes to pursue criminal action in addition to, or instead of, making a report to the University for a Policy violation may contact law enforcement directly by calling Nine-one-one (911) for both the Philadelphia and Lower Merion police. If the complainant so desires, the Office of Public Safety & Security will assist him/her in contacting the local police.

**Reporting to the University**

One who wishes to report an alleged violation of the University’s Sexual Misconduct Policy has multiple options.

- **Non-confidential report:** A report may be made to the Director, Office of Title IX & Equity Compliance (Alexandra T. Morrison, 610-660-1145, amorriso@sju.edu or titleIX@sju.edu, Campion 243E) or any of the Title IX Deputies: Mr. Tom Sheibley, 610-660-3125, tsheible@sju.edu, Wolfington; Ms. Renie Shields, 610-660-2584, shields@sju.edu, Barry Hall; and Ms. Taba Pickard, 610-660-3313, tpickard@sju.edu.

- **Public Safety/law enforcement report:** A complainant is strongly urged (but not required) to report such conduct immediately to the Office of Public Safety & Security (610-660-1111) and/or the local police (911). 911 may be called for both the Philadelphia and Lower Merion Police. The Office of Public Safety & Security will provide information about the option to file a criminal complaint. If the complainant so desires, the Office of Public Safety & Security will assist them in contacting the local police. This office will also provide information for contacting a member of REPP (610-733-9650; available 24 hours a day) and/or contact the CAPS counselor on call if they so desire.
  
  - The University encourages (but does not require) complainants to pursue criminal action for incidents of Sexual Misconduct that may also be crimes under Pennsylvania law. In certain circumstances, the University may report a Sexual Misconduct allegation to the appropriate law enforcement agency (in most cases, the police department) depending on the circumstances presented (including any discernible threat to the safety of others). However, it is important to emphasize that neither law enforcement’s decision whether or not to prosecute a respondent, nor the outcome of any criminal prosecution, is determinative of whether a violation of the Interim Title IX Grievance Policy and/or Sexual Misconduct Policy has occurred.

  - Proceedings under the Interim Title IX Grievance Policy and/or Interim Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. In certain circumstances, the University may need to delay temporarily the fact-finding portion of its
internal disciplinary process while the police are gathering evidence. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the University will promptly resume and complete its internal disciplinary process. Regardless of whether a criminal complaint is filed, the University will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual (complainant, reporter, respondent and/or witness) refuses to participate in the University process does not mean that the disciplinary process will not take place if the University deems it appropriate to move forward with the process. For all incidents, both the complainant and/or the respondent may appeal the outcome.

- **Confidential reports:** Student reporters wishing to make a confidential report may report to any professional or licensed counselor practicing at Counseling and Psychological Services (CAPS), 610-660-1090, when such counselor is advised in a counseling capacity. Any reporter (student, faculty, or staff) may confidentially report to pastoral counselors/clergy when such an individual is advised in a counseling capacity. Please be advised that while off-campus counselors and advocates may maintain confidentiality vis-à-vis the University, they may have reporting or other obligations under state or federal law. Additionally, as noted above, professional and/or licensed counselors and pastoral counselors, including clergy who were appointed to serve at the University or were hired to and are acting in the role of providing mental health counseling or pastoral/spiritual care to members of the University community, will not report any information about an incident reported to them in these capacities (as opposed to their roles as administrators, professors, or otherwise) to the Director of the Office of Title IX & Equity Compliance, or any other party, without the complainant’s permission.

**Written Information Provided**

When a student or employee reports to the University that the student or employee has been a victim of sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee with a written explanation of the student’s or employee’s rights and options. The University also provides:

- Written notification to victims about available options for, assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The University will comply with a student’s request for a living and/or academic situation change, if they are reasonably available, regardless of whether the individual chose to report the crime to Public Safety or the police.

- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. **Specific contact information follows:**

**On-Campus Resources/Locations**

(3) Counseling and Psychological Services – Merion Gardens A504 – 610-660-1090 [https://sites.sju.edu/counseling/](https://sites.sju.edu/counseling/) (students)
(4) Student Health Center – Quirk Hall – 610-660-1175 – [https://sites.sju.edu/studenthealthcenter/](https://sites.sju.edu/studenthealthcenter/) - (students)

(5) Rape Education Prevention Program (REPP) – 610-733-9650 - [https://sites.sju.edu/counseling/rape-education-prevention-program](https://sites.sju.edu/counseling/rape-education-prevention-program) - (students)

(6) Student Outreach & Support – Campion 231, 610-660-1149, [https://sites.sju.edu/sos/](https://sites.sju.edu/sos/) (students)

(7) Student Success - G06 Bellarmine - 610-660-2856 - [https://sites.sju.edu/thesuccesscenter/student-success/](https://sites.sju.edu/thesuccesscenter/student-success/) (students)

(8) Office of International Students and Scholars, 216 Campion, 610-660-3496, [https://sites.sju.edu/oid/iss/](https://sites.sju.edu/oid/iss/) (students and employees)

(9) Student Financial Services – Barbelin 121 – 610-660-2000 – [https://sites.sju.edu/finaid](https://sites.sju.edu/finaid) (students)

(10) Employee Assistance Program – [https://sites.sju.edu/humanresources/be-well/wellness-initiatives/](https://sites.sju.edu/humanresources/be-well/wellness-initiatives/) 888-293-6948 (employees)

(11) Office of Human Resources – 215 City Avenue – [http://www.sju.edu/hr](http://www.sju.edu/hr) (employees)

Off-Campus Resources/Locations

(12) Philadelphia Sexual Assault Response Center – 300 E. Hunting Park Avenue, Philadelphia, PA 19124 - (forensic evidence collection available)

(13) Lankenau Hospital – 100 E. Lancaster Avenue, Wynnewood, PA 19096 - (forensic evidence collection available)

(14) Bryn Mawr Hospital – 130 S. Bryn Mawr Avenue, Bryn Mawr, PA 19010 - (forensic evidence collection available)


(16) Pennsylvania Coalition Against Rape - [http://www.pear.org](http://www.pear.org) - Toll Free Hotline: 888-772-7227


(18) Pennsylvania Coalition Against Domestic Violence - [http://www.pcadv.org](http://www.pcadv.org) - 717-545-6400 or Toll Free: 800-932-4632


The University’s Response to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The goal of the University’s response is to offer support services to the complainant and respondent, while seeking to provide a safe educational and working environment. To this end, the University will take steps to prevent Sexual Misconduct from occurring through prevention and education. However, when such conduct occurs, the University will take all necessary and reasonable steps to stop the alleged conduct and provide support to the complainant, the respondent, and, as necessary, to other members of the University community, at the time the assault is reported, during the investigation process, and afterward.

(25) Immediate medical and/or psychological assistance will be made available to the complainant and respondent. The Office of Public Safety & Security will provide transportation to a hospital that specializes in sexual assault examination and care, if appropriate.

(26) Staff from the Office of Public Safety & Security and/or the Office of Student Life or Office of Human Resources, in consultation with other offices, as necessary will inform the complainant where/how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE).

(27) The complainant will be offered support from the Rape Education Program (REPP) or victim services agencies throughout the process, who can accompany a complainant to the hospital or health provider.

(28) Interim relief and remedial measures may be requested and/or offered and instituted at any time following the report regardless of whether the victim chooses to report to the Director of the Office of Title IX & Equity Compliance or local law enforcement in order to ensure the safety and well-being of members of the University community. Victims are notified about the option for assistance in obtaining such measures. The University will maintain confidential any accommodation or protective measure to the extent that maintaining such confidentiality would not impair the ability of the University to provide such accommodation or protective measure. The University will provide written notification to complainants about available options and assistance in academic situations, living situations, transportation situations, working situations, and protective measures. Complainants may request any changes by contacting the Director of the Office of Title IX & Equity Compliance (Alexandra T. Morrison), 610-660-1145, amorriso@sju.edu.

(29) Complainants are notified about existing services available for victims both within and outside of the University; specifically, the University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the University and in the community.

(30) The Office of Public Safety & Security and/or the Office of Student Life, in consultation with other offices, as necessary, will provide guidance to complainants, reporters, respondents, and third-party witnesses concerning the preservation of relevant evidence; provide options for notifying law enforcement; and assist complainants with notifying law enforcement, if desired or otherwise deemed necessary.

(31) The Office of Public Safety & Security and/or the Office of Student Life, and/or the Office of Title IX & Equity Compliance, in consultation with other offices, will also authorize contact restrictions between the complainant and respondent for the
protection of either or both parties. The University contact restriction prevents the parties from contacting each other in any way, including via third parties. When appropriate, campus “area restrictions” may also be put in place. An individual may also wish to consider a “Protection from Abuse Order” from the local courts. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

**Additional Information on How the University Protects the Parties’ Confidentiality**

- **Publicly Available Recordkeeping**
  The University will complete publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally-identifying information about the complainant or respondent. The Clery Act requires the University to issue three types of public documents: First, this Report, which contains crime statistics. Statistics published in this Report do not personally identify complainants or respondents. Second, in addition to this Report and in compliance with the Clery Act, the Office of Public Safety maintains a daily crime log that includes entries for all crimes and alleged crimes that occurred within the University’s Clery Geography, or within the patrol jurisdiction of the Office of Public Safety. The crime log does not include personally identifying information about the complainant or the respondent. Third, the Clery Act requires the University to issue timely warnings for certain crimes reported to the Office of Public Safety & Security or Campus Security Authorities. The University will undertake reasonable efforts to avoid disclosing a complainant’s name and other identifying information, while still providing enough information for community members to make safety decisions in light of the potential danger.

- **Requests for Accommodations or Interim Measures**
  The University will maintain as confidential any accommodation or interim measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or interim measure. The specific measures implemented and the process for implementing those measures will vary depending on the facts of each case and the student or employee status of the complainant and the respondent. The Director of the Office of Title IX & Equity Compliance, in consultation as needed with other appropriate University employees (e.g., an employee who would be involved in implementing the measure being considered), will consider a number of factors in determining what measures the University will take, and will determine what information needs to be disclosed and to whom.

**University’s Internal Disciplinary Proceedings for an Incident of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

This section describes the type of disciplinary process used by the University in cases of sexual misconduct, gender-based violence, or retaliation, including the steps, approximate timelines, and decision-making process.

Any individual who believes that they have been subjected to Sexual Assault, Domestic
Violence, Dating Violence, and Stalking may choose to participate in (a) both the University disciplinary process and an outside law enforcement process, (b) the University process only, (c) the outside law enforcement process only, or (d) none of the above. **If you want to use the University’s process**, you can contact the University’s Title IX Coordinator or one of the Deputy Title IX Coordinators by phone, email, or in person. Contact information (phone, email, and office location) for the Title IX Coordinator and the Deputy Title IX Coordinators are listed on pages [28] of this Report.

The University will provide a prompt, thorough and impartial disciplinary process (from the initial investigation to the final result) conducted by officials who are annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

For complaints of Sexual Misconduct or Sexual Harassment where the respondent is an individual unaffiliated with the University, although the University cannot pursue disciplinary action against the respondent, the University can assist the complainant in many ways, including, but not limited to, ensuring the complainant receives appropriate medical care, interim and remedial measures; coordinating reporting and follow-up with local police; issuing campus bans; and providing support during off-campus procedures such as court appearances.

**Standard Applied:** It is important to note that allegations of Sexual Misconduct or Sexual Harassment in violation of the Interim Title IX Grievance Policy and/or Interim Sexual Misconduct Policy are decided under a standard referred to as a preponderance of evidence. That means the investigation and hearing determine whether it is more likely than not that a violation of the policy occurred.

**Investigators:** The University may designate a qualified Investigator(s) of its choosing to conduct the investigation. All Investigators will be annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability. They will also be trained to conduct investigations regarding allegations of sexual assault, dating violence, domestic violence, and stalking. The complainant or respondent may object to an investigator for cause in writing no more than 24 hours after each party has been informed of the name of the Investigator. The Director of Title IX & Equity Compliance/designee shall decide on all objections and replace any disqualified Investigators. The Director of Title IX & Equity Compliance or/designee will also be annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

**Advisor:** Saint Joseph’s University will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally. The 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 a 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. The Advisor of Choice is not an advocate. Except where explicitly stated by the Interim Title IX Grievance Policy, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Saint Joseph’s University. Saint Joseph’s University will not intentionally schedule meetings or hearings on
dates where the Advisors of Choice for all parties 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. Saint Joseph’s University’s obligations to investigate and adjudicate in a prompt timeframe under Title IX and other University policies apply to matters governed under this policy, and Saint Joseph’s 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, a Deputy Title IX Coordinator or designee. Saint Joseph’s University will not be obligated to delay a meeting or hearing under this process more than five (5) business 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 Saint Joseph’s University.

**Approximate Timing:** The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) calendar 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.

**Type of Proceeding and Steps Taken:**

**Filing a Formal Complaint**

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. 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 the Interim Title IX Grievance Policy if they are currently participating in, or attempting to participate in, the education programs or activities of Saint Joseph’s University, including as an employee. For Complainants who do not meet this criterion, the University will utilize existing policies and procedures contained in the Student Handbook; Faculty Handbook; Administrator/Staff Handbook; Interim Sexual Misconduct Policy: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking; and/or Interim Policy Prohibiting Discrimination, Harassment, and Retaliation. If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator or a Deputy Title IX Coordinator may determine a Formal Complaint is necessary. Saint Joseph’s University will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued under this policy and process. Nothing in the Interim Title IX Grievance Policy prevents a Complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

**Investigation**

1. **General Rules of Investigations:**

   Saint Joseph’s University will designate a qualified Investigator of its choosing to perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations. Saint Joseph’s 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 the 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 Saint Joseph’s University and does not indicate responsibility. Saint Joseph’s 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. Saint Joseph’s 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.

2. **Inspection and Review of Evidence:**

Prior to the completion of the investigation, the parties 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 investigator to consider prior to when the parties’ time to inspect and review evidence begins. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020). The University will provide the evidence made available for each party and each party’s advisor, if any, to inspect and review electronically, through the use of a Google shared drive or similar technology selected by the University in its sole discretion. A Google email account is required to access this shared drive. The 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 Investigator. The Investigator will consider the parties’ written responses before completing the Investigative Report. Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination. The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020). The parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

3. **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 will be included in the appendices to the Investigative Report.

4. **Investigative Report:**

The Investigator will create an Investigative Report that fairly summarizes relevant evidence, and will provide that Report to the parties at least ten (10) business days prior to the hearing for each party’s review and written response. The Report will be provided electronically, through the use of a Google shared drive or similar technology selected by the University in its sole discretion. A Google email account is required to access this shared drive. The University is not under an obligation to use any specific process or technology to provide the Report and shall have the sole discretion in terms of determining format and any restrictions or limitations on access. The Investigative Report is not intended to catalog all evidence obtained by the Investigator, 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 information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, 85 Fed. Reg.
Live Hearing

1. General Rules of Hearings

Saint Joseph’s University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing. The live hearing may be conducted with all parties physically present in the same geographic location, or, at the University’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through the use of Zoom Video Communications, Inc., or comparable platform selected by the University in its sole discretion. This platform will enable participants simultaneously to see and hear each other. At its discretion, Saint Joseph’s University may delay or adjourn a hearing based on technological errors not within a party’s control. All proceedings will be recorded through audiovisual recording. The recording will be made available to the parties for inspection and review. The parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020). The parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

2. Continuances or Granting Extensions

Saint Joseph’s 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, Saint Joseph’s University will notify all participants and endeavor to accommodate all participants’ schedules and complete the hearing as promptly as practicable.

3. 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.
  - Saint Joseph’s 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 Hearing Officer 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 Hearing Officer 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 parties shall be subject to the institution’s Decorum Policy.

The Hearing Officer
- The hearing body will consist of a single Hearing Officer.
- The Hearing Officer shall render a determination of responsibility regarding the allegations made.
- The Hearing Officer shall not have served as the Title IX Coordinator, Deputy Title IX Coordinator, Investigator, or Advisor to any party in the case, nor shall they serve on the appeals panel in the case.
- The Hearing Officer shall not 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 Officer shall 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 may raise an objection regarding the Hearing Officer’s actual or perceived conflicts of interest or bias, in writing no more than 24 hours after each party has been informed of the name of the Hearing Officer. The Title IX Coordinator shall decide on all objections and replace any disqualified Hearing Officers.

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 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.
- 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 provide 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, Saint Joseph’s University will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
- Advisors shall be subject to the institution’s Decorum Policy, and may be removed upon violation of those Rules.

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 Hearing Officer 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).
- Witnesses shall be subject to the institution’s Decorum Policy.

4. Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:
● The Hearing Officer will open and establish rules and expectations for the hearing.
● The Parties will each be given the opportunity to provide opening statements.
● The Hearing Officer will ask questions of the Parties and Witnesses.
● Parties will be given the opportunity for live cross-examination after the Hearing Officer conducts their initial round of questioning; During the Parties’ cross-examination, the Hearing Officer will have the authority to pause cross-examination at any time for the purposes of asking the Hearing Officer’s own follow up 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 Hearing Officer. A Party’s waiver of cross-examination does not eliminate the ability of the Hearing Officer to use statements made by the Party.

5. 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 Hearing Officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Officer may be deemed irrelevant if they have been asked and answered.

Determination Regarding Responsibility

1. Standard of Proof

Saint Joseph’s 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.

2. 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 Hearing Officer. The Hearing Officer 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. The Hearing Officer 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 afforded lower weight than testimony regarding direct knowledge of specific facts that occurred. The Final Rule requires that Saint Joseph’s University allow parties to call “expert Witnesses” for direct and cross examination. Saint Joseph’s University does not provide for expert Witnesses in other proceedings. While the expert Witness will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer 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 Saint Joseph’s University allow parties to call character Witnesses to testify. Saint Joseph’s University does not provide for character Witnesses in other proceedings. While the character Witnesses will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer will be instructed to afford very low weight to any non-factual character testimony of any Witness. The Final Rule requires that Saint Joseph’s University admit and allow testimony regarding polygraph tests (“lie detector tests”) and other procedures that are outside of standard use in academic and nonacademic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer 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 Hearing Officer may draw an adverse inference as to that party or Witness’ credibility.

Sanctions

In connection with each finding of responsibility, the Hearing Officer will consult with a Sanctioning Officer to determine appropriate remedies, including disciplinary sanctions. The Sanctioning Officer shall not have served as the Title IX Coordinator, Deputy Title IX Coordinator, Investigator, or Advisor, nor shall they serve on the Appeals Board. The Sanctioning Officer shall not have a conflict of interest or bias in favor of or against the Complainant or Respondent, and shall be trained on topics including how to serve impartially. Factors considered when determining a remedy and/or sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent’s disciplinary history
- The need for sanctions/responsive actions to prevent the future recurrence of prohibited conduct
- The need to remedy the effects of prohibited conduct on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Hearing Officer and Sanctioning Officer

The remedies and sanctions will be implemented as soon as reasonably feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

A comprehensive list of potential sanctions for students is provided below:

1. **Withholding Degree.** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Policy, including the completion of all sanctions imposed, if any.
2. **Revocation of Admission and/or Degree.** Admission to or a degree awarded from the University may be revoked at any time for fraud, misrepresentation, or another violation of Community Standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
3. **Expulsion.** Permanent separation from the University and University facilities. In the case of student organizations, this may include the permanent removal of recognition.
4. **Suspension**: Separation from the University and/or University facilities for a specified period of time. The student or student organization shall not participate in any University-sponsored activity, receive University services, and may be banned from the University premises. The University may not accept any credits earned from another institution during this period toward a University degree. In the case of student organizations, this may include the removal of recognition. Reinstatement shall require the approval of the Vice President for Student Life/Associate Provost.

5. **Removal from University Residence**: Separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student may be barred from entering all residences within the University residential community during the time of removal from campus housing.

6. **Deferred Suspension**: A period of fixed duration, during which a student or student organization is given the opportunity to demonstrate their ability to abide by the community’s expectations, as articulated in the Student Handbook. If the student or student organization is found responsible for violating the Community Standards during the deferred suspension period, a likely outcome shall include separation from the University community (i.e. suspension, expulsion). Deferred suspension may impact a student's eligibility to participate in University-sponsored programs or services, or to serve in leadership positions. Unless otherwise stated, decisions about eligibility are made by the department or office responsible for the program or service in question, not by the Office of Community Standards.

7. **Disciplinary Probation**: A period of fixed duration, during which the status of a student or student organization at the University may be evaluated. This includes the possibility of more severe sanctions if the student or student organization is found responsible for violating the Community Standards during the probationary period. Disciplinary probation may impact a student's eligibility to participate in University-sponsored programs or services, or to serve in leadership positions. Unless otherwise stated, decisions about eligibility are made by the department or office responsible for the program or service in question, not by the Office of Community Standards.

8. **Administrative Relocation in University Housing**: Requirement to be placed in an assigned or relocated space in University housing.

9. **Restitution**: Requirement to make payment to the University, other persons, groups, or organizations for damages.

10. **Fines**: Requirement to pay a specified monetary fee to the University. Fine money shall be used for educational and nonalcoholic alternative programs.

11. **Counseling Assessments/Educational Meetings**: Requirement to complete meetings on, including but not limited to: general success and well-being, anger management, and/or alcohol or drug use.

12. **Loss of Privileges**: Denial of specific privileges for a defined period of time (e.g., guest, computing and network, housing selection, visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role).

13. **Discretionary Sanctions**: Requirement to complete and/or participate in work assignments, community service, University services or programs, or other related discretionary assignments.

14. **Writing Assignment**: Requirement to complete a relevant research and/or reflection paper.

15. **Program Attendance or Facilitation**: Expectation to attend or facilitate an educational program(s).

16. **Warning**: Written notice given and kept on file.
Violation of the Interim Title IX Grievance Policy and/or Interim Sexual Misconduct Policy by a faculty, staff or administrator, volunteer or independent contractor respondent may subject that respondent to sanctions, up to and including permanent separation from the University and University facilities (i.e., termination).

Corrective action may include:
- an order to avoid future contact with the complainant
- a requirement for an apology
- a transfer (e.g., to another department, class, office, residence)
- participation in counseling and/or training

Disciplinary action may include:
- written reprimand
- suspension
- termination, discharge, or dismissal from the University

Appeal

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 within five (5) business days of being notified of the decision, indicating the grounds for the appeal. Appeals should be delivered via email to titleixappeals@sju.edu. 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, Deputy Title IX Coordinator, Investigator(s), Hearing Officer, or Sanctioning Officer 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.

Appeals and responses must be prepared by and submitted by the parties involved (the Complainant and/or the Respondent). Third parties may not submit an appeal or response on behalf of a party involved. Appeals submitted for other reasons, or past the five (5) business day deadline articulated above, shall not be considered. Appeals and responses shall be no longer than ten (10) single-spaced typewritten pages, using size 12 Times New Roman font and 1-inch margins. Submissions that do not meet these standards may be returned to the party for correction, but the timeline will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

If a party appeals, the University 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. The non-appellant (or opposite appellant, if both the Complainant and the Respondent appeal) shall be provided an opportunity to inspect and respond to the appeal submitted by the appellant. The opportunity to inspect shall be scheduled within five (5) business days of the appeal period expiring. A written response to the other party’s appeal, if any, must be delivered, in writing, within 48 hours of the opportunity to inspect, via email to
titleixappeals@sju.edu. The appellant shall be provided an opportunity to inspect the other party’s response. No additional responses are accepted as appeal documentation at that point from either party.

Appeals shall be decided by the Title IX Appeals Panel, comprised of three trained University administrators, appointed by the Associate Provost / Vice President of Student Life or their designee. Members of the Title IX Appeals Panel shall be free of conflict of interest and bias, and not otherwise involved in the matter under appeal (e.g. have served as the Investigator, Title IX Coordinator, Deputy Title IX Coordinator, Hearing Officer, Advisor to any party in the case, or Witness). The Title IX Appeals Panel will review all available information pertaining directly to the appeal and render a decision, requiring a majority vote (two out of three panel members). The outcome of the appeal will be provided in writing simultaneously to both parties, and include rationale for the decision. The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

**Range of Supportive Measures Following an Allegation of Sexual Misconduct**

Below is a range of interim measures that the University may offer following an allegation of Sexual Misconduct. Not all of these measures will be provided in every case. The University determines which measures are reasonably available and necessary for a particular individual on a case-by-case basis, determined by the VP for Student life for students, The Provost for faculty, and the Chief Human Resources Officer for Staff, Administrators, Volunteers or Independent Contractors.

- Academic accommodations
- Medical and mental health services, including counseling
- Change in campus housing and/or dining locations
- Assistance in finding alternative housing
- Assistance in arranging for alternative University employment arrangements and/or changing work schedules
- Assistance with the Student Financial Services to help find additional student financial aid options, if income, financial resources, or student’s status changes as a result of the incident
- Assistance seeking visa and/or immigration assistance
- A “No contact” order pending the outcome of an investigation. (Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another).
- Providing an escort to ensure that the individual can move safely between school programs and activities
- Transportation accommodations, such as shuttle service or parking arrangements to ensure safety and access to other services
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services
Education and Prevention Programs Relating to Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The University is dedicated to providing information and resources to educate the University community about Sexual Misconduct prevention and awareness. Education and prevention resources for students are available on the University website at the following locations:

- Sexual Misconduct Support and Resources: [www.sju.edu/titleix](http://www.sju.edu/titleix)
- Rape Education and Prevention: [https://sites.sju.edu/counseling/rape-education-prevention-program](https://sites.sju.edu/counseling/rape-education-prevention-program)

The University implements comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to educate its community about Sexual Misconduct. The University intends its programs to: (1) be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and (2) consider environmental risk and protective factors as they occur to the individual, relationship, University, community, and societal levels. The University’s programs include Primary Prevention Programs, Primary Awareness Programs, and Ongoing Prevention and Awareness Campaigns.

- **Primary Prevention Programs:** The University implements programming, initiatives, and strategies, informed by research or assessed for value, effectiveness, or outcome that are intended to prevent incidents of Sexual Misconduct through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe Bystander Intervention, and seek to change behavior and social norms in healthy and safe directions.

- **Primary Awareness Programs:** The University implements comprehensive, intentional, and integrated community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent Sexual Misconduct, promote safety, and reduce the perpetration of Sexual Misconduct.

- **Ongoing Prevention and Awareness Campaigns:** The University implements programming, initiatives, and strategies for students and employees that are sustained over time and focus on increasing understanding of topics relevant to, and skills for, addressing Sexual Misconduct using a range of strategies with audiences throughout SJU.

In these programs, the University:

- Makes a clear statement that domestic violence, dating violence, sexual assault and stalking are **prohibited conduct**;

- Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined by the Commonwealth of Pennsylvania (To read these definitions, see pages 22 through 26 of this Report)

- Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania (To read this information, see pages 26 and 27
● Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;

● Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior, and learn how to minimize the risk of potential attacks.

If you have any questions about the University’s current programs please contact Alexandra T. Morrison, 610-660-1145, amorriso@sju.edu or titleIX@sju.edu, Campion 243E.

A copy of the Interim Title IX Grievance Policy and the Interim Sexual Misconduct Policy is—and as updated will continue to be—included in the Student Handbook, which is distributed to all students. Additionally, New Student Orientation continues the University’s educational effort. For example, all first year and transfer undergraduate day students are required to complete a three-part on-line course via EverFi Inc. that prepares new college students for the unique challenges and responsibilities of college life. Focusing on minimizing risks associated with alcohol, drugs, and sexual violence, EverFi takes a harm-reduction approach that resonates with students and results in a healthy campus culture. Likewise, New Student Orientation includes “Culture of Care: Preventing Harm Through Bystander Intervention” coordinated by the office of Student Outreach & Support. This session explores specific bystander intervention techniques and provides students with skills to intervene in potential moments of harm to keep others safe.

Beyond New Student Orientation, additional Sexual Misconduct programming is provided to various segments of the student population throughout the academic year by Student Life (as sponsors or co-sponsors). Targeted Sexual Misconduct programming is offered by various groups to certain populations (e.g., Athletes, first year students, Greeks, resident students, service and immersion trip leaders, and other groups as needed).

In addition to training its students, the University is dedicated to providing information and resources to educate its employees about Sexual Misconduct prevention and awareness. For example, like new students, all new employees are trained on, and receive copies of the University’s Interim Title IX Grievance Policy and Interim Sexual Misconduct Policy. Additionally, supervisors undergo a tailored management training program, which includes a mandatory legal considerations module that covers, among other topics, Title IX considerations. The University also provides specific training to faculty and staff members who may be responsible for responding to, investigating, or adjudicating Sexual Misconduct.

### Alcohol and Drug Education Programs

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, and as a Catholic, Jesuit institution, the Saint Joseph’s University alcohol and drug policies reinforce the University’s commitment to maintaining an environment that is dedicated to the physical, emotional, spiritual, and psychological development of all persons. These policies are guided by the care and concern for the individual person and the welfare of others. The University’s Drug-Free Schools and Communities Act Biennial Review (available at [https://sites.sju.edu/wade/drug-alcohol-abuse-prevention-program-biennial-review/](https://sites.sju.edu/wade/drug-alcohol-abuse-prevention-program-biennial-review/)) provides more detailed information on standards of conduct, disciplinary sanctions, possible legal
sanctions and penalties, as well as information regarding health risks associated with alcohol and other drug abuse and alcohol and other drug programs available to students, staff, and faculty.

To reflect its commitment to alcohol and drug awareness, the University calls upon key individuals and departments to educate the University community on the dangers of alcohol abuse and drug use:

- The Office of Student Outreach and Support coordinates alcohol and drug education and programming, as well as materials to assist students with issues concerning alcohol and drug usage.
- Members of the Division of Student Life and the Office of Public Safety & Security assist in implementing and enforcing the policy.
- The Advisory Council on Alcohol, Drugs, and Student Health assists the Vice President for Student Life/Associate Provost by making recommendations for an overall vision and plan for the wellness, alcohol, and drug education needs of Saint Joseph’s University.

The University makes available to all students Counseling and Psychological Services, a counseling office staffed principally by licensed mental health professionals. A staff psychologist with a particular focus on substance abuse issues is included. For students engaged in counseling at the center, the services of a qualified psychiatrist are also available. The University strongly urges its students to take advantage of these services.

**Campus Resources**
- Employee Assistance Program - 888-293-6948
- Office of Student Outreach & Support - 610-660-3462
- Student Health Center - 610-660-1175
- Counseling and Psychological Services (CAPS) - 610-660-1090
- Alcoholics Anonymous (on-campus) – 610-660-3462 (contact Student Outreach and Support for more information)
- Narcotics Anonymous (on-campus) – 610-660-3462 (contact Student Outreach and Support for more information)

**Local Resources**
- Alcoholics Anonymous, Narcotics Anonymous (off-campus) - [https://www.aa.org](https://www.aa.org) and [https://www.na.org](https://www.na.org)

**The University’s Alcohol Policies & Enforcement of State Law**

The University’s policy concerning the possession, use and sale of alcoholic beverages combines observance of state law, protection of the overall community, and reduction of high risk behavior. It is stated in full in the *Student Handbook*: [https://sites.sju.edu/communitystandards/student-handbook](https://sites.sju.edu/communitystandards/student-handbook) and on the Office of Human Resources website: [https://sites.sju.edu/humanresources/files/2018/01/Drug-_-Alcohol-Policy.pdf](https://sites.sju.edu/humanresources/files/2018/01/Drug-_-Alcohol-Policy.pdf).

In compliance with the laws of the Commonwealth of Pennsylvania, no person under twenty-one (21) years of age shall attempt or carry out the purchase, possession, consumption or transport of alcoholic beverages. No student or employee of the University shall attempt or carry out the transfer of any form of identification for the purpose of falsifying age in order to secure alcohol. No student or employee of the University shall give permission or render assistance in the sale, furnishing, or providing of alcohol to any person under twenty-one years of age.
Only under the conditions clearly stipulated in the *University Guidelines for Alcohol Beverage Distribution and Consumption at University Sponsored Student Events and Events that Have Students in Attendance* is the possession or consumption of alcoholic beverages at University sponsored events by students twenty-one (21) years of age and older permitted. This conditioned permission should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness or offensive conduct deriving from the use of alcoholic beverages, regardless of a person’s age, to be unacceptable and such conduct may result in disciplinary action. It should be understood that the University in no way is a co-sponsor to events with alcohol unless it has specifically stated this prior to the event.

*Alcohol Policy in Residence Halls*

Members of the residence hall community must abide by the University’s alcohol policy. The misuse of alcohol often has a negative impact on individuals and entire communities. Through education and enforcement, the Office of Residence Life seeks to encourage resident students’ adherence to the law and to University policy. The Office of Residence Life further expects students over the age of 21 who choose to drink alcohol to do so responsibly and with no disruption to the residential community. In accordance with the law and with the University’s alcohol policy, the following regulations apply to possession and/or use of alcohol in the residence halls:

- Residents who are 21 or older may possess a limited and reasonable quantity of alcoholic beverages for their own personal consumption. Amounts over this may be confiscated by University personnel.
- Residents who are 21 or older may not possess an open alcohol container or consume alcohol in the presence of anyone under 21. This includes roommates and guests.
- Residents who are 21 or older and share a living environment with an underage student(s) may not store alcohol in common area locations such as kitchens or living rooms.
- Possession of alcohol containers by persons under age 21 is prohibited.
- Non-SJU guests of underage residents are not permitted to possess alcohol in residence halls.
- Alcohol containers cannot be displayed or used as decoration.
- Regardless of age, resident students and guests are prohibited from possessing or using drinking game paraphernalia.
- Resident students are encouraged to reference the University Alcohol Policy for a full discussion of behavioral expectations.

*Disciplinary & Criminal Sanctions*

Students are expected to comply with applicable laws regarding the unlawful use, possession or sale of alcohol. Students may be subject to both institution and criminal sanctions as provided by federal, state, and local law.

Any University employee or student, who violates this University’s Policy, will be subject to disciplinary sanctions and/or referral for prosecution.
For students, up to and including suspension and/or expulsion. Any University student found in violation of this Policy may be subject to University disciplinary sanctions, including, but not limited to: Warning, Program Attendance or Facilitation, Writing Assignment, Discretionary Sanctions, Loss of Privileges, Counseling Assessments/Educational Meetings, Fines, Restitution, Administrative Relocation in University Housing, Disciplinary Probation, Deferred Suspension, Removal from University Residence, Suspension, Expulsion, Revocation of Admission and/or Degree, Withholding Degree.

For employees, disciplinary sanctions may be up to and including suspension, suspension without pay, and/or termination. Any such disciplinary action taken will be in accordance with the applicable terms of the Faculty Handbook, the Administrative and Professional and/or Staff Handbooks, the Student Handbook and/or the terms of any applicable Collective Bargaining Agreement.

In addition to violations of University Policies, there are state and local laws, including, but not limited to, Title 18 (Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated. For a complete list of possible criminal sanctions see https://sites.sju.edu/communitystandards/student-handbook Pennsylvania Liquor Laws: http://www.lcb.state.pa.us/.

The University’s Drug Policies & Enforcement of State and Federal Law
The University’s policy concerning the possession, use, and sale of illegal drugs complies with both state and federal law, and seeks to protect the entire community. It is stated in full in the Student Handbook: https://sites.sju.edu/communitystandards/student-handbook and on the Human Resources website: https://sites.sju.edu/humanresources/files/2018/01/Drug--Alcohol-Policy.pdf

The University prohibits the use, possession, or distribution of illegal narcotics or other controlled substances except as expressly permitted by federal, state and/or local law, as well as the misuse of prescription drugs by University employees or students. Possession of drug paraphernalia may result in disciplinary action. Use or possession of marijuana, including medical marijuana, is strictly prohibited on campus.

As a condition of employment, all employees will abide by the terms of this policy and must notify the Director of Human Resources (or Provost in the case of faculty members), no later than five (5) calendar days after any conviction for a violation of a criminal drug statute occurring in the workplace.

Disciplinary & Criminal Sanctions

Students are expected to comply with applicable laws regarding the unlawful use, possession or sale of illicit drugs. Students may be subject to both institution and criminal sanctions as provided by federal, state, and local law.

Any University employee or student, who violates this Policy, will be subject to disciplinary sanctions and/or referral for prosecution.

For students, up to and including suspension and/or expulsion. Any University student found in violation of this Policy may be subject to University disciplinary sanctions, including, but not limited to: Warning, Program Attendance or Facilitation, Writing
Assignment, Discretionary Sanctions, Loss of Privileges, Counseling
Assessments/Educational Meetings, Fines, Restitution, Administrative Relocation in University Housing, Disciplinary Probation, Deferred Suspension, Removal from University Residence, Suspension, Expulsion, Revocation of Admission and/or Degree, Withholding Degree.

For employees, disciplinary sanctions may be up to and including suspension, suspension without pay, and/or termination. Any such disciplinary action taken will be in accordance with the applicable terms of the Faculty Handbook, the Administrative and Professional and/or Staff Handbooks, the Student Handbook and/or the terms of any applicable Collective Bargaining Agreement.

In addition to violations of University Policies, there are federal, state and local laws that impose significant criminal penalties if violated. For a complete list of possible criminal sanctions see https://sites.sju.edu/communitystandards/student-handbook

**Weapons**
The Firearms Policy is stated in full in the *Student Handbook*: https://sites.sju.edu/communitystandards/student-handbook and on the Office of Human Resources website: https://sites.sju.edu/humanresources/files/2018/01/Fire-Arms-Policy.pdf. The carrying, or presence, of a firearm is not permitted on University property, including, but not limited to, one’s vehicle, office, residence or locker, except when the firearm is carried by a deputized law enforcement Officer and/or Agent who is conducting official business on University property.

The University policy concerning the prohibition against the carrying, and presence, of firearms on campus, is intended to conform to applicable statutes of the Commonwealth of Pennsylvania. Such statutes define firearms as any pistol, revolver, shotgun, or any weapon which is capable of firing a projectile.

**Missing Student Notification Policy and Procedures**

**Missing On Campus Student Policy**

The purpose of this policy is to convey the procedures of the University’s response to reports of “on-campus” missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and in particular to those residing in campus housing, including apartment units leased by the University for students.

If a member of the University community or a parent has reason to believe that a student who resides in on-campus housing is missing, they must immediately contact the Office of Public Safety & Security at 610-660-1111.

The Missing Student notification will generate a Public Safety & Security Incident Report and subsequent investigation.

Investigation efforts will include, but are not limited to, checking the student’s residence,
Once an investigation has been conducted, should the Office of Public Safety & Security determine that the student is missing and has been missing for a period of 24 hours or more, the appointed University representative will contact Philadelphia or Lower Merion Police as well as the individual that has been designated as the student’s confidential missing person contact within 24 hours of the determination that the student is missing. Additionally, the Vice President for Student Life will be notified. For non-emancipated students less than 18 years of age, a custodial parent or guardian will be notified by the University within 24 hours of the determination that the student is missing, in addition to any emergency or confidential contacts listed. Regardless of a student’s age, and regardless of whether a student registered a confidential contact person, the University will notify Philadelphia or Lower Merion Police within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Each student has the option to register a confidential contact person(s) to be notified within 24 hours of a determination by the Office of Public Safety & Security or local law enforcement that the student is missing. Students have the option to register or revise this confidential contact(s) at any point in the academic year. Registration is available via The Nest and the information collected will only be accessible to authorized University officials. The confidential contact person(s) may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If, during the initial stages of the investigation, it has been determined that the student is “involuntarily missing,” i.e., abducted, kidnapped, or endangered, the appropriate law enforcement agency will be contacted immediately. Upon these exigent circumstances, it will not be necessary to wait for 24 hours to make the required aforementioned notifications.

### Criminal Records and Sex Offender Registry

Student applicants are questioned concerning their criminal record in the application process. If a prospective student’s criminal conduct comes to the University’s attention, appropriate consideration is given in the application process. Criminal background checks are conducted on all new employees.

The Campus Sex Crimes Prevention Act, a federal law, requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be obtained. In Pennsylvania, information about sexually violent predators is accessible at the following website: [http://www.psp.state.pa.us](http://www.psp.state.pa.us). For more information about sex offender registration in Pennsylvania, call 717-783-4363 or visit [http://www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

### Security Awareness and Crime Prevention Programs

Saint Joseph’s University encourages all campus community members to be responsible for their own security and the security of others. Programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be safe are implemented throughout the year. For students, special emphasis on the Office of Public Safety & Security services and crime prevention practices are made during New Student Orientation programs held each semester. Articles are also published in the student
newspaper weekly and special crime prevention tips are posted on The Nest. For employees, members of Human Resources cite the services of the Office of Public Safety & Security at New Employee Orientation and provide new employees a copy of the most current Annual Security Report.

Additionally, the Office of Public Safety & Security collaborates with other University departments to facilitate safety initiatives and to provide programs designed to inform students and employees about the prevention of crimes. For example:

- All first year students attending the summer orientation program attend interactive small group “Culture of Care” workshops that focus on safety and positive bystander intervention techniques to assist students in preventing harm in a variety of situations, including those involving concern for alcohol, drugs, mental health, sexual misconduct, and bias related behavior.
- All new students are also required to complete a three–part on-line course via EverFi Inc, educating them on safety issues related to alcohol, drugs, sexual misconduct, and healthy relationships.
- The Office of Public Safety & Security, Student Life, and Government & Community Relations personnel also visit off-campus houses with student residents throughout the year to speak with them about safety and crime prevention (i.e., burglary assessment and/or security assessment).
- Off-campus students receive monthly newsletters, which typically include some safety-related topics, such as bystander intervention education, staying safe (on-campus and off-campus safety tips), being a good community member, and Spring Break/Holiday Break safety.
- Resident Assistants, student organizations (i.e., The Flock, Wellness Educators), and professional staff facilitate both active and passive safety-related programs within the residence halls. These programs may include a guest speaker or may highlight safety facts and tips on bulletin boards and flyers throughout the community. Residential programming typically includes education around healthy relationships, drug and alcohol education, community safety, nutrition, and cooking/fire safety.

Lastly, Saint Joseph’s University has partnered with Easton Coach Company and Suburban Transit Network, Inc. (Transnet) to provide the University’s shuttle transportation service. The shuttle runs on and off campus every day at regularly scheduled times. The Shuttle Bus Service phone number is 610-660-ABUS (2287). The University uses the Ride Systems mobile application to track the shuttle system. The Ride Systems app provides live location of shuttle buses, arrival predictions, and other important shuttle route information. The app is available for both iOS and Android platforms. The app can be downloaded through the appropriate app store. Once downloaded, search for the “St. Josephs” agency.

The escort service is intended to supplement the shuttle transportation service. Walking escorts will be provided on the main campus. This includes to and from shuttle stops. The purpose of the vehicle escort service is to safely transport students to and from the main campus to residences within the escort service area. Vehicle escorts will be provided (within the service area) to student residences not serviced by the shuttle and student residences on the shuttle schedule during the period when the shuttle does not operate. Escorts will be provided to and from the Overbrook Train Station when the trains are in service and the shuttle bus is not in service. On-campus escorts will be available to all persons who request an escort, including students, staff, employees, visitors and/or guests. Off-campus escort
services are for students only. The Security Escort Service phone number is 610-660-1010. Shuttle schedules, the escort service area, and general information about transportation may be found at [https://sites.sju.edu/security/campus-shuttles-escorts](https://sites.sju.edu/security/campus-shuttles-escorts). If you are interested in learning more about security awareness and/or crime prevention programs, please contact the Director of Public Safety & Security at 610-660-1164.

**Saint Joseph’s University Community**

There are 7589 students enrolled at Saint Joseph’s University across full- and part-time programs at the undergraduate and graduate levels. Approximately 52% of the undergraduate day students live in University housing. Saint Joseph’s employs 298 full-time faculty, 366 adjunct faculty, 201 full-time employees, and 30 part-time employees.

**Security of and Access to Campus Facilities, including Security Considerations in Maintenance of Campus Facilities**

The campus is divided into several patrol areas and when unsafe conditions (landscape, lighting, etc.) are noted, the proper department is notified. Fire alarms, emergency phones and lights are inspected and tested at least annually.

Generally, administrative buildings are open 8:00 a.m. – 6:00 p.m. and academic buildings are open 8:00 a.m. – 10:15 p.m., except for the library. The library is open from 8:00 a.m. – 12:00 a.m. during the first half of the semester, then extends its hours until 2:00 a.m. for the remainder of the semester. During final exams, the library is open 24 hours/day. After the designated closing times for each building, Public Safety Officers conduct door checks to confirm doors are locked and only a limited set of approved personnel retain swipe card access for certain buildings.

To enter some classroom buildings and other campus facilities, SJU identification cards must be used in the card access readers.

Classes are usually limited to registered students. Many lectures, athletic contests, and plays are open to the public, but certain events require SJU identification cards and persons not having proper identification for those events will be asked to leave the campus.

The University does not normally undertake rental of its facilities. Consistent with its educational purposes, however, the University may accommodate the activity of responsible outside organizations when such activity is judged to be consistent with University education and mission. Conference Services occasionally sponsors summer conferences and athletic camps within campus facilities.

Campus housing consists of 17 residential locations, including residence centers, apartment buildings, townhouses, and small campus houses. While most rooms are double-occupancy, some single and higher occupancy options are available. First-year residence centers are typically single-gender by floor or wing. Housing is primarily provided to undergraduate students, though graduate student housing may occasionally be available.

Generally, campus housing remains open for student occupancy from mid-August through mid-May. During the winter and summer breaks, when classes are not in session, most residence
halls are closed.

Residence Life employs a staff of professional hall managers to provide leadership, support, and oversight for campus residential communities. Resident Assistants, specially trained student leaders, provide mentorship and oversight for individual floors, houses, or communities. All Residence Life staff members participate in an extensive training program, including emergency management, community standards enforcement, Campus Security Authority training, and responsible employee training.

Procedures for guest and visitor access to the residence halls are published in the Office of Residence Life’s Housing Policies and Procedures. In buildings monitored by desk attendants, guests must identify themselves, be escorted into and within the building by their host, complete sign-in procedures, and leave identification at the desk. Guests are issued guest passes while present in these locations. Students may have a guest for not more than two consecutive days. Additionally, minors 12 years of age and under are not permitted in residence halls without a parent or guardian and are not permitted to stay overnight in residence halls. Guests who are between 13 and 16 years of age must be a resident student’s sibling or otherwise have a legally recognized relationship with the resident student. A resident student wishing to host a guest who is under 18 years of age must complete and submit the Minor Guest Application process, detailed at https://sites.sju.edu/housing/housing-policies/

Campus residence centers and apartment buildings are staffed at the front desks by uniformed security personnel on a 24 hour/day basis. These locations are equipped with state-of-the-art access systems. Residents and approved members of the University community are permitted access into these locations by swiping their SJU identification cards in the card access readers at the front doors and at the front desks. Smaller campus houses and townhouses are not staffed by desk attendants, but do have access systems to control front door entry. Student rooms are equipped with locks on individual doors and window locks. In first-year residence centers, suites and wings have card access readers compatible only to SJU identification cards of residents of those locations. The Office of Public Safety & Security personnel and Residence Life staff work together to enforce security measures in the residence halls. The most secure facilities, however, are those in which residents exercise common sense and have a genuine concern for other residents.

Higher Education Opportunity Act - Annual Fire Safety Report

Introduction

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Saint Joseph’s University.

Fire Log

Institutions must maintain a fire log that reflects the nature of the fire, date, time and general location of each fire in on-campus student housing facilities, as well as the date the fire was reported. Saint Joseph’s University complies with this rule by including all fire-related incidents in the Daily Fire Log. The Office of Public Safety & Security maintains a Fire Log of all
incidents reported. This log includes the incident type, date the incident was reported, date and time the incident occurred, general location of each reported incident, and the disposition of the incident if that information is known. The Office of Public Safety & Security posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances as permitted by law. The most current 60 days of information is available in the Office of Public Safety & Security located in Barbelin Hall, Room 13.

**Statement of University Owned/Controlled Student Housing**

During the 2019 calendar year, Saint Joseph’s University owned and operated nine (9) multi-floor student housing facilities with room-, suite-, or apartment-style living. The University also maintained lease agreements with the Pennbrook Apartments, which is also a multi-floor apartment building. In addition, the University owned and operated one townhouse-style student housing facility and six small houses. All student housing facilities are equipped with an automatic sprinkler system and a monitored fire alarm system. For additional detail about fire safety systems in a specific facility, see the chart titled, “Fire Alarms, Building Equipment, and Fire Drills 2019, 2018, 2017,” appearing on page [54] of this Annual Fire Safety Report. The University campus is situated in both the City of Philadelphia and Lower Merion Township and the University works closely with the Fire Departments and Emergency Responders of both counties.

Residence Life staff receive fire safety training at the beginning of each academic year in order to assist with any fire or evacuation emergencies. Supervised fire drills are conducted twice a semester in each student housing facility. Evacuation maps are posted at each building exit and identify evacuation assembly locations.

**Statistics**

The HEOA calls for the disclosure of statistics for each student housing facility as they relate to the occurrence of fires for the most recent and two preceding calendar years. A separate chart is provided to illustrate the types of fire safety systems within each student housing facility and the number of fire drills conducted. The statistics on the following pages are as reported to the Saint Joseph’s University Office of Public Safety & Security.
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<td>LaFarge Residence Center – 2425 Cardinal Ave., Phila., PA 19131</td>
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## Fire Statistics 2018

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<tr>
<th>Student Housing Facility</th>
<th>Fires</th>
<th>Damages</th>
<th>Injuries</th>
<th>Fatalities</th>
<th>Cause</th>
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<td>Ashwood Hall – 6050 Overbrook Ave., Phila., PA 19131</td>
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## Fire Statistics 2017

<table>
<thead>
<tr>
<th>Student Housing Facility</th>
<th>Fires</th>
<th>Damages</th>
<th>Injuries</th>
<th>Fatalities</th>
<th>Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashwood Hall – 6050 Overbrook Ave., Phila., PA 19131</td>
<td>0</td>
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**Fire Alarms, Building Equipment, and Fire Drills 2019, 2018, 2017**

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<tr>
<th>Student Housing Facility</th>
<th>Fire Alarms Monitored by Public Safety</th>
<th>Building Equipped with Sprinkler System</th>
<th>Building Equipped with Fire Alarms and Smoke Detectors</th>
<th>2019 Fire Drills</th>
<th>2018 Fire Drills</th>
<th>2017 Fire Drills</th>
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<td>Lancaster Court Weymouth – 6310 Sherwood Ave., Phila., PA 19151**</td>
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<td>Tara Hall – 2449 Cardinal Ave., Phila., PA 19131***</td>
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</tbody>
</table>

*As of May 2019, Jordan and Sullivan Hall’s are no longer Student Housing Facilities

**As of May 2018, Saint Mary’s and Lancaster Courts Wymouth & Hastings are no longer Student Housing Facilities

***As of May 2017, Tara Hall is no longer a Student Housing Facility

Fire safety is everyone’s responsibility. Carelessness affects not only one student’s safety, but that of every resident of the building. All residents should actively avoid creating fire hazards. As explained in the Student Handbook and in the Office of Residence Life’s Housing Policies and Procedures, all residents should actively avoid creating fire hazards and are not permitted to:

- Possess or use hover boards, self-balancing scooters, hands-free segways, and similar devices.
- Smoke anywhere in University residential buildings. This includes use of electronic cigarettes.
- Possess or use candles, incense, or oil lamps.
- Possess a non-University issued mattress.
- Cover the exterior of the room door with flammable decorations.
- Use non-fire retardant window coverings.
- Hang items from fire sprinkler heads, pipes, heat detectors, or smoke detectors.
- Cover or tamper with smoke detectors.
- Hang items from lights or ceilings.
- Hang lights out of windows or over top of window coverings.
- Hang or post paper, posters, decorations, or signs on externally facing windows.
- Use Medusa lamps with plastic shades, halogen lamps, holiday/decorative lamps, (rope lighting), or electrical decorations that are not UL approved.
- Overload electrical outlets (MUST use surge protectors).
- Run electrical cords under carpets or furniture.
- Bring in live Christmas trees.
- Put anything in front of, on top of, or against heating vents or radiators.
- Store excessive trash, paper, or flammable items (paint, fuel, propane tanks, etc.).
- Have explosive devices (fireworks, firearms, and weapons).
- Use open flames or heating elements inside/outside the buildings, including gas and barbecue grills.
- Use toaster ovens, hot plates, sandwich makers, waffle irons, traditional coffee makers with exposed heat plates, or “George Foreman” type cooking apparatuses (not applicable in Campus Apartments).

This list is not all inclusive. Additional items may be added as deemed necessary by University personnel or as outlined in the University’s Housing Agreement. Violating the aforementioned is considered a violation of the Community Standards and can carry heavy fines ranging from $50 to $200. Students should immediately report any observed fire hazard to the Office of Public Safety & Security or Residence Life staff.

Fire Safety Regulations

Alarms
The University holds routine fire safety drills twice a semester in each student housing facility in accordance with Pennsylvania State Law, and all residents are expected to participate. Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action and possible change or removal of University housing. Initiating a false fire alarm is a clear violation of Community Standards and can be sanctioned with a fine up to $500.

Equipment
Tampering with or misuse of fire safety equipment (extinguishers, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous behavior in a residential community. Such behavior represents a serious violation of the Community Standards and can result in fines up to $200 in addition to any resulting costs for necessary repairs/inspection of equipment.

University Smoking Policy

Background and Purpose
It is the intent of this policy to promote a healthier environment for all members of the Saint Joseph’s University community, and to protect the health of non-smokers. Medical evidence clearly shows that smoking is harmful to the health of smokers and non-smokers alike. It is also an irritant to many non-smokers and can worsen allergy conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. In addition, there is evidence that long term exposure to secondhand smoke may seriously threaten the health of non-smokers.

Definition
The definition of smoking includes the inhaling and carrying of any lit cigarettes, cigars, or pipes.

Policy
Saint Joseph’s University considers the needs and concerns of smokers, and non-smokers alike, in providing a healthful campus environment. All Saint Joseph’s University students, faculty, staff, contractors and guests are expected to comply with these regulations:

- Smoking is ONLY permitted in the outdoor locations with a sign that designates a smoking area. These areas are located far enough away from doorways, open windows and ventilation systems to prevent smoke from entering University buildings and facilities. Smokers are responsible to dispose of waste in proper receptacles.
- All University buildings, including academic, administrative, athletic facilities and residence areas are smoke free.
- Smoking is not permitted:
  - in University vehicles, including buses and vans;
  - on any athletic or intramural field including the spectator viewing areas in the immediate vicinity of the fields.
- No employee or contractor may smoke while they are in the conduct of their job (aside from break periods in designated smoking areas) whether they work inside or
outdoors.

- The advertisement, sale, or promotion of tobacco products on campus and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations is not permitted.

**Responsibility and Enforcement**

Notice of this policy is to be provided to all students, faculty, staff and contractors through established communication channels. This policy relies on the thoughtfulness and consideration of smokers and non-smokers. All members of the University community and guests of the University are responsible for observing this policy. The Department of Environmental, Health and Safety has overall responsibility for the implementation and enforcement of this policy. Concerns regarding the policy should be referred to that office in Moore Hall at 610-660-3037. Enforcement concerns for faculty and staff should be referred to Human Resources and for students to the Office of Community Standards.

**Student Housing Evacuation Procedures**

Fire is only one of the possible emergency conditions which could require the evacuation of a building. Chemical spills, the release of toxic or corrosive gases, civil unrest or a bomb threat are all emergencies that could create an immediate need to evacuate a building or area.

In the event of any fire or other emergency, a report shall be made immediately by calling 911 and/or 610-660-1111 (or x1111 from an on-campus telephone). This report shall include the type and location of the emergency. Once the emergency has been reported, the person receiving the report shall set into motion the emergency action plan to deal with the particular emergency.

The presence of smoke or a visible fire provides sufficient cause to evacuate a building. For other emergencies, the decision whether to or not to evacuate the facility or a specific area of the campus will be made by the Incident Commander or such persons as he/she designates. When an emergency requires the assistance of an outside agency, the Incident Commander or his/her designee will call the needed outside emergency organization as the situation dictates.

If a building (or buildings) must be evacuated, the building fire alarm shall be used as the signal to evacuate. When the alarm sounds, all occupants must promptly vacate the building. The occupants shall calmly evacuate the building following the exit signs. Do not use elevators. If time permits, the occupants should turn off all machinery, equipment, and lights, and close doors. Individuals who use a wheelchair or are otherwise unable to descend stairs should proceed immediately to the nearest exit if they are on the ground floor, or to the nearest set of fire stairs. If unable to descend the stairs, persons with a disability should wait calmly on a fire stair landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify emergency personnel of the exact location of the handicapped individual and his/her companion.

After evacuating the building, all evacuees must report to an assembly area designated by the Office of Public Safety & Security. Such assembly areas shall be located at least 100 yards from the emergency and in a location that will not interfere with emergency response
personnel. To the extent possible, responding staff will report any individual known or
presumed to be missing to the Public Safety Shift Captain or Public Safety Shift Lieutenant, or
the Command Center, if one has been established. Re-entry into an evacuated building or area
is prohibited until permission is granted by the Office of Public Safety & Security.

**Fire Safety Education and Training**

Saint Joseph’s University conducts in-depth fire safety training with the Residence Life staff.
During annual summer Resident Assistant (RA) training, sessions are held covering
emergency response, fire safety, fire and emergency evacuation protocol, and the role of an
RA in any fire emergency. The RAs are also trained on fire extinguisher use and basic level
fire extinguishing techniques. The RAs review fire and emergency evacuation protocol in their
floor meetings at the beginning of the academic year.

The Office of Public Safety & Security conducts Emergency Preparedness training on an
annual basis. The training is open to the entire University community and covers the
University Emergency Preparedness Plan contains sections on Preferred Means of Reporting
Fires and Emergencies and the Emergency Fire Alarm System. The Emergency Preparedness
Plan, along with evacuation maps and procedures, is available at:
https://sites.sju.edu/emergency.

**Definitions**

- **Cause of Fire**: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **Fire**: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire Drill**: A supervised practice of mandatory evacuation of a building for a fire.
- **Fire-related injury**: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting to rescue, or escaping from the dangers of a fire. The term "person" may include students, employees, visitors, firefighters, or any other individual.
- **Fire-related death**: Any instance in which a person:
  - is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
  - dies within one year of injuries sustained as a result of the fire.
- **Fire safety system**: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of property damage**: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate
should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business Interruption.

Fire Incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency.

Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to: Office of Public Safety & Security: 610-660-1111

Plans for Future Improvements in Fire Safety

The University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.

Reporting a Crime

To report a crime or if you have any information concerning a crime or incident, please contact us at 610-660-1111 or tips@sju.edu.

Anonymous Reports

For anonymous reporting, please call 610-660-1114. There is also a “Tip Drop Box” in the Drexel Library.