

Campus *Safety*

2025 ANNUAL CAMPUS SECURITY
& FIRE SAFETY REPORTS

REFLECTS STATISTICS FOR
JANUARY 2024 – DECEMBER 2024

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Campus Security

2025 ANNUAL SECURITY & FIRE SAFETY REPORT

Inclusive of the following Thomas Jefferson University campuses and non-contiguous properties:

- Center City, 1020 Walnut Street, Philadelphia, PA 19107
- Dixon, 300 Lakeside Drive, Horsham, PA 19044
- East Falls, 4201 Henry Avenue, Philadelphia, PA 19144
- Spring House, Building 6, 727 Norristown Road, Spring House PA 19002
- University Boathouse, #5 Kelly Drive, Philadelphia, PA 19130
- Voorhees, 443 Laurel Oak Road, Voorhees Township, NJ 08043

SEPARATE CAMPUSES

All policy statements contained in this report apply to all Jefferson campuses unless otherwise indicated.

PUBLIC SAFETY

Introduction

Jefferson is pleased to comply with state (The College and University Security Information Act [PA Act 73, 1988]) and federal (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended) laws requiring that colleges make security information and campus crime statistics available to all prospective and current students and employees. This report summarizes crime prevention policies and refers the reader to the sources of the complete policies. Campus crime statistics, if not enclosed in this report, are available from the Department of Public Safety. This report is updated and published annually by the Department of Public Safety.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Each year the Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full text of this report can be found online at <https://www.jefferson.edu/life-at-jefferson/student-resources-services/safety-on-campus/public-safety-center-city/crime-reporting.html>. The report is prepared in cooperation with local law enforcement, Offices of Student Life and Student Affairs, the Athletics Department, Office of Legal Affairs, and other University stakeholders. Jefferson's crime statistics are compiled from reports to Public Safety, designated Campus Security Authorities, and outside law enforcement.

Daily Fire and Crime Logs are available at the Department of Public Safety's headquarters in Jefferson's Center City and East Falls Campuses. These logs include the incident type, the date an incident is reported, the date and time of the occurrence and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Department posts information to the Daily Crime and Fire Logs within two business days of receiving a report.

Enrolled students, faculty, and staff are notified about the publication of the Annual Campus Security Report each year via email, which includes how to access the report on Jefferson's website. Copies of this report may also be obtained at the Department of Public Safety's Center City and East Falls Campus locations.

OUR CAMPUSES

Jefferson supports five educational campuses. In Pennsylvania, these include Center City, East Falls, Dixon in Horsham, and the Jefferson Institute for Bioprocessing (JIB) located in Spring House. Jefferson also supports a New Jersey campus located in Voorhees Township. Regardless of location, students, employees, and visitors can be assured that the University places a high priority on personal safety and security.

Center City Campus

The Center City Campus is located between 8th and 11th Streets and Market and Locust Streets in Philadelphia. The Center City Campus is home to many of the University's health profession educational programs as well as more than 6,000 full-time and part-time employees in its administrative, patient care, academic and research sectors. The Center City Campus offers student housing and annually can accommodate approximately 700 students.

East Falls Campus

Jefferson East Falls is located at 4201 Henry Avenue in Philadelphia, where the campus borders Fairmount Park. The East Falls Campus is home to undergraduate and graduate students pursuing studies in a variety of disciplines. Approximately 1,200 students live on campus.

Dixon Campus - Horsham

The Jefferson College of Nursing's Dixon Campus relocated in 2020 from Abington-Willow Grove to 300 Lakeside Drive, Horsham, PA 19044. The Dixon Campus does not offer student housing.

Spring House Campus

Jefferson Institute for Biotechnology is located in the Spring House Innovation Park, a 133-acre campus with 11 buildings. JIB's address is Building 6, 727 Norristown Road, Spring House, PA 19002. Jefferson leases the entire building for its educational endeavors. The Spring House Campus does not offer student housing.

Voorhees Township, New Jersey Campus

Jefferson's New Jersey Campus supports its Physician Assistant Program and, as of 2019, is located at 443 Laurel Oak Road in Voorhees, which is a building owned and maintained by Jefferson. The Voorhees Campus does not include student housing.

DEPARTMENT OF PUBLIC SAFETY AUTHORITY & JURISDICTION

The Department of Public Safety oversees the safety and security of Jefferson's educational campuses. The Department supports Jefferson's educational goals by providing 24-hour quality police, safety, and security for the Center City and East Falls campus communities in Pennsylvania and the Voorhees Township Campus in New Jersey. It also supports the Dixon and Spring House Campuses.

Jefferson employs more than 300 security professionals throughout the enterprise. These include Directors, Supervisors, Police and Security Officers, Fire Marshalls, communications staff, and administrative personnel. The Department and its officers are committed to improving the quality of life of students, faculty, staff, and visitors by providing a safe campus environment. The Department strives to protect persons and property, while enforcing federal, state, and local laws, as well as Jefferson policies.

The University's Police Officers are sworn armed officers under PA Act 501. They are empowered to make arrests on Jefferson owned or leased property as well as in the areas immediately adjacent to Jefferson property. Jefferson's Security Officers are trained under Pennsylvania Act 235 and are not authorized to make arrests. Security Officers receive recruit in-service training and have opportunities for additional on the job training to maintain their skills, including in the areas of patrol procedures, emergency response, CPR, first aid, and report writing. When crime occurs on Jefferson property, Security Officers will detain the suspect until Jefferson Police or municipal police arrive.

Jefferson's Department of Public Safety

CENTER CITY CAMPUS

FOR EMERGENCIES:

Department of Public Safety from an on-campus phone	811
Department of Public Safety from a cell or off-campus phone	215-955-8888
Philadelphia Police Department/EMS from a cell or off-campus phone	911
Counseling Services, during office hours	215-503-2817
Student Health Services, during office hours.....	215-955-6835

Security Command Center

215-955-8888

Located on the 2nd floor

Gibbon Building

Chief of TJU Police & Director of Emergency Management

Kevin Seta 856-298-8442

kevin.seta@jefferson.edu

Director of Public Safety

Stef Karp 215-951-2618

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Director of Environmental Health & Safety

Tony Van Dyke 215-503-7153

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Chief of Fire Safety & Emergency Management

Robert Zane 215-503-4473

robert.zane@jefferson.edu

Director of Enterprise Physical & Technical Security

Edwin Harmon 267-625-5790

edwin.harmon@jefferson.edu

Director of Enterprise Investigations and Intelligence

Brian W.E. Young 267-592-8759

brian.young2@jefferson.edu

EAST FALLS CAMPUS

FOR EMERGENCIES:

Department of Public Safety from an on-campus phone	2999
Department of Public Safety from a cell or off-campus phone	215-951-2999
Philadelphia Police Department/EMS from a cell or off-campus phone	911
Counseling Services, during office hours	215-951-2868
Student Health Services, during office hours.....	215-951-2986

Director of Public Safety

Stef Karp 215-951-2618

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Security Operations Manager

Bob Stack 215-951-2619

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Security Systems Administrator

LaRona McNeil 215-951-2661

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Investigator

Steve Glenn 215-951-0918

stephen.glenn@jefferson.edu

Administrative Assistant

Helene Brady 215-951-2620

helene.brady@jefferson.edu

DIXON CAMPUS - HORSHAM

FOR EMERGENCIES:

Horsham Township Police Department	911
Department of Public Safety from an off-campus phone.....	215-951-2618
Counseling Services, during office hours.....	215-481-5564
Jefferson Occupational Health Network	215-481-2233

Director of Public Safety
Stef Karp 215-951-2618
stefanie.karp@jefferson.edu

Security Manager
Kevin Cattell 215-481-2992
kevin.cattell@jefferson.edu

The Dixon Campus in Horsham is patrolled by private security hired by Jefferson. The campus is also supported by Jefferson’s Abington Department of Public Safety, which shares jurisdiction for the buildings and grounds for the purposes of documenting reported crimes with Jefferson’s Center City Department of Public Safety.

VOORHEES, NEW JERSEY CAMPUS

FOR EMERGENCIES:

Voorhees Township Police/EMS from an off-campus phone.....	911
Department of Public Safety	856-346-6358

Security is provided to the Voorhees Township Campus by the Department of Public Safety, located at Jefferson Strafford Hospital, a short distance from the Voorhees Campus. Jefferson Public Safety actively patrols the Voorhees Campus on a daily basis and responds to emergencies as well as lesser concerns. Jefferson’s East Falls Department of Public Safety maintains jurisdiction for the buildings and grounds for the purposes of documenting reported crimes.

SPRING HOUSE CAMPUS

Jefferson does not have on-site University security at the Spring House Campus. Jefferson’s Center City Department of Public Safety maintains jurisdiction for the office suite and public areas of the buildings and grounds for the purposes of documenting reported crimes and reviews reports for the consideration of issuing a timely warning to students.

Jefferson's Annual Safety Report

OUR STATISTICS

With so many individuals passing through each of our campuses every day, it is no surprise that occasionally we have incidents that require our Public Safety Department's expertise. In keeping with a state mandated program for uniform reports, we publish information related to these incidents.

In compliance with the Pennsylvania Crime Awareness Law, Jefferson Public Safety opens daily incident logs to students, media and the public during regular office hours Monday through Friday.

RELATIONSHIP WITH LOCAL AUTHORITIES

Jefferson's Department of Public Safety communicates with the municipal police departments surrounding each of our campuses. These include:

- Center City Campus – Philadelphia Police Department (6th District)
- East Falls Campus – Philadelphia Police Department (39th District)
- Dixon Campus – Abington Township and Horsham Township Police Departments
- Spring House Campus – Lower Gwynedd Police Department
- New Jersey Campus – Voorhees Township Police Department

Jefferson has a Memorandum of Understanding with the Philadelphia Police Department, which allows for collaboration with respect to investigations of alleged criminal offenses and calls for service.

The Department also has an established working relationship with PATCO Police, SEPTA Police and county, state and federal law enforcement agencies. The Department makes a good-faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all law enforcement agencies.

CRIME REPORTING & INVESTIGATION PROCEDURES

Jefferson encourages all members of the University community to report to the Public Safety Department any crime or emergency occurring on campus, on public property within or immediately adjacent to campus, or in non-campus buildings or property that Jefferson owns or controls. Knowing about campus crimes makes it possible for Jefferson to address and to implement policies and procedures designed to prevent them. In addition, Jefferson has obligations under federal and state law to compile and report statistics on the occurrence of campus crimes.

Importantly, reporting crimes allows Jefferson to ensure its statistics are complete and accurate. A report may be made on a confidential basis, and may omit the names of the victim and alleged perpetrator. While this may impact Jefferson's ability to investigate and address the crime, it will allow Jefferson to include the crime for statistical purposes. Individuals may also report anonymously via the Public Safety Department's 24-hour recorded phone line for reporting: **215-955-5678** or on the Anonymous Tip reporting form found <https://www.jefferson.edu/life-at-jefferson/student-resources-services/safety-on-campus/anonymous-tip-line.html>. Additional information is addressed in Jefferson's Crime Reporting and Investigation Policy 119.04 and its Sex and Gender-Based Misconduct Policy.

CENTER CITY, EAST FALLS, DIXON, AND VOORHEES CAMPUSES

Public Safety will assist all students, employees, visitors and patients who are victims of a crime, by advising and / or contacting the appropriate agency. Victims of any crime, whether or not it is on one of Jefferson's campuses, are urged to report said crime promptly to the appropriate police department or other law enforcement agency. In cases of emergency, please call 911. Under other circumstances, please call:

Center City Campus:

- Department of Public Safety
215-955-8888 or 811 from a campus phone
- Philadelphia Police Department (6th District)
215-686-3060

East Falls Campus:

- Department of Public Safety
215-951-2999 or 2999 from a campus phone
- Philadelphia Police Department (39th District)
215-686-3390

Dixon Campus:

- Abington Department of Public Safety 215-481-2828
- Horsham Township Police Department 215-643-8284

Voorhees Township Campus:

- Department of Public Safety 856-532-6999
- Voorhees Township Police Department 856-627-5858

Spring House Campus

All criminal incidents or other emergencies that occur at Jefferson's Spring House Campus should be immediately reported to the local police by calling 911. Under other circumstances, please call:

- Center City Department of Public Safety 215-955-8888
- Lower Gwynedd Police Department 215-646-5300

CRIMINAL ACTIVITY OFF-CAMPUS

Jefferson does not specifically monitor or record criminal activity by students at off-campus locations of student organizations. Jefferson does not officially recognize off-campus student groups.

CAMPUS SECURITY AUTHORITIES

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" requires the University to collect and disclose crime data from the local police and Campus Security Authorities (CSA). The intent of including non-law enforcement personnel as Campus Security Authorities (CSA) is to acknowledge that many individuals and students in particular are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other Campus-affiliated individuals. The function of a Campus Security Authority (CSA) is to report to the Department of Public Safety, those allegations of Clery Act crimes that are made in good faith. A Campus Security Authority (CSA) is not responsible for determining whether a crime took place—that is the function of law enforcement personnel. CSA's at Jefferson can report a crime directly to Public Safety via phone, email or the on-line form located on the website at https://www.jefferson.edu/public-safety/security-police/clery-act/csa_form.html. Once a report is received, it must be forwarded to the Department of Public Safety. A representative of the Department of Public Safety will be available to assist you to determine what information should be reported. Reports filed in this manner are counted in the crime statistics for the University.

The law defines "Campus Security Authority" as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline, and campus judicial proceedings." Individuals at Jefferson who meet the CSA criteria include, but are not limited to, the following:

- Dean of Students, Student Affairs, and Student Life officials who oversee student housing, a student center, or student extracurricular activities;
- Athletics Director and coaches;
- Faculty advisors to student groups;
- Office of Residential Life staff including student residential assistants;
- Title IX Coordinator and Deputy Title IX Coordinators; and
- Public Safety.

Professional mental health and religious counselors are exempt from reporting obligations, but may refer individuals to a confidential reporting system. Jefferson's professional counselors are encouraged to tell their clients about the incident reporting procedures; reports (actual, confidential reports, or anonymous reports) are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of University crime. In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of anonymity. In such circumstances, crime victims are encouraged to consider making a voluntary, confidential report to one of the designated exempt Campus officials for inclusion in the annual disclosure of crime statistics. At a minimum, crime victims will receive valuable counseling and referral information.

Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and will provide a more accurate portrait of actual campus crime. Remember, help is available. All you need to do is ask. Retaliation against an individual who has, in good faith filed a complaint, is strictly prohibited and will not be tolerated. Retaliation is any action that adversely affects the academic, employment, or other institutional status of a student or employee of Jefferson, in addition to an applicant for admission or employment and a visitor. Examples of retaliation include, but are not limited to: denial of promotion, non-selective/refusal to hire, denial of job benefits, demotion; suspension, discharge, threats, reprimands, negative evaluations, harassment, or other adverse treatment that is likely to deter reasonable people from pursuing their rights.

TIMELY WARNING PROCEDURES

JeffAlert: Notification to the Jefferson Community About an Immediate Threat

Center City, East Falls, Dixon, and Voorhees Campuses

In the event that Public Safety receives a report of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Jefferson community, the Communications Center Dispatcher will notify the highest ranking Public Safety Supervisor on duty.

Jefferson's Public Safety will notify the campus community upon the confirmation of a significant emergency or dangerous situation through the JeffAlert notification system. The Department of Public Safety is responsible for confirming a significant emergency or dangerous situation exists. Confirmation will be obtained through direct interaction with Jefferson security personnel, or through consultation with local police, Pennsylvania State Police, New Jersey State Police or Federal Agencies. The University evaluates the type of emergency, the section of campus affected, and its consultation with emergency responders to determine what segments of the campus should be notified.

The Department of Public Safety collaborates as necessary with appropriate University and law enforcement authorities to develop the content of the message. The Department of Public Safety will initiate a text message, email, phone call or posters with the assistance of the Emergency Management Team, time permitting. In the event of an immediate threat to the health or safety of students and employees occurring on campus follow-up information may be provided through the use of email, text message, signs, posters, web postings, the distribution of campus safety alerts or JeffAlert. This action will take place without delay and take into account the safety of the community. Additional JeffAlerts may be initiated to provide follow-up information regarding the situation.

The notification system will not be used if, in the professional judgment of responsible authorities, it compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The University conducts emergency response exercises each year such as table top exercises, task specific drills, and internal and external tests of the emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

The University's Emergency Guide and Emergency Operations Manuals include information about the Emergency Management Team and University operating status parameters; incident priorities and performance expectations; evacuation guidelines; and contingency planning. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

Spring House Campus

In the event of an emergency, the Spring House Campus will be contacted by Center City Public Safety. Jefferson Public Safety will work with local law enforcement to confirm the threat and take subsequent steps as appropriate.

TESTING OF JEFFALERT SYSTEM & EVACUATION PROCEDURES

Jefferson regularly tests its JeffAlert system and evacuation procedures, including tests on at least an annual basis. The tests may vary in type and may be announced or unannounced. The tests will be scheduled in advance (even if not announced publicly), contain drills to test procedural operations, exercises to test coordination of efforts, contain follow-through activities to review the test and be designed for assessment and evaluation of emergency plans and capabilities. Each test is documented in writing, including a description of the exercise, the date, the time the test started and ended and whether the test was announced or unannounced.

Jefferson also regularly publicizes its emergency response and evacuation procedures via email in conjunction with at least one test per year.

CAMPUS SAFETY ALERTS

In some instances, the Public Safety Department provides Campus Safety Alerts. A Campus Safety Alert may be sent out to advise the community of a power outage, a string of thefts, or a weather-related closure. While these events may not constitute dangerous situations involving an immediate threat to health or safety, the information relayed is important and impacts campus operations and security. Once it is determined that an alert will be issued, Public Safety takes the necessary steps to inform affected community members.

COMMUNICATION WITH THE SURROUNDING COMMUNITY

Jefferson endeavors to keep the outside community apprised of emergency situations on campus that may impact the area at large. During emergency situations, Jefferson may provide information to the outside community through its media relations personnel, on its website, through its social media platforms, including Facebook, Instagram and Twitter, through communications with nearby community groups and through communications with local police.

Emergency Preparedness

EMERGENCY RESPONSE & EVACUATION PROCEDURES

FIRE

Employee and Staff Response

Upon discovery of a fire condition, employees and staff (including Physicians and Licensed Independent Practitioners and third party vendors) who are present shall follow the procedures outlined by the **RACE** acronym:

- **R – RESCUE** Rescue anyone from immediate danger.
- **A – ALARM** Pull the nearest fire alarm pull station and call Jefferson Public Safety at 811 or 77 (Center City), 2999 (East Falls), 2828 (Abington-Willow Grove), 856-532-6999 (Voorhees) and/or call 911 in areas not serviced by the Department. Attempt to provide exact location and details of fire.
- **C – CONFINE** Confine by closing doors in the fire area to contain smoke and heat.
- **E – EVACUATE** Evacuate away from smoke and heat. **EXTINGUISH** Extinguish small fires.
- Do not re-enter the building until authorized to do so by emergency personnel.

All employees and staff should know how to use a fire extinguisher. The acronym **PASS** is used to remember steps to properly use a fire extinguisher:

- **P – PULL** the pin between the extinguisher's handles.
- **A – AIM** the nozzle at the base of the fire. You should stand 6-10 feet away from fire.
- **S – SQUEEZE** the handle of the fire extinguisher.
- **S – SWEEP** the nozzle from side to side across the base of the fire.

BUILDING EVACUATION

- When instructed follow evacuation procedures for the area or department.
- DO NOT use elevators.
- Take personal belongings (ID, keys, purses, wallets, etc.).
- Upon exiting, proceed to your building relocation site to begin the accountability process.

SHELTER-IN-PLACE

- Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building.
- When notified, go inside the nearest building and report to the building's shelter area.
- Close all windows and doors.

SUSPICIOUS PACKAGES

- Any package found or received that arouses concern.
- Do not touch or disturb the object or package.
- Call Public Safety. For areas not serviced by Public Safety call 911.
- Notify your supervisor.

SUSPICIOUS BEHAVIOR

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Public Safety. For areas not serviced by Public Safety call 911.
- Notify your supervisor.

BOMB THREAT

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call Public Safety. For areas not serviced by Public Safety call 911.
- Notify your supervisor.

ACTIVE SHOOTER RESPONSE

Run

- Have an escape route.
- Evacuate even if others don't agree to follow.
- Leave belongings behind.
- Help others escape if possible.
- Keep hands visible.
- Follow instructions of police.
- Do not attempt to move wounded people.
- If you are a patient care provider there may be times when you have to leave your patients to save your own life.

Hide

- Hide out of view.
- Lock or barricade door if possible.
- Silence cell phones and other devices.
- Turn off noise sources.
- Close doors and curtains.
- Turn off lights.
- Hide behind large items.
- Remain calm and quiet.

Fight

- Attempt to disrupt or incapacitate the shooter.
- Act aggressive.
- Throw items.
- Use improvised weapons.
- Yell.
- Commit to whatever actions are necessary for you to survive.

Once Safe and Secure

- Call Public Safety.
- For areas not serviced by security call 911.
- Alert dispatcher of the active shooter location.
- Provide description of the shooter(s).
- Provide type of weapon(s).
- If unable to speak, leave the line open so the dispatcher can listen.

When Law Enforcement Arrives

- Remain calm and follow officers' instructions.
- Put down any items in hands.
- Immediately raise hands and keep them visible.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or direction when evacuating.
- Proceed in the direction in which officers are entering the area.

SECURITY OF & ACCESS TO ON-CAMPUS HOUSING & OTHER JEFFERSON BUILDINGS

Jefferson students have the option to reside in on-campus housing in Center City and in East Falls. Jefferson offers students single, double, triple and quad styled accommodations as well as single sex and coed options. Jefferson maintains a variety of programs and policies to help ensure the safety of our students.

The following are applicable to Jefferson's student housing:

- Central dispatch for on-campus emergencies
215-955-8888 Center City and 215-951-2999 East Falls.
- 24-hour front desk coverage in the residence halls requiring guest sign-in and/or photo identification whenever possible.
- Automated front and fire door locking devices that prevent unauthorized entry in the residence halls, but allow safe, easy exit in case of fire or other emergency.
- Safety awareness and crime prevention programs featuring a variety of practical self-protection seminars.
- In the residence halls, doors are equipped with locks and one-way door viewers, and security conducts regular interior and exterior patrols.

The following are applicable to Jefferson's educational campuses, including campuses without student housing:

- Closed-circuit TV in many locations.
- Public Safety education and awareness programs are presented annually at orientation sessions. Each student is provided with security information and enforcement procedures for housing policies.
- Card and keypad access in many buildings across all campuses.
- Security lighting throughout, including in parking areas.
- Public Safety or private security regular presence and interior and exterior patrol.

MAINTENANCE OF CAMPUS FACILITIES

Center City, East Falls, Dixon, and Voorhees Campuses

The Public Safety staff work with the Facilities office to periodically check the lighting and blue light emergency phones, as well as trim shrubs, hedges, and trees. In addition to the Department of Public Safety, the Campus community may file Facilities work requests to address safety issues as well as general maintenance requests. The Facilities Office manages requests with TMA software system. Requests are regularly monitored and scheduled according to a priority list with safety items falling into the urgent or rush category.

At East Falls, Public Safety and Facilities personnel annually conduct a campus safety walk with members of the Student Government Association to review security systems, identify safety enhancements and discuss new initiatives.

Spring House Campus

The Spring House Campus is maintained by the Spring House Innovation Park. The Spring House Innovation Park staff monitor the building and grounds for safety considerations such as lights, locks, building access and parking lot conditions.

Policy Information

EDUCATION PROGRAMS

Public Safety personnel participate in mandatory orientation programs for new students and train incoming Jefferson personnel about campus safety and crime prevention. In addition, orientation programs address issues related to risk management and bystander intervention. Additional voluntary programming is provided throughout the year by the Public Safety Department, including annual programs on the prevention of crime, emergency procedures and other topics addressed in connection with campus partners such as Residence Life, Facilities and the Student Counseling Center. Public Safety and Facilities personnel annually conduct a campus safety walk with members of the Student Government Association to review security systems, identify safety enhancements and discuss new initiatives.

Safety is a responsibility shared between Jefferson's professional staff, students, faculty, and campus partners. The best protection against campus crime is an aware, informed, and alert campus community.

ALCOHOL & DRUG POLICIES

Jefferson expects all students, faculty and staff to adhere to all federal, state or local laws regarding the unlawful possession, use or distribution of alcohol, drugs, and illegal substances. The University is required by law to inform students, faculty and staff of the sanctions which may be imposed on them for violations of those laws. In addition, Jefferson is required to inform students, faculty and staff of the standards of conduct, University penalties, health risks, and counseling options as they pertain to substance abuse. All members of the Jefferson community are hereby notified of the primary components of the Substance Abuse Prevention Policy in compliance

with Drug-Free Schools and Community Act of 1989 and subsequent amendments.

DRUG & ALCOHOL POLICY

Policy Number: 200.75

Purpose

Jefferson recognizes that continued excellence in education, patient care and research depends greatly on the ability of students and employees to execute their responsibilities in a manner reflecting the highest standards of competency and safety.

In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, Jefferson maintains a drug-free campus and prohibits the unlawful manufacture, distribution, dispensing, use or possession of illicit drugs or alcohol on its campuses or as part of any university activity. To comply further with the Act, the following information is made available to all students, volunteers, independent contractors, medical staff and employees at Jefferson.

Policy

These standards and regulations apply to all students, volunteers, independent contractors, medical staff and employees at Jefferson and are designed to prevent substance abuse in Jefferson's environment.

Prohibited Drugs

For purposes of this section, prohibited drug is any drug made illegal as a matter of federal, state, or local law, which is not legally obtainable as a matter of federal, state, or local law; or one which is legally obtainable but has not been legally obtained or used. The term includes prescription drugs not legally obtained, prescription drugs that were prescribed for someone else, and any drugs that have been knowingly misused.

- Any individual reporting to work or to provide services or student attending class or a clinical assignment under the influence of prohibited drugs or who has a positive drug screen will be subject to disciplinary action, up to and including termination of employment or affiliation.
- Any individual, who uses, possesses, manufactures, sells, or distributes prohibited drugs while on Jefferson property or at an off campus clinical site will be subject to disciplinary action, up to and including termination of the applicable relationship.
- Any individual, who diverts medication for personal or other use, will be subject to disciplinary action, up to and including termination of the applicable relationship.
- In appropriate cases, the individual may be reported to law enforcement authorities or the applicable licensing bodies.

Medication

Controlled substances legally prescribed by a licensed physician, as well as some other medications, can influence performance and behavior. For this reason, individuals should obtain from their physicians information regarding any potential impairment by such medications **and refrain from use of medications that may cause impairment** during working hours. Where an impairment potential exists, the individual must inform Employee Health (managers should not have access to employee medical information) The employee or student may be referred by his/her manager or clinical supervisor to Jefferson Occupational Health Network (formerly University Health Services and Healthmark) for assessment.

Jefferson will seek to accommodate a legally certified medical marijuana user when possible and appropriate depending on the employee's job functions and ability to maintain the safety of patients and others. An employee who obtains a registration card from the state's recognized agent to certify medical marijuana must submit a copy of the registration card with a letter to Jefferson Occupational Health Network requesting a reasonable accommodation. Jefferson will then enter into a discussion with the individual and, where applicable, the employee's health care provider to determine if such accommodation is reasonable and appropriate under the circumstances. Use of marijuana, including medical marijuana, by employees, students, medical staff, or volunteers on Jefferson property or at any place of employment at Jefferson is prohibited. Anyone using or under the influence of marijuana or medical marijuana in the workplace may be subject to disciplinary action up to and including termination of employment or the applicable relationship.

Alcohol

Pennsylvania and New Jersey law forbid a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcoholic or malt or brewed beverage within the Commonwealth. Violation of this law could result in disciplinary action including suspension or dismissal from the University.

Thomas Jefferson University Policy 117.03 addresses the University's position regarding possession and use of alcoholic beverages by students on campus.

No employee, volunteer, medical staff member, or independent contractor shall report to work or perform services for Jefferson and no student shall report to class or to any clinical assignment under the influence of alcohol or alcoholic beverages. The use, sale, distribution, or possession of open containers of alcohol or alcoholic beverages by any individual while at work, on Jefferson property, or student during academic classroom time or during any clinical responsibilities is prohibited.

Any employee student, or other individual in violation of this section will be subject to disciplinary action, up to termination of the applicable relationship.

Counseling

Employees may seek assistance for referral and treatment for drug addiction and/or alcohol dependence through the applicable Employee Assistance Program, or through Jefferson Occupational Health Network. Students may seek assistance through the Student Personal Counseling Center or through Jefferson Occupational Health Network. **It is each employee and student's responsibility to seek and accept assistance before alcohol and drug problems lead to an event or situation warranting disciplinary action.** An employee or student's decision to seek such assistance will not be used as the basis for disciplinary action, and will not be used against the employee or student in any disciplinary proceeding. The completion of an appropriate rehabilitation program may include a Memorandum of Agreement (need same Agreement for the enterprise) for Continuation of Employment with random drug/alcohol testing.

At the same time, alcohol or drug use and/or addiction will not be an acceptable excuse for behavior that violates this or any other Jefferson policy. Furthermore, it will not be an excuse for poor performance by employees, nor for sub-par academic performance by students.

Drug and Alcohol Screening

Screening for drugs and alcohol may be required of employees, students and members of TJUH's Medical Staff or Other Professional Personnel ("OPP") for the following reasons:

- Pre-employment screening for employees and students electing to take paid positions at Jefferson;
- Pre-appointment screening to the Medical Staff or OPP
- Pre-placement prior to a rotation at an outside site, if required by the outside institution;
- For reasonable suspicion.

Employees, students, and members of the Medical Staff or OPP will sign consent for testing with acknowledgement that the results of the tests may be shared with Jefferson administrators. **Refusal to sign the consent or submit to drug and alcohol screening will have the same effect as a positive test result.**

Reasonable Suspicion Screening

If a manager, administrator, instructor, or clinical supervisor in Pennsylvania reasonably suspects that an employee, student, or member of the Medical Staff or OPP is impaired while in class or unfit for duty, on the job or Campus, the supervisor must refer the employee or student to Jefferson Occupational Health Network for an evaluation. Jefferson – New Jersey will continue to follow its Impaired Associate Policy 608 (see Attachment 1). Please refer to and complete Appendix A to this policy, which includes some common signs of impairment. The results of the evaluation will be shared with the department of Human Resources or Jefferson administrators for further action or referral, if needed. Off hours evaluations will be performed through the Emergency Department of the hospital where the employee works. Information regarding the evaluation of suspected impairment done through outside institutions through the course of a student's placement will be shared with Jefferson Occupational Health Network and Jefferson administrators.

Random Drug and Alcohol Testing

Jefferson may require random drug and/or alcohol testing of an employee who has undergone drug or alcohol rehabilitation, **even in the absence of evidence that the employee is impaired**, if Jefferson reasonably believes that the employee would pose a direct threat in the absence of such testing. In determining whether to require that an employee submit to drug and/or alcohol testing in such a situation, Jefferson will consider the safety risks associated with the position the employee holds, the ability of the employee to satisfactorily to do his or her job, the reason(s) the employee will pose a direct threat, and other relevant factors.

Awareness/Training

Jefferson will promote awareness of the effects of drug and alcohol abuse through a variety of means, including training programs, articles in Jefferson publications, and the periodic distribution of informational literature on the topic.

Disciplinary Sanctions

It is expected that students and employees will comply with all Jefferson policies and the laws regulating alcohol and prohibited drugs.

- Students who fail to comply will be subject to disciplinary action as published in the University Community Standards.
- Employees who fail to comply will be subject to disciplinary action pursuant to Jefferson policies and practices. These disciplinary sanctions may include suspension or termination.

WEAPONS POLICY

Policy Number: 131.01

Purpose

The purpose of this policy is to ensure the safety and protection of all staff, faculty, students, patients, and visitors to Thomas Jefferson University and Jefferson Health (collectively referred to as "Jefferson").

Definitions

Dangerous Weapons: Firearms, imitation firearms, explosives, knives, brass knuckles, tasers, devices capable of discharging a projectile, and any illegal weapon or any other item that can be used as an offensive weapon.

Defensive Weapons: Defensive sprays such as mace, OC spray, and pepper spray. Any questions about whether an item is covered by this policy should be directed to the Security Department for clarification. All persons will be held directly responsible for making sure beforehand that any potentially covered item possessed is not prohibited by this policy.

Jefferson property covered by this policy includes, without limitation, all Jefferson owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, plazas, and parking lots and garages under Jefferson's ownership or control. Jefferson vehicles are also covered by this policy at all times regardless of whether they are on Jefferson property at any time. This policy also prohibits weapons at any Jefferson sponsored function, such as parties or picnics.

Policy

Jefferson prohibits all persons who enter Jefferson property, as defined above, from possessing a Dangerous Weapon regardless of whether the person is licensed to carry the weapon.

Employees, contractors, students, and guests (other than visitors to the ED) are permitted to have a Defensive Weapon in their possession while on Jefferson property. At no time should any person display or use a Defensive Weapon on Jefferson property unless immediately required for self-defense purposes. If an employee is involved in an incident involving the display or use of a defensive weapon, a Jefferson Security Director will confer with Human Resources following an investigation to render a decision regarding whether the display or use of a Defensive Weapon was required for self-defense purposes. If a student is involved in an incident involving the display or use of a defensive weapon, the matter will be handled in consultation with Jefferson Security, in accordance with the Community Standards policy.

This policy applies to all Jefferson students, employees, contractors, patients, contractors and visitors on Jefferson property, and customers and contractors on Jefferson property, regardless of whether they are licensed to carry a concealed weapon. The only exceptions to this policy will be on duty law enforcement personnel, uniformed law enforcement officers, or other persons who have been given written consent by Jefferson's VP of Public Safety to carry a weapon on the property. The VP of Public Safety or designee may provide an exception. Violators of this policy are subject to disciplinary action up to and including termination/expulsion.

Procedures

Violations: Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination. Further, carrying a weapon on to Jefferson property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Jefferson property and may result in prosecution. This policy shall not be construed to create any duty or obligation on the part of Jefferson to take any actions beyond those required of an employer by existing law. If a person becomes aware of anyone violating this policy, he/she should report it immediately to the Jefferson Security Department.

Jefferson Security Department

Although the University's security personnel are certified and meet the standards consistent with Pennsylvania Act #235, any possession and use of firearms are prohibited and not authorized as a type of security equipment. Under special circumstances, the Chief Public Safety Officer or designee may authorize a Security Officer or Supervisor to carry a firearm.

Security Managers and Supervisors and uniformed officers are authorized but limited to carry the following weapons while on duty: a baton (nightstick); an authorized Oleoresin Capsicum (OC) spray, and issued handcuffs.

Residents of the University's On-Campus Housing Facilities

On-campus residents are prohibited from carrying or possessing weapons on campus, including in residential facilities and units.

MISSING STUDENT NOTIFICATION POLICY & PROCEDURES

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they must immediately notify Jefferson Public Safety by calling **811 or 215-955-8888** on the Center City Campus, or by calling **2999 or 215-951-2999** on the East Falls Campus. Public Safety will generate a missing person report and initiate an investigation.

A residential student on the Center City or East Falls Campuses can identify an Emergency Contact and a separate Missing Student contact when completing the online Housing Application.

A student's contact information will be registered confidentially. This information will be accessible only to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Jefferson will notify the Philadelphia Police Department and the student's Emergency Contact within 24 hours after determining that the student is missing. If the missing student is under the age of 18 and is not an emancipated individual, Jefferson will also notify the student's parent or legal guardian within 24 hours after determining that the student is missing.

HAZING POLICY

The purpose of the Hazing Policy is to protect the safety and rights of all Thomas Jefferson University students who choose to join or associate with a sorority, fraternity, Jefferson supported athletics team, including club sports, or other University affiliated organization as defined under Pennsylvania's Anti-Hazing Law and the federal Stop Campus Hazing Act (generically referenced in this policy as "Organizations"). It applies to all Organizations whether they or their facilities are located or the conduct occurs on or off the University campus. Hazing of a student by any Organization or group or its members is absolutely prohibited

Hazing: Definition

For the purposes of this policy, "Hazing" means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into an affiliation with, or the maintenance of membership in an Organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the

Organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:

1. Whipping, beating, striking, electronic shocking, placing of harmful substance on someone's body, or similar activity;
2. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other substances;
3. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
4. Causing, coercing, or otherwise inducing another person to perform sexual acts;
5. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
6. Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
7. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Reporting Alleged Acts of Hazing

Reports of alleged hazing may be made by completing the form on the University's Department of Public Safety website or by contacting Public Safety directly.

Compliance & Enforcement

Any alleged violation of the Hazing Policy by students and/or Organizations will be adjudicated in accordance with the procedures set forth in the Community Standards Policy and may result in such penalties including suspension or expulsion from the University, as are deemed appropriate.

The University, including the administration and its student government associations, will not tolerate Hazing. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

In addition to the sanctions described above, a student or Organization may be subject to civil and/or criminal liability under Pennsylvania's Anti-Hazing Law.

Hazing Transparency Report

The University publishes a Campus Hazing Transparency Report (the "Report") twice a year. The Report includes data for each incident involving an Organization for which a finding of responsibility is issued relating to a hazing violation. Hazing statistics will also be made available in the Annual Security Report published by the Department of Public Safety.

SEX & GENDER-BASED MISCONDUCT POLICY

Policy Number: 500.1

I. Preamble

Jefferson is committed to fostering a safe living and learning environment for all members of the University community. This includes freedom from any form of discrimination or harassment. This policy sets forth Jefferson's prohibition on sex and gender-based misconduct, including sexual violence. We expect community members to engage in relationships that are characterized by mutual respect and affirmative consent.

The University's response to sex and gender-based misconduct seeks to balance the rights, needs and privacy of the parties, while maintaining the health and safety of the campus community. Emphasis is placed on education, violence prevention, providing supportive measures, and ensuring a vigorous enforcement of institutional policy and law.

II. Policy Statement

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. The University is committed to providing an environment free of discrimination on the basis of sex and to addressing any violation of its policies, even those not meeting the definition of "Sexual Harassment" adopted under this policy.

III. Scope

This policy applies to all members of the University community, including but not limited to students, employees, volunteers, visitors, and any individuals having any official capacity at the University. This policy applies to conduct occurring in connection with an educational program, including conduct that occurs on University property, at University events or programs that take place off campus, and any off-campus or online behaviors that could reasonably create a hostile environment on campus or otherwise adversely affect the educational setting.

IV. Sexual Assault Response

An individual who has experienced sexual assault (for purposes of this policy, the individual affected by the alleged misconduct will be referred to as the complainant) can call 811 or 215-955-8888 for Center City Campus Security or 215-951-2999 for East Falls Security, or 911 (Philadelphia Police Department). When a report of a sexual assault is made to University personnel on an emergency basis, Campus Security or other University personnel will escort the victim to a place of safety and will identify, secure and maintain the scene of the alleged assault or offense, as appropriate.

If there is a need to preserve evidence the Philadelphia Police Department will be contacted. Evidence of a sexual assault should be preserved as soon as possible, even if the reporting individual is unsure about reporting or filing criminal charges. If a sexual assault has occurred it is important for the complainant to seek medical attention as soon as possible to check for internal injuries, receive preventative treatment, and gather forensic evidence.

The complainant will be informed of the availability of immediate medical and/or psychological assistance, including treatment for emergent injuries at the nearest Emergency Department. Forensic medical examinations are not administered at Philadelphia emergency rooms and will be done by a Sexual Assault Nurse Examiner at the Philadelphia Sexual Assault Response Center (PSARC). If not an emergent situation requiring the close proximity of an Emergency Room, victims have the option of going directly to PSARC at 300 E. Hunting Park Avenue, Philadelphia, PA 19124, 215-425-1625.

PSARC provides forensic medical evaluation, injury documentation, forensic photography, pregnancy prevention, sexually transmitted infection prevention, HIV prevention, follow-up care, and court testimony. Victim advocacy and counseling is available through Philadelphia Center Against Sexual Violence (WOAR). WOAR has a 24-hour hotline 215-985-3333 and will arrange for a counselor to meet with you before, during, or after any forensic medical examination. For more information on assistance available, see the Campus/Community Services section of this policy.

In all circumstances, the complainant shall be informed of the procedures for filing criminal charges via the Philadelphia Police Department. If the complainant chooses to have police notified, security will immediately notify the Philadelphia Police and assist the complainant in the filing of the charges if requested. The Title IX Coordinator (detailed in Reporting) will be notified in order to maintain coordination of a University investigation and campus services.

V. Consent

Consent to engage in sexual activity must be obtained from each partner and must exist from beginning to end of each instance of sexual activity. Consent must be clear, informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Note that, although consent may in some cases be demonstrated through nonverbal conduct alone, reliance on nonverbal conduct alone

as an indication of consent could lead to misunderstandings. It is better to obtain a verbal indication of consent.

Consent is not effective if it results from the use of physical force, intimidation or coercion, or if the person is too incapacitated to provide informed, knowing and voluntary consent. If a partner becomes too incapacitated to consent during the course of sexual activity, there is no longer consent. Silence and/or a lack of resistance do not, by themselves, demonstrate consent. Use of alcohol or drugs shall not diminish one's responsibility to obtain consent, but may diminish one's ability to consent.

Consent to engage in sexual activity may be withdrawn by any party at any time. Withdrawal of consent must also be outwardly demonstrated by words and/or actions that clearly indicate a desire to end sexual activity. Note that, although withdrawal of consent may in some cases be demonstrated through nonverbal conduct alone, reliance on nonverbal conduct alone to withdraw consent could lead to misunderstandings. It is better to verbally withdraw consent by saying "no," "stop" or some other similar verbal communication. Once withdrawal of consent has been clearly expressed, sexual activity must cease. A previous sexual relationship and/or current relationship with a partner, do not, by themselves, imply consent.

VI. Prohibited Behaviors

Sex and Gender-Based Misconduct is the overarching term used by the University to describe behaviors or offenses of a sexual nature that are committed against individuals who do not consent to them, which includes discrimination or harassment based on sex or gender. Sex and Gender-Based Misconduct is prohibited under this policy. Instances of Sex and Gender-Based Misconduct include, but are not necessarily limited to, unwanted sexual acts which are committed by coercion, force, intimidation, manipulation or otherwise without consent. While this policy prohibits discrimination based on sex in the form of disparate treatment, allegations of sex-based disparate treatment will be handled under the Code of Conduct and Policy Prohibiting Unlawful Discrimination, Harassment and Retaliation when alleged to have been committed by an employee of the University and under the procedures set forth by the Community Standards when alleged to have been committed by a student. The following are examples of behaviors or offenses that are considered acts of Sex and Gender-Based Misconduct.

A. Sexual Harassment.

Sexual Harassment may involve unwelcome sexual, sex- based and/or gender- based verbal, written, on-line and/or physical conduct. Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Thomas Jefferson University recognizes that acts of Sexual

Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

These specific categories of offense are defined as follows:

1. Quid Pro Quo Sexual Harassment:
 - a. an employee of the University,
 - b. conditions the provision of an aid, benefit, or service of the University,
 - c. on an individual's participation in unwelcome sexual conduct
2. Hostile Environment Sexual Harassment:
 - a. unwelcome sex-based conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, pervasive and objectively offensive,
 - d. that it effectively denies a person equal access to Thomas Jefferson University's education program or activity.
3. Penetration (anal, vaginal, oral) with an object or body part
 - a. Sex Offenses, Forcible:
 - i. Any sexual act directed against another person,
 - ii. without the consent of the Complainant,
 - iii. including instances in which the Complainant is incapable of giving consent.
 - b. Forcible Rape:
 - i. Penetration,
 - ii. no matter how slight,
 - iii. of the vagina or anus with any body part or object, or
 - iv. oral penetration by a sex organ of another person,
 - v. without the consent of the Complainant.
 - c. Forcible Sodomy:
 - i. Oral or anal sexual intercourse with another person,
 - ii. forcibly,
 - iii. and/or against that person's will (non-consensually), or
 - iv. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - d. Sexual Assault with an Object:
 - i. The use of an object or instrument to penetrate,
 - ii. however slightly,
 - iii. the genital or anal opening of the body of another person,
 - iv. forcibly,
 - v. and/or against that person's will (non-consensually),

- vi. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. Forcible Fondling:

- i. The touching of the private body parts of another person (buttocks, groin, breasts),
- ii. for the purpose of sexual gratification,
- iii. forcibly,
- iv. and/or against that person's will (non-consensually),
- v. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

f. Sex Offenses, Non-forcible:

- i. Incest:
 - 1. Non-forcible sexual intercourse,
 - 2. between persons who are related to each other,
 - 3. within the degrees wherein marriage is prohibited by applicable law.
- ii. Statutory Rape:
 - 1. Non-forcible sexual intercourse,
 - 2. with a person who is under the statutory age of consent of 16.

4. Dating Violence, defined as:

- a. Violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:

- a. Violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence applicable state laws, or

- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence applicable state laws of.

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

6. Stalking, defined as:

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

For the purposes of this definition—

- i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

B. Other Sex and Gender-Based Misconduct

Distinguishable from the above defined offenses that fall under the umbrella category of "Sexual Harassment", the below offenses are additionally prohibited by the University. These offenses will not trigger the same procedures as the offenses defined as Sexual Harassment, but will be handled, as applicable, through the procedures set forth in the Community Standards or pursuant to other Jefferson policies and procedures, including under the Code of Conduct. When conduct is alleged to include both Sexual Harassment and Other Sex and Gender-Based Misconduct, a determination may be made to include the below offenses in the same investigation and adjudication as the alleged Sexual Harassment and will alert the parties as to the applicable procedures.

- 1. **Harassment** based on sex, but which does not satisfy the definition of Sexual Harassment under A2 above. Such harassment may include, but is not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in

the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.b. conditions the provision of an aid, benefit, or service of the University,

2. **Discrimination** based on sex is any prohibited act or failure to act, based in whole or in part on a person's sex that has a negative impact on privileges, benefits, or working conditions, or results in unequal treatment of employees, applicants, students, patients, or other protected members of the Jefferson community.
3. **Sexual Exploitation** is an act of Sexual Misconduct in which a person exploits or takes advantage of another person in a sexual manner without consent. Examples of Sexual Exploitation include, but are not limited to, the following:
 - a. Recording (audio or video) or photographing sexual activity without the knowledge and consent of all parties involved
 - b. Electronic or printed transmission (posting online, texting, emails, etc.) of sounds or images of sexual activity without the knowledge or consent of all parties involved
 - c. Voyeurism (spying on others who are engaged in an intimate or sexual act)
 - d. Going beyond consent (having consensual sex but allowing other people to watch without the knowledge of the consenting party)
 - e. Prostituting another person
 - f. Public indecency (exposing yourself without consent)
 - g. Knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.
4. **Retaliation.** When an individual engages in action(s) or omission(s) intended to intimidate, threaten, coerce, discriminate or otherwise adversely affect a person who, in good faith, makes an allegation or report of sex or gender-based misconduct, participates or refuses to participate in an investigation, or participates or refuses to participate in the University's process for addressing allegations and/or incidents of sex or gender-based harassment, including offering or refusing to offer testimony, assistance, or cooperation.

VII. Initial Procedures

A. Reporting

The University encourages those subjected to Sex or Gender-Based Misconduct to report what occurred so they can get the support they need and the university can respond appropriately. **It is important to note that different employees on campus have different levels of responsibility to maintain a person's confidentiality. The following are reporting options that carry different levels of confidentiality.**

1. Officials with Authority

The Title IX Coordinator and the Vice President of Human Resources are the University's designated officials with authority for purposes of this policy. A report to the Title IX Coordinator and/or the Vice President of Human Resources places the University on notice of the alleged events and triggers the University's obligation to respond to the allegations.

Both the Title IX Coordinator and the Vice President of Human Resources are authorized to institute corrective measures on behalf of the University. Should the complainant or a reporting party wish not to place the University on official notice of the allegations and not trigger the University's obligation to respond, they may discuss their concerns confidentially with the individuals or offices referenced below under Confidential Resources.

2. Confidential Reporting

Specific employees of Jefferson may talk in confidence to a student subjected to sexual misconduct. If a student reports through these avenues, the University will be unable to conduct an investigation or pursue disciplinary action. Reporting to the following people will not trigger an investigation without consent:

- a. Student Personal Counseling Center in Center City (215-503- 2817) Counseling Services in East Falls (215-951-2868)
- b. Pastoral Care Program in Center City (215-955-6336)
- c. University Health Services in Center City (215-955-6835) Health Services in East Falls (215-951-2986)

3. Non-Confidential Reporting

The majority of Jefferson employees are non- confidential and are expected to report information regarding an incident to the Title IX Coordinator and Campus Security. When an incident involves an employee, reports should also be made to Human Resources. The list of non-confidential employees includes:

- a. Campus Security (811 or 215-955-8888 in Center City, 215-951-2999 in East Falls)
- b. Title IX Coordinator and Deputy Title IX Coordinators:
 1. Title IX Coordinator: Kathleen Colgan Vodzak, Thomas Jefferson University, kathleen.vodzak@jefferson.edu; 215-951-2520; Mailing address: 4201 Henry Avenue, Archer Hall 200, Philadelphia, PA 19144
 2. Deputy Title IX Coordinator, East Falls: Zoe Gingold, zoeann.gingold@jefferson.edu; 215-951-6830
 3. Deputy Title IX Coordinator, Center City: Nannette Fromm, Associate Dean, Jefferson College of Rehabilitation Sciences, Assistant Provost, Diversity and Inclusion, nannettefromm@jefferson.edu; 215-951-2783
 4. Deputy Title IX Coordinator, Center City: Waynebond Lau, Assistant Dean, Sidney Kimmel Medical College, waynebond.lau@jefferson.edu; 215-955-6844

- c. College Deans or Associate Deans
- d. Full-time faculty
- e. Residence Life staff (including RAs)
- f. Staff with significant responsibility to student and campus activities
- g. Resources (if involving an employee)
- h. Coaches
- i. Office of Student Affairs (Center City)
- j. Office of the Dean of Student Life (East Falls)
- k. Office of Faculty Affairs

4. Anonymous Reporting

Students and employees also have the option of anonymous reporting. If an anonymous report is made the identity of the reporting party will not be known, but the University's ability to respond will be limited. The following are options for anonymous reporting:

- a. Campus Security 24-hour recorded phone line (215-955-5678)
- b. Jefferson Alert Line (833) 663-2633 or Jefferson.MyComplianceReport.com
- c. Submitting a report through the reporting link anonymously at www.jefferson.edu/titleix

Please note that, with the exception of entirely confidential reports to one of the areas described above in subsection 2, "Confidential Reporting," Jefferson will be required by law to include all reported sexual misconduct/violence crimes in its annual compilation of campus crime statistics. No personally identifying information of either the person subjected to sexual misconduct or the accused will be included. This statistical report will include only the fact that a crime was reported and its alleged location.

B. Option to Involve Campus Security and Law Enforcement

If you are subjected to Sex and Gender-Based Misconduct, you have the option to report the incident to and seek assistance from law enforcement authorities, including campus security and local police. If you would like to notify the police, campus security is available and willing to assist you in doing so. It is also your right and option, absent an ongoing danger to the university community, to decline to notify campus security or the police of the Sex and Gender-Based Misconduct (note, however, that the crime will likely need to be included, without any personally identifying information, in the University's annual compilation of campus crime statistics).

C. Option to Seek Protection from Abuse Order

If you are subjected to Sex or Gender-Based Misconduct, you may have the option of seeking a Protection from Abuse Order (PFA) from the Philadelphia courts. A PFA may typically require that an abuser not abuse, threaten, harass or stalk the complainant, stay away from the complainant's residence (even if it is also the abuser's residence), stay away from the

complainant (including at school or work) and turn weapons over to the police. PFAs may be available to anyone abused by a parent, child, current or former spouse, current or former sexual or intimate partner or others related by blood or marriage. Should an employee or student obtain and notify Jefferson of a PFA, "no-contact," restraining or similar court order, Jefferson's campus security will work with the student or employee to help ensure that the order is honored.

D. Preservation of Evidence

Individuals subjected to sex-related crimes should understand that it is important to preserve any physical or other evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Without preservation of such evidence, it may be difficult or impractical to prosecute the perpetrator or obtain a protection order. The Philadelphia Police Department should be contacted, with the complainant's consent, when physical evidence should be preserved, as the Philadelphia Police are best suited to ensure the proper preservation of evidence.

E. Amnesty

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report or provide information in connection with an investigation under this Policy because of potential Community Standards consequences for their own conduct. When information regarding one's own personal alcohol or drug usage in violation of the University's Community Standards is provided either through the reporting or investigative process, this information will not be used to pursue any disciplinary action for alcohol or drug use, provided that any such violations did not and/or do not place the health or safety of any other person at risk. To be clear, this amnesty applies to those who in good faith provide information in connection with a report under this policy – whether they are the complainant, respondent, or a third-party.

F. Supportive Measures

Supportive measures are non-disciplinary services offered as needed individually to the parties before or after the filing of a complaint, or where no Formal Complaint (as defined below) has been filed. Supportive measures may be available with respect to academic, living, transportation and working situations. Examples include but are not limited to: counseling, extensions of deadlines or other course-related adjustments, modified school or work schedules, separating the parties, placing limitations on contact between the parties, and housing reassignment. Students will also have access to academic support services and may be given the option to withdraw from a class or take a leave of absence.

The Title IX Coordinator and Deputies will provide supportive measures if a student or employee involved in a sexual misconduct incident requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement, or to file a Formal Complaint. The Title IX Coordinator and

Deputies will keep confidential information regarding the supportive measures to the extent they can do so without impairing their ability to provide those measures. Information will be shared only with institutional personnel whom the Title IX Coordinator or Deputies determine have a need to know the information in the course of carrying out their job duties or in providing the supportive measures.

Any student or employee requiring assistance in seeking or obtaining the supportive measures referenced in this section should contact the Title IX Coordinator, who will provide assistance.

G. Emergency Removals

If the University determines that a party poses an immediate threat to the physical health or safety of others arising from the allegations of sex or gender-based misconduct, the University reserves the right to suspend and remove the party from campus. In such instances, the responding party will be provided with written notice as soon as practicable following the removal, which sets forth their rights to immediately appeal the decision.

VIII. Grievance Procedures for Formal Complaints of Sexual Harassment Against Students and Employees

A. Reporting

The following conduct will be addressed under these Grievance Procedures:

Sexual Harassment (as defined above) when all of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in connection with a Jefferson education program or activity; and
4. The complainant is participating in or seeking participation in a Jefferson education program or activity at the time of the complaint.

After a review of the facts alleged, a threshold determination will be made as to whether the conduct, as alleged, constitutes Sexual Harassment or another type of conduct prohibited under this policy, the Community Standards, or another Jefferson policy, including the Code of Conduct. The parties will be advised in writing if this Grievance Procedure will be applied as a result of the threshold determination. Both parties will have an opportunity to appeal the determination of whether the conduct as alleged constitutes Sexual Harassment under this Policy. Conduct that is deemed not to meet the criteria for proceeding under this Grievance Procedure may still be addressed under another policy or procedure. Information regarding the process for appeals is detailed further under “Appeals” below.

B. Formal Complaint

A formal complaint is a document – including an electronic submission – filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging Sexual Harassment as defined by this Policy and requesting initiation of the procedures under this policy, including investigation and grievance process.

C. Notice of Allegations

After a Formal Complaint is received by the Title IX Coordinator, or signed by the Title IX Coordinator, and is deemed appropriate to handle under this Grievance Procedure, the parties will receive a written Notice of Allegations from the Title IX Coordinator or the Coordinator’s designee.

The Notice of Allegations will contain (1) the specific allegations potentially constituting Sexual Harassment, including relevant details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant, and the date and location of the alleged offense, if known; (2) a copy of, or link to, this policy; (3) a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; (4) a statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; (5) a statement that before the conclusion of the investigation the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source; (6) the provisions of this policy and any other University policies that the conduct is alleged to have violated; (7) a statement that Community Standards and/or the Code of Conduct prohibits knowingly making false statements or knowingly submitting false information to any University office or official, including during the grievance process; and (8) a request that within five (5) business days of receiving the Notice of Allegations, both the Complainant and the Respondent should identify any academic or other significant conflicts that would affect the timing of the investigation and potential hearing (i.e., clinics, internships, study abroad). The Title IX Coordinator will seek to reach a Non-Hearing Resolution or to complete a hearing within a prompt and equitable timeframe from the date of issuance of the Notice of Allegations.

D. Advisor of Choice and Participation of Advisor of Choice

The University provides both parties with the same right to be accompanied by an advisor of their choice and any restrictions on advisor participation are applied equally. The University has a long-standing practice of having students and employees participate in the process directly and not through an advocate or representative. Students and employees participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing which they are required or eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this policy, Advisors of Choice shall not participate directly in the process as per standard policy and practice of the University.

E. Formal Investigation

The formal investigation phase begins after the Title IX Coordinator or designee issues a Notice of Allegations, and determines that informal resolution is either unavailable or unwanted by either of the parties. The formal investigation is the period during which the investigator(s) gathers information about the allegations. Investigations will be performed by the investigator(s) identified by the University, including, but not limited to, trained University personnel. Investigations may include interviews of the complainant, the respondent and any material witness presented by either party and/or the review of any material evidence. Both parties will have the opportunity to present written statements, witnesses (including fact and expert witnesses) and other evidence during the process. The University has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this policy has occurred. These burdens do 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. Should this occur, the decision-maker will render a decision based on the evidence that is both presented and admitted at the hearing without the absent or non-participating party's participation? The Title IX Coordinator or investigator may decline to gather information deemed not relevant to the complaint.

F. Review of Evidence and the Investigative Report

At the conclusion of the investigation, the investigator(s) will prepare a draft factual investigative report. Both parties will be provided a copy of the draft report for confidential review along with an opportunity to review the evidence obtained through the investigation. The parties may not share the draft report or evidence with anyone other than their families and advisors, who are subject to the same strictly enforced confidentiality requirement. A failure by a family member or advisor to maintain the confidentiality of the draft report or evidence will be deemed a breach by the student.

The purpose of the inspection and review process is to allow each party the 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 University 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.

G. Potential Outcomes of the Investigation

No Charge Decision, Non-Hearing Resolution, Charge Decision, Withdrawal of Complaint

Following an investigation, or possibly during the investigation in the event of a Non-Hearing Resolution or withdrawal of the complaint, the Title IX Coordinator will adopt one of the following options:

1. No Charge Decision:

If the Title IX Coordinator concludes that specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations, the Title IX Coordinator will issue a No Charge Outcome Letter. This Outcome Letter can be appealed. Please see the Appeals section of the policy for more information.

2. Non-Hearing Resolution

The Title IX Coordinator and/or Deputies may explore with the parties the possibility of a resolution without a hearing. If a non-hearing resolution is reached, the terms of the agreement must be reduced to writing and signed by both parties.

3. Charge Decision or Decision to Proceed to a Hearing

The Title IX Coordinator will notify the Complainant and the Respondent, in writing, that a decision to charge the Respondent has been made and that the matter will be proceeding towards a Hearing. The Charge and Pre-Hearing Letter will then contain (1) the specific allegations of Sexual Harassment; and (2) the provisions of this policy and any other University policies that the conduct is alleged to have violated.

4. Withdrawal of a Complaint

A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the investigation and/or hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the University's ability to respond to the allegation may be limited if the allegations are withdrawn.

In the event that the Title IX Coordinator determines that the investigation will continue despite the withdrawal, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the investigation and/or hearing process but that the process will continue. Please see the Confidentiality Section.

IX. Hearing

A. Hearing Schedule

The Title IX Coordinator will seek to reach a Resolution within a prompt and equitable timeframe following the issuance of the Notice of Allegations, and will endeavor to resolve the matter within 90-120 business days. This timeline may be extended for University breaks or other reasonable delays, such as extensions granted to the parties upon a showing of good cause (discussed in section 2. below). If a deadline falls on a weekend or holiday, there will be an automatic extension to the next business day.

At the time a case is either charged by the conduct administrators or is determined to be proceeding towards a hearing a timetable will be issued that schedules all key dates for the matter. In preparing the timetable, the University will consider any academic and other conflicts identified by the parties in response to the Notice of Allegations. Unless an extension is granted based on a showing of good cause, the parties are obligated to follow the Hearing Schedule.

B. Extensions

Extensions are only granted for good cause. A request for an extension must be made, in writing and with reasons provided, to the Title IX Coordinator. The Title IX Coordinator will normally respond to an extension request in writing within two (2) business days.

X. Hearing Process

A. Grievance Procedures

Hearings on charges of Sexual Harassment in violation of this policy are presided over by a single decision-maker appointed by the University and specifically trained in matters related to sex and gender-based misconduct. The decision-maker shall make findings of fact and conclusions as to whether the facts support a finding of responsibility for Sexual Harassment based on a preponderance of the evidence standard.

The live hearings will be presided over by the assigned decision-maker, who will make decisions on admissibility of evidence, propriety of questions, and, ultimately, on responsibility for violating the Policy. The decision-maker will not determine or impose the sanction. Rather, any sanction will be determined by the University upon the decision-maker's finding of responsibility.

The live hearing may be conducted with all parties physically present in the same geographic location. At the request of either party, the parties may be located in separate rooms. Additionally, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. In the event the parties are in separate rooms or the hearing is held virtually, technology will enable participants to see and hear each other. All proceedings will be audio-recorded. That recording will be made available to the parties for inspection and review upon request.

B. Participants at the Live Hearing

The only individuals permitted to participate in the hearing are as follows:

1. Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing unless they mutually agree to pursue an informal non-hearing resolution.
- The institution may still proceed with a live hearing in the absence of a party, and may reach a determination of responsibility in the party's absence, including through any evidence gathered that does not constitute a "statement" by that party.
- The University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- If a party does not submit to cross-examination, the decision-maker may still consider statements made by that party outside of the hearing, including statements made to the Title IX Coordinator and/or investigator, in reaching a determination regarding responsibility and may use their discretion in deciding what weight, if any, they assign to the evidence.

- The decision-maker will not 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.

2. The Decision-maker

- The hearing will be presided over by a single decision-maker appointed by the University who is someone other than the Title IX Coordinator, the investigator, or advisor to any party in the case.
- The decision-maker will be free from 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 decision-maker will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.

The University will generally apprise the parties of the identity of the decision-maker in accordance with the following timeline:

- The Title IX Coordinator or designee will release the name of the decision-maker to the parties and the names of the parties and witnesses to the decision-maker five (5) business days before a hearing. A hearing date will also be identified.
- All parties have two (2) business days to indicate any conflict of interest. A conflict of interest may exist if the decision-maker has substantial prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the parties or witnesses, or has some other source of actual or objectively perceived bias. If such a conflict is found by the University to exist, an alternate decision-maker will be appointed. Appointment of an alternate decision-maker may require a rescheduled hearing date.

3. Advisor of Choice at Hearing

- 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 at the live hearing.
- The advisor selected by a party for purposes of attending the hearing, if any, and conducting cross-examination, need not be the same advisor who may have accompanied the parties to any meeting earlier in the process, so long as the advisor has been identified in advance.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not have an advisor for the purpose of the hearing, the University will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- Advisors may be required to meet with the Title IX Coordinator to review rules of decorum and the scope of their role in advance of a hearing and advisors may be removed from a hearing upon violation of those roles.

4. Witnesses

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.

C. Hearing Procedures

1. Complainant and Respondent (The Parties)

For all live hearings conducted under these Grievance Procedures, the procedure will be as follows:

- The decision-maker will open and establish rules and expectations for the hearing;
- The parties will each be given the opportunity to provide opening statements;
- The decision-maker will ask questions of the parties and witnesses;
- Parties, through their advisors only, will be given the opportunity for live cross-examination after the decision-maker conducts their initial round of questioning; during the parties' cross-examination, the decision-maker will have the authority to pause cross-examination at any time for the purposes of asking the decision-maker'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 decision-maker. A party's waiver of cross-examination does not eliminate the ability of the decision-maker to use statements made by the party or witnesses.

2. 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 decision-maker will determine if the question is relevant and otherwise permissible. Cross-examination questions that are duplicative of those already asked, including by the decision-maker, may be deemed irrelevant if they have been asked and answered. Impermissible questions will not be answered.

3. Determination Regarding Responsibility

- The University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this policy. This means the investigation and hearing determine whether it is more likely than not that a violation of the Policy occurred.
- The written Determination regarding responsibility will be issued simultaneously to all parties through their email account, or by other means as necessary or advisable in the discretion of the Title IX Coordinator. The Determination will include:

i. Identification of the allegations potentially constituting Sexual Harassment;

ii. A description of the procedural steps taken from the receipt of the formal complaint through the Determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

iii. Findings of fact supporting the Determination;

iv. Conclusions regarding which section, if any, of this Policy, the Community Standards or any other relevant Jefferson policy the respondent has violated.

v. For each allegation:

- A statement of, and rationale for, a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the University imposes on the respondent (see subsection (a) below);
- A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by Jefferson to the complainant; and
- The University's procedures and the permitted reasons for the complainant and respondent to appeal the Determination (Described below in "Appeal").

XI. Imposition of Penalty or Discipline

If the decision-maker concludes that Sexual Harassment has occurred, an appropriate University official will determine the penalty or sanction to be imposed. More than one sanction may be imposed for any single violation. The sanction(s) will be included in the written Determination.

A. Student Discipline

Sanctions against students may include, but are not limited to: expulsion, suspension, deferred suspension, loss of housing, deferred loss of housing, ban from housing and residence halls, housing reassignment, restricted access, disciplinary probation, assignment of educational tasks, hold on records, notification of parent or legal guardian, fine, restitution, and disciplinary reprimands.

B. Employee Discipline

Sanctions against employees may include, but are not limited to: a written warning, educational requirements, formal performance improvement plan, restitution, suspension, termination.

C. Dismissal for Cause

The Dismissal for Cause Policy set forth in the Faculty Handbook applies in instances where the termination of a faculty member is the recommended sanction.

XII. Appeal

A. Process for Appeal

Consistent with the limitations identified below, either party may appeal (1) the threshold determination at the beginning of the process as to whether the allegations contained in a Formal Complaint constitute Sexual Harassment, as alleged, or (2) a determination regarding responsibility rendered by the decision-maker following the hearing at the end of the grievance process. A party must submit their written appeal within five (5) business days after being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

1. Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the University's procedures);
2. 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; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

A copy of the appeal will be provided to the non-appealing party. The non-appealing party will have five (5) business days to prepare and submit a response to the Title IX Coordinator.

B. Appeal Decision

The Provost, or designee, will review all appeals and will provide the final appeal decision usually within fifteen (15) business days after receipt of all appeal documents. As needed, the Provost or designee will consult with the Title IX Coordinator regarding the management of ongoing remedies. The Provost or designee may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised sanctions and penalties, or refer the matter to a new hearing. The decision by the Provost, or Provost's designee, is the final decision and is not subject to further appeal.

XIII. Ongoing Management

If there is a finding of responsibility, the Title IX Coordinator will work collaboratively with the Dean of Students, Human Resources, Faculty Affairs, and/or Provost's Office to ensure ongoing administration and enforcement.

XIV. Jefferson's Prevention and Awareness Programs

As part of its effort to protect students and employees from sexual misconduct and sexual violence, Jefferson provides prevention and awareness training to all incoming students and employees on issues related to these offenses.

The first training occurs during orientation and then ongoing programming is provided both in-person and online. On-campus programming is provided in bystander intervention, domestic violence, self-defense, and through speakers

related to sexual misconduct. All programming is advertised widely on campus and designed to promote awareness of and prevent Sexual Misconduct.

XV. Campus and Community Services

Campus/community services are available for immediate and ongoing support to address problems related to Sexual Misconduct. Following are examples of available services, both within the University and in the external community:

1. **Thomas Jefferson University Hospital's Emergency Department** (215-955-6840) provides emergency medical services. It is located at 132 South 10th Street, Philadelphia, PA.
2. **The Student Personal Counseling Center (SPCC)** in Center City offers a variety of counseling and support services to help students in times of need (215-503-2817). Students can also call 215-955-HELP for counseling, health services, and support group information at Jefferson.
3. **Jefferson Counseling Services** in East Falls (www.philau.edu/counseling) can be contacted at 215-951-2868 or TJU_EF_CounselingServices@Jefferson.edu.
4. **Jefferson University Student Health Services** at East Falls (www.philau.edu/healthservices) is located in Scholler Hall and can be reached at 215- 951-2986 or HealthServices@PhilaU.edu.
5. **Jefferson Occupational Health Network (JOHN)** in Center City provides medical care for Jefferson students (215-955- 6835). It is located at 833 Chestnut Street, Suite 205, Philadelphia, PA.
6. **Philadelphia Center Against Sexual Violence (WOAR)** is Philadelphia's only rape crisis center and can be reached through a 24-hour hotline at 215-985-3333. WOAR provides free counseling and offers support during forensic rape examinations and any future court proceedings.
7. **Philadelphia Sexual Assault Response Center** (215-800-1589) is a private, not-for-profit center whose mission is to provide expertise in the assessment and evaluation of sexual assault victims in Philadelphia. The center is staffed 24 hours a day, 7 days a week by on-call, specially trained and experienced Sexual Assault Nurse Examiners who provide forensic rape examinations. PSARC cares for victims regardless of their cooperation with law enforcement. PSARC is located at 300 E. Hunting Park Avenue, Philadelphia, PA 19124. In an emergency, call 215-425-1625 to reach the on-call sexual assault nurse examiner.
8. **The Rape, Abuse, and Incest National Network (RAINN)** operates the National Sexual Assault Hotline at 1.800.656.HOPE and offers online support, such as online counseling and assistance finding a local counseling center, at www.rainn.org.

9. **The National Domestic Violence Hotline** (800-799-7233) has highly trained expert advocates available 24 hours a day to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.
10. **Jefferson's Office of International Affairs** (215-503-4335) works with all University departments and individuals to facilitate exchange and to offer assistance with visa and immigration issues. OIA is located at M-70 Jefferson Alumni Hall, 1020 Locust Street, Philadelphia, PA.
11. **The Nationalities Service Center** (215-893-8400) is a non-profit organization that provides social, educational and legal services to immigrants and refugees in the Greater Philadelphia area. It is located at 1216 Arch Street, 4th Floor, Philadelphia, PA.
12. **The Philadelphia Bar Association** (215-238-6333) is available to provide referrals to attorneys to assist with legal problems in and around Philadelphia.
13. **Philadelphia Legal Assistance** (215-981-3800) provides free civil legal assistance to low-income individuals and families in Philadelphia. Its offices are located at 718 Arch St #300N, Philadelphia, PA
14. **Community Legal Services of Philadelphia** (215-981-3700) also provides free legal assistance in civil matters to low-income Philadelphia residents. Its offices are located at 1424 Chestnut St., Philadelphia, PA.
15. **Office of Student Financial Aid for Center City** (215-955-2867) and **East Falls** (215-951- 2940) assists students in securing financial aid and acts as an educational debt management resource for students. It may be able to assist with financial aid issues stemming from incidents of Sexual Misconduct. The Center City office is located in the Curtis Building, Suite 115, 1015 Walnut Street, and East Falls office is 4201 Henry Ave in White Corners.
16. **Mazzoni Center** (215-563-0652) provides quality comprehensive health and wellness services in an LGBTQ-focused environment, while preserving the dignity and improving the quality of life of the individuals we serve.
17. **Philadelphia's Office for Civil Rights** (215-656-8541) mission is to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's schools.
18. **Philadelphia Police Special Victims Units** (215- 685-3251)
19. **Laurel House Domestic Violence Agency** (1-800-642-3150) is a comprehensive domestic violence agency serving individuals, families, and communities throughout Montgomery County and members of our University community regardless of where they reside.

COMMUNITY STANDARDS POLICY

I. INTRODUCTION

Thomas Jefferson University (the "University") is committed to providing an atmosphere of intellectual fulfillment where students can achieve academic success and personal growth. The Community Standards embody this commitment and establish certain guidelines to coordinate the interactions of individuals to create a safe living and learning environment. Students are responsible for knowing their rights and responsibilities as stated within the Community Standards and bear responsibility for their own conduct.

By accepting admission and registering for course(s), students accept responsibility to be compliant with academic regulations, course syllabi, class policies as determined by course instructors, student policies, the University Catalog, applicable handbooks, college/program policies and procedures, and all other policies, manuals, or guidelines pertaining to any specific operation, program, or course within the University. In addition, students must comply with all local, state, and federal laws and directives.

When a student fails to abide by University policies and procedures, as set forth above, or comply with the law, the University may gather information and/or resolve concerns through the Community Standards process as described in this policy.

*Note that academic disciplinary outcomes, and/or other disciplinary processes (i.e., Athletics Department procedures) may be pursued in parallel to the Community Standards process at the University's discretion.

II. DEFINITION OF TERMS

A. "Adjudication" refers to the process of resolving a Community Standards matter through a determination of responsibility followed by appropriate disciplinary action as warranted.

B. "Administrative Hearing" refers to the resolution process in which a Community Standards Officer determines if a Student or Student Organization is responsible for violating the Community Standards.

C. "Appeal" refers to a review of the case with the purpose of granting or denying a Respondent's appeal after an adjudication.

D. "Community Standards" refers to standards of behavior set forth in this policy.

E. "Community Standards Board Hearing" refers to a resolution process in which Community Standards Board members determine if a Student or Student Organization is responsible for violating the Community Standards.

F. "Community Standards Officer" refers to a faculty or staff member responsible for administering and resolving cases involving alleged violations of the Community Standards.

G. “Community Standards Process” refers to the sequence of events that occurs when there is a report of misconduct, which, if determined to be true, violates the Community Standards.

H. “Complainant” refers to the party who has reported a formal complaint of alleged misconduct. Note that the University may also serve as a Complainant.

I. “Disciplinary Outcomes” refers to the party who has reported a formal complaint of alleged misconduct. Note that the University may also serve as a Complainant.

J. A “Hold” refers to a suspension of a Student’s account that may prevent a Student from registering for classes, adding classes, having transcripts released, and receiving a diploma. A Hold may further affect a Student’s ability to conduct any other official University business.

K. “Information Gathering” refers to the process in which the Community Standards Officer may engage relevant parties in collecting information about alleged violations of Community Standards. This may include interviews.

L. “Interim Measure” refers to any action deemed necessary to protect the safety and well-being of members of the University community until information gathering concludes or a resolution is reached. This may include emergency removals.

M. “Policy” refers to any written rule, regulation, or standard of behavior authorized and enforced by the University.

N. “Preponderance of the Evidence Standard” refers to the evidentiary standard used in the Community Standards Process. Preponderance of the Evidence means that it is more likely than not, or that the evidence is greater than 50%, that the alleged violation occurred. For more information visit <https://www.theasca.org/>.

O. “Resident” refers to any Student who has signed a University Housing Agreement or an agreement with a University affiliate to reside in University owned, affiliated, or managed property.

P. “Resource Person” refers to a University faculty or staff member, or enrolled student, who supports a Complainant or Respondent through the Community Standards Process. In the context of a Community Standards Board hearing, the Resource Person cannot speak for the Student but can attend the Board Hearing, assist the Student in developing information to be presented to the Board, and provide general support to the Student through the process.

Q. “Respondent” refers to a Student or Student Organization that has allegedly violated the Community Standards.

R. “Social Host” refers to a Student or Student Organization who provides alcohol or a space for the consumption of alcohol in a social setting.

S. “Student Organization” refers to any number of students who, in association, are recognized by University.

T. “Student” refers to all persons registered or actively enrolled to take courses at the University or on a Leave of Absence from the University. This includes both full-time and part-time, pursuing undergraduate, graduate, postgraduate, and certificate studies.

U. “Support Person” refers to the right of a Complainant or Respondent to bring one (1) person to the Board Hearing to support them through the process. The Support Person can advise the student during the Board Hearing but cannot speak on behalf of the Student. The Support Person may be an individual of the Complainant or Respondent’s choosing, as long as they are not involved in any other aspect of the case. A Respondent and Complainant may choose to bring an attorney as their support person during a Board Hearing but the attorney will not be permitted to speak on behalf of the student and will be subject to the same restrictions on participation as other non-attorney persons serving in the role.

V. “Thomas Jefferson University Campus” or “Campus” refers to all land, buildings, facilities, and other property affiliated, owned, used, or controlled by the University.

W. “Community Standards Board” refers to trained faculty, staff, and students who have been selected to serve as representatives of the University in making determinations of responsibility in cases of alleged violations of the Community Standards and for recommending disciplinary action where applicable.

X. “University Housing” refers to any property owned, operated, or affiliated with the University.

Y. “University Official” refers to any person employed by the University performing assigned administrative or professional duties. This includes student workers including, but not limited to, Building Managers, Resident Assistants and Office Assistants.

III. AUTHORITY OF THE UNIVERSITY

The University has the authority to resolve cases of alleged violations of University policies, rules, regulations, and standards of conduct. The University’s authority through the Community Standards Process applies to the following individuals, groups, and circumstances:

1. Any person registered or actively enrolled to take courses at the University or on a Leave of Absence from the University is considered a Student and is subject to the Community Standards.
2. Students who have not yet withdrawn from the University remain accountable to the Community Standards.
3. Organizations, groups, or associations of students must follow the Community Standards, and established guidelines by their University office or department

of recognition. If a Student engages in prohibited conduct on behalf of their Student Organization, both the Student and the Student Organization may be held responsible for violations of the Community Standards. The University has the authority to determine whether the Student Organization, individual members, or both should receive notice of alleged violations on a case-by-case basis.

4. The Community Standards apply to Students and Student Organizations both on and off Thomas Jefferson University property.
5. If a Student withdraws from the University after engaging in conduct that may violate the Community Standards, but before the alleged violation has been resolved through the Community Standards Process, the Student's record may be placed on a Hold and the case resolved even if the Student declines to participate. A Student's ability to return to the University may be contingent on the outcome of the Community Standards Process.
6. A Student may not be approved for graduation until all allegations of misconduct have been resolved.
7. The University expects that all Students and Student Organizations abide by laws enforced by the federal government, the Commonwealth of Pennsylvania, and local municipalities. When a Student or Student Organization's misconduct implicates federal, state, or local laws, the appropriate law enforcement officials may be contacted. If the University is made aware of allegations of misconduct by law enforcement officials, a concurrent Community Standards Process may be initiated. Upon request, the Community Standards Process may be delayed pending the resolution of a criminal process and subject to Interim Measures as appropriate. Legal proceedings and the Community Standards Process are otherwise separate processes.

IV. COMMUNITY STANDARDS

Students are required to follow a code of behavior consonant with the high standards and reputation of the University. Standards of professional behavior include honesty, integrity, civility, and assistance to one's colleagues as appropriate.

Set forth below is a listing of misconduct prohibited by the various standards, policies, and regulations generally governing behavior of University community members. This listing is not intended to be exhaustive. As appropriate, reference is made to where each policy can be found in its entirety. To the extent that there is inconsistency between a referenced policy and the list below, deference is given to the referenced policy.

This section contains two categories of policies that comprise the Community Standards.

1. The RAM-nesty (Amnesty) Policy - A policy that can apply to Students or Student Organizations that seek medical assistance for someone experiencing a medical emergency due to the use of alcohol or drugs.

2. Subject to the Community Standards Process – A sampling of policies that apply to all Students and Student Organizations. Note that this list is not intended to be exhaustive.

A. Amnesty Policy

The University's primary concern is the health and safety of its students. The University is aware that Students are sometimes reluctant to seek medical attention in alcohol and drug related emergencies out of fear that they may face disciplinary action related to possessing or consuming alcohol or drugs. Given that these emergencies are potentially life-threatening, the University seeks to create a culture of trust and care paired with safety and responsibility while reducing any barriers that prevent students from seeking assistance. In compliance with the Timothy J. Piazza Anti-Hazing Law, C.S. § 2810, et seq. (Safe Harbor), RAM-nesty (Amnesty) Policy (RAP) provides amnesty from disciplinary action for Students or Student Organizations who seek medical assistance during an alcohol or drug related emergency.

Applications of the RAM-nesty (Amnesty) Policy

Requirements for the RAM-nesty (Amnesty) Policy (RAP) to apply are as follows:

1. An individual Student who experiences a medical emergency due to consumption of alcohol or drugs and personally seeks medical assistance will not be considered responsible for violating the Alcohol, Drugs and Prohibited Substances Policy.
2. Students who seek immediate medical assistance for another Student who could be in violation of the Alcohol, Drugs and Prohibited Substances Policy will not be considered responsible for violating these policies. Students who call for assistance must remain with the Student experiencing the medical emergency until assistance arrives, barring immediate threats to personal safety.
3. Students who report allegations of hazing activity related to Alcohol or Drugs will not be considered responsible for violating the Alcohol, Drugs and Prohibited Substances Policy.
4. Student Organizations and Social Hosts must seek immediate medical assistance for a Student who is experiencing an alcohol or drug related emergency. The responding Student Organization or Social Host will not be considered in violation of the Alcohol, Drugs and Prohibited Substances Policy. Representatives of the Student Organization or the Social Host must remain with the Student experiencing the medical emergency until assistance arrives, barring immediate threats to personal safety.
5. For RAP to apply, the Student(s), Student Organization, or Social Host will need to attend a meeting with a Community Standards Officer and complete any educational and/or wellness related education. Failure to attend the meeting or complete the required education may result in allegations of misconduct to be addressed through the Community Standards Process.

Examples in which the RAM-nesty (Amnesty) Policy (RAP) will not be applied to Students or Student Organizations include, but are not limited, to the following:

1. Mandatory reporting of violations of the Alcohol, Drugs and Prohibited Substances Policy may be required by some of the University's professional programs regardless of amnesty status.
2. Students should be aware that RAP does not provide amnesty for criminal, civil, or other legal consequences for violations of Federal, State, or Local laws.
3. RAP only applies to the Alcohol, Drugs and Prohibited Substances Policy within the Community Standards and will not be applicable to other alleged violations of Community Standards. The use/abuse of alcohol or drugs does not excuse other forms of misconduct.
4. RAP does not apply to Students or Student Organizations when a Student experiencing a medical emergency is found by Law Enforcement or a University employee, including, but not limited to, Public Safety, faculty and staff, Resident Assistants, and other student staff.
5. RAP is not intended to shield or protect Students or Student Organizations that repeatedly violate the Community Standards.
6. RAP cases will be maintained by the University but will not be a part of the Student's official disciplinary record.
7. The Dean of Students (Dean), the Vice Provost for Students Affairs (VPSA) or their designee reserves the right to revisit the applicability of RAP on a case-by-case basis.
8. The Dean, the VPSA or their designee reserves the right to contact any Student or Student Organization to discuss an incident or related matter regardless of if RAP could be applied.

B. Policies Subject to the Community Standards Process

Violations of University policies, including but not limited to those listed below, will be addressed through the Community Standards Process.

1. **Academic Integrity Policy Violations**
Please see the [Academic Integrity Policy](#).
2. **Alcohol, Drugs and Prohibited Substances Policy**

Alcohol

The possession and consumption of alcoholic beverages on the campus of the University and at university-related events is regulated by the statutes of the Commonwealth of Pennsylvania and is therefore prohibited to those under the age of 21. The use of alcohol, by any person(s), to the extent that the safety to self or others on the campus is jeopardized, is prohibited.

Violations of the University Alcohol Policy include, but are not limited to

- Consumption, distribution, manufacture, transportation, or possession of alcoholic beverages by any person less than 21 years of age, either on or off-campus.
- Providing alcoholic beverages to any person less than 21 years of age. Directing, requiring, or encouraging underage persons to be in a space where alcohol is easily accessible may be considered a violation of this policy.
- Being less than 21 years of age and in the presence of alcohol.
- Possession by any person less than 21 years of age of paraphernalia associated with consumption of alcoholic beverages including but not limited to empty alcoholic beverage bottles.
- Public intoxication as indicated by appearance or behavior, such as slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, smell of alcohol on breath or on person, vomiting, or disturbance to others.
- Possession or use of kegs or similar bulk containers of alcohol.

Drugs

The possession, distribution, and/or use of illegal drugs on University property are regulated by the laws and statutes of the Commonwealth of Pennsylvania and the United States and are therefore prohibited. The University reserves the right to test students for the presence of drugs or alcohol in their system upon reasonable suspicion or for other reasons necessitated by their programs, such as participation in clinical or experiential learning. Violations of the University Drug Policy include, but are not limited to:

- Any student attending a University event, class, or experiential learning under the influence of prohibited drugs or who has a positive drug screen.
- Except as permitted by law, being in the presence of, consumption, use, distribution, manufacture, transportation, or possession of illegal drugs or any controlled substance on campus (including, but not limited to, marijuana, inhalants, and abuse of over-the-counter drugs and prescription drugs).
- Being under the influence of illegal drugs or any controlled substance (including, but not limited to, marijuana, inhalants, and abuse of over-the-counter drugs and prescription drugs) as indicated by appearance or behavior, such as slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, smell, vomiting, or disturbance to others.
- Sale, distribution, or trade of illegal or prescription drugs.
- Providing a space for the consumption of illegal drugs.
- Possession of drugs or drug-related paraphernalia.

More information on the University's policies regarding alcohol and drugs:

A. Alcohol, Drugs, and Prohibited Substances Policy

B. Student Organization Events Policy

Additional rules regarding alcohol and drugs are set forth in the Residential Facilities Policies and in rules governing other University programs.

Students and Student Organizations should familiarize themselves with the RAM-nesty Policy (RAP) and how amnesty can apply if conditions are met during a medical emergency. The Community Standards Officer will make the final determination on the application of RAP to any alleged policy violation.

3. Bias, Discrimination and Harassment

The University holds itself accountable, at every level of the organization, to nurture an environment of inclusion and respect, by valuing the uniqueness of every individual, celebrating, and reflecting the rich diversity of its communities, and taking meaningful action to cultivate fairness, belonging and opportunity. Bias, Discrimination and Harassment, as defined below, is prohibited. Retaliation against an individual who has made a good faith complaint is prohibited.

1. *Bias* incidents include conduct or behavior (verbal, nonverbal, or written) that is threatening, harassing, or discriminatory, and is grounded on any characteristic protected by law including but not limited to a person's sex, age, race, color, religion, sexual orientation, gender identity, gender expression, marital status, pregnancy, national origin, ancestry, citizenship, military status, veteran status, disability, or any other protected group or status.
2. *Discrimination*, under this policy, is conduct that is grounded on any characteristic protected by law including but not limited to a person's sex, age, race, color, religion, sexual orientation, gender identity, gender expression, marital status, pregnancy, national origin, ancestry, citizenship, military status, veteran status, disability, or any other protected group or status; or is used as the basis for or as a factor in decisions affecting that individual's working, education, living environment, or participation in a University activity.
3. *Harassment* is unwelcome verbal, written, electronic, or physical conduct when that conduct is grounded on any characteristic protected by law including but not limited to a person's sex, age, race, color, religion, sexual orientation, gender identity, gender expression, marital status, pregnancy, national origin, ancestry, citizenship, military status, veteran status, disability, or any other protected group or status; and such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or offensive employment, academic, or social environment.

4. Camping or Shelter Construction

Constructing shelters, camping, or sleeping on University-owned or operated properties is prohibited, unless otherwise authorized by the Department of Public Safety.

5. Complicity

Encouraging, assisting, conspiring and knowledge of or being an accessory to any prohibited or unlawful conduct will be considered a violation of this policy.

6. Destruction of Property

Damage, attempted damage, or participating in the damaging of property belonging to or in the care of the University by a member of the University community or a campus visitor is prohibited.

Acts of vandalism on and off campus will be considered a violation of this policy. Damage that is caused accidentally must be promptly reported to the appropriate authority or University official. Failure to report significant accidental damage will be considered a violation of this policy.

Additional policies concerning damage/destruction of property in residential facilities can be found in the Residential Facilities Policies. Students residing in residential facilities should familiarize themselves with damage reporting procedures.

7. Dishonesty/Falsification of Information

The following behaviors constitute examples of Dishonesty/Falsification of Information. This list is not exhaustive.

1. Providing false, misleading, or misrepresented information to any University official or office.
2. Awareness that false information is provided by others and not taking action to correct the information.
3. Withholding information from University officials.
4. Forgery, alteration, or misuse of documents, or identification.
5. Students should also refer to the Academic Integrity Policy.

8. Disorderly Conduct

Behavior that disturbs the peace, academic study, or sleep of others either on or off campus is prohibited.

Disorderly Conduct in Class/Experiential/Research Settings

Examples of disorderly conduct in class/experiential/research settings includes, but is not limited to the following

1. Excessively leaving and entering a classroom/virtual learning environment without authorization.
2. Intentional obstruction or disruption of teaching, research, or administration.
3. Making loud or distracting noises.

4. Persistently speaking without being recognized such that it interferes with the learning environment.
5. Repeatedly dominating online discussion boards or forums such that it interferes with the learning environment.
6. Students are required to comply with reasonable requests from a professor, instructor, or other University official regarding appropriate behavior.

Disorderly Conduct Outside of Class/Experiential/Research Settings

Examples of disorderly conduct in settings outside of class/experiential/research settings include, but are not limited to the following:

1. Excessive noise.
2. Lewd or indecent conduct.
3. Throwing, dropping, or projecting any object or substance that has the potential for causing damage to property, injury, or disruption.
4. Inappropriate interference with the ability of others to enter, use, or exit any University facility, service, or activity.
5. Intentionally and inappropriately interfering with the freedom of expression or movement of others.
6. Interfering with a University activity such as recreation, meetings, and public events.
7. Disorderly conduct at gatherings on or off campus.
8. Interference with the University's Community Standards Process.
9. Various outdoor student activity programs require the use of sound amplification equipment. The University reserves the right to specify where and when such amplification equipment may be used.

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8. Dishonesty/Falsification of Information:

The following behaviors constitute Dishonesty/Falsification of Information. This list is not exhaustive.

1. Providing false, misleading, or misrepresented information to any University official or office.
2. Awareness of false information being provided by others and not taking action to correct the information.
3. Withholding information from University officials.
4. Forgery, alteration, or misuse of documents, or identification.
5. Students should also refer to the Academic Integrity Policy, which can be found here.

9. Failure to Comply

Failure to comply with the directives of University, local, state, or federal officials performing official duties including, but not limited to:

1. Failure to identify oneself or cooperate with Public Safety, Residential Life staff, or other University officials.
2. Failure to complete assigned disciplinary outcomes.
3. Failure to vacate any premises when requested.

10. Failure to Safeguard Information

Failure to safeguard confidential information including but not limited to:

1. Sharing of computer ID or password.
2. Accessing medical records, computer based or otherwise, for purposes unrelated to personal responsibility for patient care.
3. Accessing or sharing confidential information of another student.
4. Violation of the HIPAA Privacy Policy (#122.0).

11. Fire Safety

In order to protect the personal well-being and safety of the community, the University enforces all fire safety regulations including those listed in the Residential Facilities Policies and the Fire Safety Policies.

12. Gambling & Solicitation

Students are expected to abide by federal, state and local laws governing gambling. Gambling for money or other things of value on campus or at university-sponsored activities is prohibited except as permitted by law.

Solicitations and sales are not permitted without proper authorization from the University.

13. Guests

Students are responsible for the guests they invite, bring, or host on campus. The behavior of guests on campus will be attributed to their University host.

Guests are required to provide an acceptable form of photo identification (government issued identification or university/college/school ID) when requested by a university official.

Additional policies concerning guests in residential facilities can be found in the Residential Facilities Policies.

14. Hazing Policy

The purpose of the Hazing Policy is to protect the safety and rights of all University students who choose to join or associate with a sorority, fraternity, varsity sport, club or other University affiliated organization as defined by federal and state law.

15. Intimidation/Threats

Intimidating conduct that would cause a reasonable person to feel as though there was an imminent threat to their health (mental or physical), safety, or personal property is prohibited.

Engaging in conduct, including gestures, written, verbal, or physical acts, or any electronic communication (i.e., emails, text messages, and Internet postings on websites or other social media) considered severe or pervasive and/or that substantially disrupts or interferes with the rights of a Student or any other member of the University community will result in disciplinary action.

16. Law and Policy Compliance

Violation of University policy, rules, or regulations is prohibited.

Violation of federal, state, or local laws and ordinances is likewise prohibited.

Students have an ongoing obligation to notify the University of any criminal conviction of a misdemeanor (including a summary offense) or felony regardless of location within thirty (30) calendar days of the occurrence of the conviction or as detailed in the University Catalog & Handbooks.

17. Pets/Animals

Students are not allowed to bring animals, regardless of ownership, into University-owned or operated buildings, or leave/chain an animal outside a University-owned or operated building.

Animals that can be leashed must be kept on a leash while on campus.

Animals that cannot be leashed must be securely contained while on campus. All actions of, or damage caused by, any animal will be the responsibility of the owner and/or the guardian at the time of the incident.

For information about service or assistance animals, please refer to the University's Assistance Animals Policy which can be found here. Failure to comply with the Assistance Animals Policy guidelines may be a violation of this policy.

18. Physical Violence

Physical violence or threatened physical violence towards another person or group is prohibited. The University reserves the right to determine whether violence in the form of self-defense was reasonable and appropriate given the underlying circumstances.

19. Privacy and Electronic Media Violations

The misuse of electronic media devices, systems, or methods ("hacking") is prohibited, including but not limited to using cellular phones, tablets, data storage devices, cameras, printers, computers, computer lines and networks or computing facilities in ways that:

1. Make or disseminate an audio, photo, or video record of any person(s) without prior knowledge or effective written consent where a reasonable person would find the audio, photo, or video inappropriate, or where the audio, photo, or video was made in violation of state or federal law.
2. Alter or access another's voice mailbox, email account, website, social media accounts, or other online presence without permission or creating social

media accounts for someone without permission.

3. Recording or eavesdropping on video or audio communications where there is an expectation of privacy may be a violation of this policy.
4. Students should also refer to the Use of Electronic Recording Devices Policy, which can be found [here](#).

20. Retaliation

The University prohibits any member of the community from retaliating against any person for raising good faith concerns about student behavior. Retaliation is defined as any adverse action taken against a person in response to that person's participation in a University complaint process, such as the Community Standards, including but not limited to the following:

1. Reporting an incident of alleged misconduct.
2. Filing a complaint through the Community Standards Process, and/or other University complaint process.
3. Cooperating in an inquiry or information gathering about an incident of misconduct.
4. Participating in any of the University's complaint resolution processes in any capacity.
5. Participating as a Board member on a University Community Standards Board.

Retaliation can include a wide variety of behaviors. Examples of retaliation behavior include, but are not limited to:

1. Stalking, harassment, intimidation, threats, or engaging in physical violence.
2. Adverse social actions such as exclusion or removal from a living community, student organization, or committee, or publishing personally identifiable information about an individual including on websites or social media sites.
3. Encouraging or asking others to engage in retaliatory behavior on one's behalf.

This policy applies to retaliation by Students. Allegations of retaliation by faculty or staff should be directed to the faculty or staff member's supervisor, Human Resources, the Office of Student Affairs, or the Office of the Dean of Students.

21. Sex and Gender-Based Misconduct Policy

The University prohibits misconduct based on sex or gender and is committed to ensuring compliance with Title IX of the Education Amendments of 1972. Alleged violations of the Sex and Gender-Based Misconduct Policy should be reported to the University's Title IX Coordinator. For more information on reporting and resolution of Sex and Gender-Based Misconduct concerns please see the [Sex and Gender-Based Misconduct Policy](#). If the grievance procedures outlined in the Sex and Gender-Based Misconduct Policy are not applicable, as explained in the Policy, the prohibited conduct may be addressed through the Community Standards at the discretion of the University.

V. ORGANIZATION OF THE COMMUNITY STANDARDS PROCESS

When a Student or Student Organization fails to abide by these guidelines, the University will gather information and resolve any concerns through the University Community Standards Process as described below.

A. Reporting

Any individual wishing to initiate a formal complaint of alleged misconduct against a University Student or Student Organization should refer to the information below for reporting options.

To report incidents of:

- [Hazing](#)
- [Sex and Gender-Based Misconduct](#)

There is no time limit as to when a formal complaint may be initiated against a Student, provided they were a University student at the time of the alleged incident. However, passage of time may impact the availability of information relative to the complaint and impede the information gathering process.

The University reserves the right to pursue disciplinary action and to serve as the Complainant by initiating disciplinary action as it deems warranted.

College(s)	Report	Reporting Contact
Colleges of Nursing, Health Professions, Pharmacy, Population Health, Life Sciences (Graduate) or Rehabilitation Sciences	Community Standards Violation	Office of Student Affairs, (215) 503-6335 General Incident Reporting Form
	Academic Integrity Violation	Academic Integrity Reporting Form
College of Architecture & The Built Environment, Kanbar College of Design, Engineering & Commerce, College of Humanities & Sciences, College of Life Sciences (Undergraduate), School of Continuing & Professional Studies	Community Standards Violation	Dean of Students Office 215-951-2740 General Incident Reporting Form
	Academic Integrity Violation	Academic Integrity Reporting Form
Sidney Kimmel Medical College	Community Standards Violation	Office of Student Affairs and Career Counseling, (215) 503-6988
	Academic Integrity Violation	Academic Integrity Reporting Form

22. Theft

Violations of the University's Theft Policy include, but are not limited to:

1. Taking, attempting to take, or assisting in the taking of money, property, services, identity, or any item of value for which the person does not have rightful possession.
2. Using property or services without proper authorization or permission.
3. Knowing, possessing, retaining, or disposing of any stolen property even if there is intent to return the property.

23. Unauthorized Access/Entry

Unauthorized access or entry to any property (including computer networks) owned or operated by the University is prohibited.

The University prohibits access to roofs, balconies, railings, ledges, and fire escapes of all University owned or operated buildings. In addition, the University prohibits using windows as entries and exits into buildings.

24. Weapons Policy

The possession of weapons on University property or at University-sponsored events is prohibited. Students should not keep, use, possess, transport, or display the following list of weapons. This list is not exhaustive.

1. 3-D printed weapons
2. Airsoft rifles/pistols
3. Ammunition including rounds, casings, shells, clips, magazines, cartridges, and paint pellets
4. Bows, crossbows, and arrows
5. Brass knuckles
6. Dangerous knives (for example: switchblades or any knife with a blade over 3" that is not designed or used for food preparation or eating)
7. Decorative swords
8. Explosives or explosive chemicals
9. Guns (handguns, shotguns, semi-automatic weapons, automatic weapons, rifles, etc.)
10. Lethal or dangerous devices capable of causing injury
11. Makeshift weapons

12. Martial art weapons (for example: nunchucks, clackers, kung fu sticks, shuriken)
13. Pellet, BB, or Cap guns
14. Projectile weapons triggered by air, gas, explosion, or mechanical means
15. Stun guns or Tasers

Realistic facsimiles of weapons are also specifically prohibited. Please also refer to the Department of Public Safety's [Weapons Policy](#).

VI. INTERIM MEASURES

The University may impose interim measures upon a reasonable belief that a serious violation of the Community Standards has occurred and in order to ensure the safety and well-being of members of the University community, to protect University property, or to prevent disruption of University operations.

The Dean, the VPSA, or their designee can impose a range of Interim Measures. Students or Student Organizations must comply with the requirements of the Interim Measure(s), and failure to do so may result in additional disciplinary action.

A. Interim Suspension

The Dean, VPSA, or their designee shall have the authority to interim suspend a Student or Student Organization. During an interim suspension, a Student is denied access to campus (including all residential and campus facilities on all Thomas Jefferson University campuses), clinical rotations, classes, University activities, and privileges. Student Organizations that are in receipt of an interim suspension notice must cease operations as a formal organization until the matter is resolved. Student Organizations must follow all restrictions outlined in the interim suspension notice. The University will notify the Student or Student Organization representative in writing of the suspension including the reason for interim suspension, the specific restrictions in place, and the Student/Student Organization's right to have the interim suspension reviewed.

Examples of conduct which may result in an interim suspension include, but are not limited to, the following:

1. Violations of University policy related to health, safety, or welfare of the University or any of its community members.
2. Unlawful possession, sale, distribution, or trade of illegal or prescription drugs.
3. Distribution, sale, or trade of alcoholic beverages on University property to underage members of the community.
4. Active discrimination or harassment against another individual under circumstances that in the University's discretion warrants an interim suspension.
5. Physical abuse or assault.
6. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities authorized to take place on University property.

7. Disorderly conduct, including without limitation acts which breach the peace and/or are lewd, indecent, or obscene.
8. Where a student is arrested and/or charged with violation of state or federal laws.

B. Interim Ban from Campus

The Dean, VPSA, or their designee shall have the authority to restrict a Student's rights to be present on campus or on other property owned, operated, or controlled by the University. In the case where a Student is placed on an interim ban from campus, they may be permitted to take courses remotely.

C. Interim Removal & Ban from Housing

Where there is a reasonable belief that a serious violation of the Community Standards has occurred, the Dean, VPSA, or their designee may require the immediate removal and ban of the individual or individuals allegedly involved from University owned or operated housing. While on this status, Students are banned from entering any University owned or operated housing.

D. No Contact or Communication Directive

The Dean, VPSA, or their designee may issue a No Contact or Communication Directive to Students involved in alleged misconduct, whether disciplinary action is taken or not. No Contact or Communication Directives may also be issued as an interim measure while alleged violations of the Community Standards are adjudicated. A No Contact or Communication Directive is used to restrict encounters and communications between individuals. This measure may be issued temporarily and/or permanently. The Dean, VPSA or their designee determine the issuance and length of a No Contact or Communication Directive.

While a No Contact or Communication Directive in and of itself does not constitute discipline and will not appear on a Student's disciplinary record, refusal to adhere to the order after written or verbal notification of its terms is prohibited and may result in disciplinary action, including suspension or expulsion.

Appeal of an Interim Measure

A Student may request the review of an Interim Measure by submitting an appeal in writing within five (5) business days of the imposition of the measure. The appeal should be submitted via email to the Dean of Students (East Falls Students) or to the VPSA (Center City Students). The interim measure will remain in effect for the duration of the appeal. If requested, the Student may, at the University's discretion, be granted the opportunity to appear personally before the Dean, VPSA or their designee.

The Student is permitted to have a Support Person of their choice attend the review. The purpose of the review is to determine whether the Interim Measure was improvidently imposed, and only facts and issues related to the decision to impose the Interim Measure may be addressed.

As a result of the review, the Dean, VPSA or designee may:

1. Uphold the Interim Measure
2. Revoke the Interim Measure or
3. Amend the Interim Measure (e.g., permit the student to attend classes but otherwise remain off campus).

VII. STUDENT AND STUDENT ORGANIZATIONS RIGHTS

As members of the University community, individuals have certain rights and responsibilities in addition to the limitations imposed by federal, state, and local laws. For our community to thrive, all Students and their guests must conduct themselves respectfully, lawfully, and responsibly in a manner that preserves the integrity of the learning environment. As befits an institution of higher education, the University's standards of behavior and conduct generally are more demanding than those required of the public.

Within the context of the Community Standards Process, Students and Student Organizations have the following rights:

1. To be presumed not responsible unless found responsible for violation of the Community Standards.
2. To receive written notice of the alleged Community Standards violations and have those allegations explained clearly and fully in a conversation with a Community Standards Officer.
3. To have the opportunity to review relevant documentation concerning the alleged violations.
4. To dispute oral or written statements, including the complaint or report.
5. To have a Resource Person from within the University community to support them throughout the Community Standards Process.
6. To present relevant information and witnesses during the process.
7. To choose not to answer questions asked by a Community Standards Officer.
8. To be advised of the Appeal Process.

Note: If the Complainant and/or Respondent do not appear for a Hearing, the University reserves the right to proceed in their absence.

B. Student and Student Organization Responsibilities

Students and Student Organizations are responsible for:

1. Educating themselves and their members on the Community Standards and the Community Standards Process.
2. Fully cooperating in all parts of the Community Standards Process.
3. Providing truthful and complete information to any University official, including but not limited to the Community Standards Officer, to the best of their ability.
4. Completing, in a timely fashion, all imposed disciplinary outcomes of a Community Standards case resolution.
5. Regularly checking their University email account as reported in Banner for official correspondence regarding Community Standards matters.

VIII. INFORMATION GATHERING AND CASE RESOLUTION PROCESS

Once an alleged violation of the Community Standards has been reported, the Community Standards Process will begin. This section of the Community Standards outlines the information gathering and case resolution processes for both Students and Student Organizations. The University will determine if a case is referred for an Administrative Hearing or Community Standards Board Hearing. Administrative Hearings may not be utilized in cases where the Respondent could be removed from their program, suspended, or expelled from the University.

A. Community Standards Officers

The following members of the University community are Community Standards Officers:

- Associate Provost, Student Affairs
- Assistant Provost, Student Affairs
- Associate Dean of Students
- College Deans
- College Associate Deans
- Assistant Dean and Director of Residential Life
- Office of Residential Life Staff
- Community Standards Board Members
- Other faculty/staff members as designated by the Dean or VPSA Offices respectively

B. Preliminary Review of Complaints

A Community Standards Officer will review all complaints of misconduct to decide as to whether the allegations, if true, would constitute a violation of the Community Standards. The Community Standards Officer has the discretion to make this threshold determination and will issue written notifications of alleged violations where warranted. The Community Standards Officer will take steps to gather relevant information pertaining to a particular report or complaint. This may include review of documentation and interviews of witnesses as appropriate.

C. Notice of Alleged Community Standards Violations

The Community Standards Process begins with a formal notification of alleged violations, which will be sent to the Student(s) or Student Organization representative (hereafter: Respondent) via their assigned University email address. The Notice will include the list of alleged Community Standards violations, the name and contact information of the Community Standards Officer who will be assigned to the case, and information about a scheduled meeting. Students are responsible for checking their assigned University email account regularly.

D. Administrative Hearing

An Administrative Hearing involves a meeting between the Community Standards Officer(s), and the Respondent. The Community Standards Officer(s) and the Respondent will be the only parties permitted to attend and participate in an Administrative Hearing. There may be disciplinary outcomes imposed following an Administrative Hearing.

The Community Standards Officer will meet with the Respondent and go over the Community Standards Process, the Respondent's rights, the alleged violation, and the potential outcomes if found responsible. The Respondent will have the opportunity to provide their perspective on the allegations, including additional information and the names of witnesses that they want the Community Standards Officer to interview. The Respondent may be asked to either accept or deny responsibility for the alleged violation. The Community Standards Officer has the discretion to gather further information about the incident based upon the meeting with the Respondent.

After the Administrative Hearing and following any additional information gathering, the Community Standards Officer will determine whether the Respondent is responsible for the alleged Community Standards violation(s), and, if so, issue appropriate disciplinary outcomes.

If the Community Standards Officer determines the potential outcome of a case could rise to the level of removal from an academic program, suspension, or expulsion from the University, the matter will be referred for a hearing before the Community Standards Board.

The Respondent has the right to appeal the decision and outcomes resulting from an Administrative Hearing.

E. Information Gathering

The University has the discretion to determine the extent and breadth of the information gathering process. Information gathering may be performed by the Community Standards Officer directly or by appropriate administrative authorities including, but not limited to, Student Affairs/Life staff, Public Safety, and/or college deans or their designees acting at the direction of the Community Standards Officer. Information gathering may include interviews of the Complainant, the Respondent, and witnesses presented by either party, and/or the review of evidence. The Community Standards Officer has the discretion to determine whether and to what extent additional information gathering is needed.

Information gathering relative to potential violations of the Sex and Gender-Based Misconduct Policy will occur in accordance with that policy and at the discretion of the Title IX Coordinator.

F. Community Standards Board Hearing Process

A Board Hearing will be used at the University's discretion, typically in cases where removal from an academic program, suspension, and/or expulsion are possible disciplinary outcomes.

1. Community Standards Board

The Community Standards Board hears cases involving alleged violations of the Community Standards, with the exception of Sex and Gender-Based Misconduct matters, which are heard by a single adjudicator (see Sex and Gender-Based Misconduct Policy). The Hearing Board is made up of University faculty, administrators, and students.

2. Community Standards Officer (Hearing Moderator)

A Community Standards Officer acting as the Hearing Moderator will be present at the Board Hearing to facilitate the hearing.

3. Witnesses

A Complainant or Respondent may bring Witnesses to provide information that is deemed relevant to the Board Hearing, provided that the Witness names are submitted to and approved by the Hearing Moderator per the guidelines outlined in the Evidence section below. Witnesses will not be present for the entirety of the Board Hearing. They will only be present during their testimony.

4. Resource and Support Persons

Please refer to the definition section above for information on Resource Person and Support Person as other individuals who may attend the Board Hearing.

5. Board Hearing Process-Pre-Hearing Process

a. Notice of Hearing

Respondents will receive a Notification of a Board Hearing ten (10) business days in advance via their University email account detailing (1) the date, time, and location of the Board Hearing, (2) the name and contact information of the Community Standards Officer moderating the Board Hearing, and (3) instructions on how to prepare for the Board Hearing. Failure by any party to appear at the Board Hearing may result in a decision made in absentia and the Respondent will be held accountable for any disciplinary outcomes.

b. Evidence

All evidence and witness names must be submitted seven (7) business days prior to the Board Hearing. All evidence will be available for review by all parties five (5) business days prior to the scheduled Board Hearing and will be available to all participants during the Board Hearing. Newly discovered evidence that was not shared during the information gathering phase will be allowed only at the discretion of the Hearing Moderator. References to prior incidents or prior behavior of any party will not normally be permitted unless relevant and material to the matter at hand in the opinion of the Hearing Moderator. All witnesses must be approved by the Community Standards Officer.

6. Board Hearing Protocols

- a. When a Community Standards case needs to be heard by a Hearing Board, one will be compiled. Hearing Boards are comprised of, at minimum, three (3) administrative/faculty members and two (2) student members. During summer session or semester breaks, any three (3) Community Standards Board members may hear a case.
- b. All Board Hearings shall be conducted in private and are confidential. Participants may not disclose any part of the proceedings outside the Board Hearing. Board Hearings are limited to the Hearing Moderator, Respondent, Complainant, a Resource Person, a Support Person, approved Witnesses, and the Hearing Board members. A representative from the University's Office of Legal Affairs may also be present at the University's discretion.
- c. The Complainant and Respondent will be asked to present a statement during the Board Hearing regarding

the incident and alleged violation(s) of the Community Standards.

- d. Parties may not directly question each other or witnesses but may submit written questions to the Hearing Moderator for consideration by the Hearing Board. Questions may be submitted prior to and during the hearing. The Hearing Moderator will determine if the questions are designed to elicit relevant information. The Hearing Moderator has the discretion to deny proposed questions.
- e. In Board Hearings involving more than one Respondent, the Hearing Moderator will determine whether the Board Hearings will be held jointly or separately.
- f. All procedural questions are subject to the final decision of the Hearing Moderator. A Community Standards Board Hearing is not a legal proceeding; therefore, technical rules of evidence associated with criminal and civil courts are not applicable.
- g. Postponements or other changes to the Board Hearing schedule will only be considered in the case of an emergency. Requests should be directed to the Community Standards Officer assigned to the case.

7. Determination of Responsibility

At the end of the Board Hearing, the Respondent and Complainant will be asked to make final statements. All parties will then be dismissed, and the Hearing Board will deliberate in closed session to determine whether the Respondent is responsible for violating the Community Standard(s) in question.

In the case of a finding of responsibility, the Hearing Board will assign the appropriate disciplinary outcome. If the Respondent is found responsible and has prior disciplinary history, the history and disciplinary outcomes previously received will be introduced to the Hearing Board for consideration relative to appropriate disciplinary outcomes for the current matter.

Decisions made by a Hearing Board shall be final, pending the appeal process outlined below. Following the Board Hearing, the Respondent will be informed of the decision of the Hearing Board in writing via their University email account in a timely manner. Complainants do not have appeal rights.

8. Standard of Proof

The decision of the Hearing Board shall be made on the basis of the preponderance of evidence: that is, whether it is more likely than not that the Respondent violated the Community Standards.

IX. DISCIPLINARY OUTCOMES

Disciplinary Outcomes can include but are not limited to the following:

1. **Administrative Relocation of Housing:** A student is involuntarily reassigned from one campus housing location to another campus housing location.
2. **Ban from University Housing:** A student is prohibited from entering all or specific University residential buildings for a designated period or permanently.
3. **Deferred Loss of Housing:** Deferred Loss of Housing serves as a final warning that any further violation(s) of University policy obligates the University to consider Loss of Housing privileges as a primary response.
4. **Deferred Suspension:** Deferred Suspension serves as a final warning to a Student that if the Student is again found in violation of any University policy, the University is obligated to consider suspension as a primary response.
5. **Disciplinary Probation:** Disciplinary Probation is imposed for a designated period of time and includes the probability of more severe outcomes if the student is found to be in violation of Community Standards during a probationary period. Some University programs and activities consider a student's probationary status when determining their eligibility for participating in the program/activity (i.e., study abroad, or varsity athletic competition).
6. **Educational Activity:** An Educational Activity is a required activity that is intended to engage the Student in a learning experience related to the Student's inappropriate behavior.
7. **Expulsion/Dismissal:** A Student who is expelled or dismissed is permanently removed from classes and other privileges or activities and may not be permitted to reapply. Expelled students must move out of University Housing, turn in their campus photo ID, University keys, and all other University property at the time expulsion goes into effect and are no longer part of the University. Expelled students will not be permitted on campus, for any reason, without prior approval from the Dean or VPSA Offices. Expulsion or Dismissal may be noted on the Student's transcript.
8. **Fines:** A required monetary payment to the University. All fine money is used toward staff development and student education related to the Community Standards.
9. **Informing College or School:** The Community Standards Officer who hears the case or the Hearing Moderator will send notification to the Dean of the College/School indicating that the Student has been found responsible for violation(s) of the Community Standards. The notification will include the policy that was violated and the disciplinary outcome that was imposed for the violation. This notification will not be sent until after an appeal is heard or the appeal submission deadline has passed.

10. **Loss of Housing:** Loss of Housing is an involuntary removal from University housing for a designated period or permanently. Removal from University housing means that the Student must properly check out of their room in accordance with existing University procedures within the time constraints established by Residential Life. As indicated in the occupancy agreement, the resident Student will be liable for the full room charge specified.
11. **Loss of Privileges:** Denial or restriction of specified privileges or use of specified facilities for a designated period of time.
12. **No Contact/Communication Directive:** A No Contact or Communication Directive is used to restrict encounters and communications between individuals. This measure may be issued temporarily and/or permanently. The Dean, VPSA, or their designee determines the issuance and length of a No Contact or Communication Directive.
13. **Parental Notification:** The University may notify parents/guardians if a student under the age of 21 is found responsible for an alcohol and/or drug violation. The purpose of this practice is to keep parents/guardians informed and to help provide students with additional assistance as they cope with the consequences of their actions.
14. **Random Drug Testing:** Students will be required to report to a designated location for drug testing on a random basis. The results of the testing will be shared with appropriate University administrators for further action or referral as appropriate.
15. **Restitution:** Compensation for loss, damage, or injury through the payment of money or through appropriate work may be required.
16. **Revocation of Guest Privileges:** The residence hall guest privileges of the resident Student are revoked for a designated period or permanently.
17. **Suspension:** Removal from classes and other privileges or activities as a student for a designated period of time. A suspended Student must move out of University housing, turn in campus photo ID, University keys, and all other University property at the time the Suspension goes into effect. Students on Suspension lose all privileges of enrolled students and there may be financial repercussions when removed from the institution. The University may specify conditions prior to reinstatement. Suspended Students will not be permitted on campus, for any reason during the Suspension, without prior approval from the Dean or VPSA Offices.
18. **Transcript Notation:** A notation of the disciplinary outcome will be placed on the Student's transcript.
19. **Written Warning or Reprimand:** A written notice to the Student that they have violated the Community Standards, that such conduct will not be tolerated within the University community and that further violation of policy will result in additional disciplinary action.

X. APPEAL PROCESS

A. Appeal Rights and Submission

All Students or Student Organizations have the right to appeal their case resolution decision and/or disciplinary outcome(s) to a University Appellate Authority, either the Dean of Students, VSPA, or their designee. The Appeal must be based upon an appropriate rationale, as set forth below, to be considered. The Outcome Letter is the letter sent to the Respondent indicating the finding and, if applicable, disciplinary outcome(s) from the Community Standards Officer in an Administrative Hearing or the Hearing Moderator in a Board Hearing.

A decision reached by a Community Standards Officer in an Administrative Hearing or by a Hearing Board may be appealed by the Respondent(s). A request for an appeal must be submitted in writing to the Community Standards Officer (Hearing Moderator for a Board Hearing) within five (5) business days of the decision being delivered to the Respondent's University email account. The disciplinary outcome(s) will remain in effect for the duration of the appeal. The Community Standards Officer/Hearing Moderator will direct the appeal to the appropriate Appellate Authority.

B. Rationale for Appeal

The following are the permitted bases for a Student or Student Organization to appeal their case resolution decision or disciplinary outcomes. Appeals must be submitted in writing and be based on at least one of the following criteria:

- **New Information:** Information that was not available at the time of the Hearing is now available and could reasonably be expected to have altered the outcome of the case.
- **Improper Procedure:** The Hearing did not follow the proper protocol outlined in the Community Standards.
- **Decision Not Supported by the Preponderance of the Evidence:** Whether a reasonable person could find that the facts in the case were insufficient to establish that it was "more likely than not" that a violation of the Community Standards occurred and that the Respondent was responsible for the violation.

C. Appeals

Appeal of a decision and/or disciplinary outcome resulting from an Administrative Hearing or Board Hearing will be reviewed by the Dean, the VPSA, or their designee. The decision by the appellate authority is final and no further appeal is permitted.

XI. COMMUNITY STANDARDS RECORD RETENTION

All Community Standards records are kept in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Clery Act of 1990. Subject to the provisions and exceptions of FERPA, all Community Standards files are private. Files may only be reviewed in the process approved by Office of Student Affairs or Dean of Students. Copies of files, including the content of Hearings or Outcome Letters, will not be provided except in compliance with government regulations or legal subpoena.

The University will retain Community Standards records (non-Clery) for no less than seven (7) years from the date of the incident. The University reserves the right to keep records for a longer period of time if unresolved or deemed necessary. In cases of expulsion, the University will retain the records indefinitely.

XII. COMMUNITY STANDARDS REVIEW PROCESS

The Community Standards will be reviewed on an on-going basis in consultation with the appropriate stakeholders and decision-makers. Students and Student Organizations are expected to review the Community Standards regularly to understand the current Community Standards process. The University reserves the right to make necessary changes to the Community Standards as needed.

SEX OFFENDER REGISTRY

The identity of registered sexual offenders residing in the vicinity of Jefferson locations in Pennsylvania may be found at www.meganslaw.state.pa.us. Similar information for locations in New Jersey may be found at <https://www.njsp.org/sex-offender-registry/>.

Crime Statistics

Jefferson Public Safety is responsible for preparing the annual disclosure of crime statistics. We obtain statistics from the Philadelphia Police for the Center City and East Falls Campuses and Non-Campus Properties. We also obtain statistics from the Abington Township, Horsham Township, Upper Moreland Township, Lower Gwynedd Police Department, Voorhees Township Police for our Dixon and Voorhees Campuses. Additionally, on Campus sources for statistical requests/ information in preparation for the Annual Security Report are made from the Department of Public Safety, Residence Life/Student Conduct, the Title IX Coordinator, Human Resources and Athletics.

Definitions of crimes reportable under the Jeanne Clery disclosure of campus security policy and campus crime statistics act, as amended by the Higher Education Opportunity Act and the Violence Against Women Act.

CLERY ACT DEFINITIONS

Criminal Homicide

Murder: The willful (non-negligent) killing of one human being by another.

Manslaughter

Non-negligent Manslaughter [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.

Sex Offenses

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

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

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

In Pennsylvania, it is illegal for an adult (someone 18 or older) to have sex with a minor (someone younger than 16), even if the sex is consensual.

Hazing

Hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that—

(I) is connected with an initiation into, an affiliation with, or the maintenance of membership in, an organization (e.g., a club, athletic team, fraternity, or sorority); and

(II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including—

1. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
2. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
3. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
4. causing, coercing, or otherwise inducing another person to perform sexual acts;
5. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
6. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
7. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Robbery

The taking or attempting to take anything 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 attack is usually assault accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

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 pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

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 is dating violence. The existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking

A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Hate Crimes

Includes all of the crimes listed above, where the law requires the release of statistics by category of prejudice where the victim was intentionally selected because of the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

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

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.

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.

Categories of Prejudice under Hate Crimes are as follows:

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Gender Identity: A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws 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).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transportation, furnishing, possessing 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. (Public Drunkenness and Driving Under the Influence are not included in this definition).

CENTER CITY – CAMPUS CRIME REPORT

January 01, 2024 through December 31, 2024

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Fondling	0	4	4	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
ROBBERY	0	6	6	3	3
AGGRAVATED ASSAULT	0	8	8	0	0
BURGLARY	0	5	5	0	0
MOTOR VEHICLE THEFT	0	2	2	0	0
ARSON	0	1	1	0	0
ARRESTS					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	5	5	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
HATE CRIMES	0	0	0	0	0
VAWA CRIMES					
Dating Violence	0	0	0	0	0
Domestic Violence	0	1	1	0	0
Stalking	0	1	1	0	0
HAZING CRIMES					
Hazing Incidents	0	0	0	0	0

CENTER CITY – CAMPUS CRIME REPORT

January 01, 2023 through December 31, 2023

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Fondling	0	5	5	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
ROBBERY	0	2	2	0	0
AGGRAVATED ASSAULT	0	3	3	0	0
BURGLARY	0	1	1	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0
ARSON	0	0	0	0	0
ARRESTS					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	1	1	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
HATE CRIMES	0	0	0	0	0
VAWA CRIMES					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

CENTER CITY – CAMPUS CRIME REPORT

January 01, 2022 through December 31, 2022

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Fondling	0	8	8	0	0
Incest	0	0	0	0	0
Rape	0	1	1	0	0
Statutory Rape	0	0	0	0	0
ROBBERY	0	3	3	0	1
AGGRAVATED ASSAULT	0	6	6	0	0
BURGLARY	0	3	3	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0
ARSON	0	0	0	0	0
ARRESTS					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	1	1	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	1	1	0	0
HATE CRIMES	0	0	0	0	0
VAWA CRIMES					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	1	1	0	0

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT*

CENTER CITY	2024 CY	2023 CY	2022 CY
Criminal Homicide	0	0	0
Forcible Rape	0	0	1
Robbery	9	2	2
Aggravated Assault	8	3	6
Simple Assault	33	13	15
Burglary	5	1	2
Theft	152	76	80
Motor Vehicle Theft	2	0	0
Attempted MV Theft	0	0	0
Arson	1	0	0
Total Part 1	209	95	106
Forgery/Counterfeiting	1	0	0
Fraud	5	2	2
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	18	13	8
Weapons Offense	5	1	2
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	4	5	8
Drug Abuse Violations	0	0	0
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	0	0
Liquor Laws	0	0	0
Drunkenness (except Liquor Violation Laws)	0	0	0
Disorderly Conduct	8	6	2
Vagrancy	0	0	0
All Other Offenses*	0	0	0
Total Part 2	41	27	22
Grand Totals	250	122	128

*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

EAST FALLS – CAMPUS CRIME REPORT

January 01, 2024 through December 31, 2024

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Fondling	1	0	1	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
ROBBERY	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0
BURGLARY	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	3
ARSON	0	0	0	0	0
ARRESTS					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	43	1	44	0	0
Drug Law Violations	9	0	9	0	0
Illegal Weapons Possession	0	0	0	0	0
HATE CRIMES	0	0	0	0	0
VAWA CRIMES					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0
HAZING CRIMES					
Hazing Incidents	0	0	0	0	0

EAST FALLS – CAMPUS CRIME REPORT

January 01, 2023 through December 31, 2023

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Fondling	0	1	1	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
ROBBERY	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0
BURGLARY	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	5
ARSON	0	0	0	0	0
ARRESTS					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	59	4	63	0	0
Drug Law Violations	11	2	13	0	0
Illegal Weapons Possession	1	0	1	0	0
HATE CRIMES	0	0	0	0	0
VAWA CRIMES					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

EAST FALLS – CAMPUS CRIME REPORT

January 01, 2022 through December 31, 2022

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Rape	1	0	1	0	0
Statutory Rape	0	0	0	0	0
ROBBERY	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	1
BURGLARY	0	0	0	0	0
MOTOR VEHICLE THEFT	0	3	3	0	0
ARSON	0	0	0	0	0
ARRESTS					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	24	0	24	0	1
Drug Law Violations	3	0	3	0	0
Illegal Weapons Possession	0	0	0	0	0
HATE CRIMES	0	0	0	0	0
VAWA CRIMES					
Dating Violence	1	0	1	0	0
Domestic Violence	1	0	1	0	0
Stalking	0	0	0	0	0

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT*

EAST FALLS	2024 CY	2023 CY	2022 CY
Criminal Homicide	0	0	0
Forcible Rape	0	0	1
Robbery	0	0	0
Aggravated Assault	0	0	1
Simple Assault	3	3	1
Burglary	0	0	0
Theft	13	15	11
Motor Vehicle Theft	0	5	3
Attempted MV Theft	3	0	0
Arson	0	0	0
Total Part 1	19	23	17
Forgery/Counterfeiting	0	0	0
Fraud	2	2	0
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	5	5	4
Weapons Offense	0	0	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	1	1	0
Drug Abuse Violations	9	13	3
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	1	0
Liquor Laws	37	53	22
Drunkenness (except Liquor Violation Laws)	7	10	3
Disorderly Conduct	1	0	2
Vagrancy	0	0	0
All Other Offenses*	4	5	5
Total Part 2	66	90	39
Grand Totals	85	113	56

*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

DIXON (HORSHAM) – CAMPUS CRIME REPORT

January 01, 2024 through December 31, 2024

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0
HAZING CRIMES					
Hazing Incidents	0	0	0	0	0

DIXON (HORSHAM) – CAMPUS CRIME REPORT

January 01, 2023 through December 31, 2023

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

DIXON (HORSHAM) – CAMPUS CRIME REPORT

January 01, 2022 through December 31, 2022

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT*			
DIXON (HORSHAM)	2024 CY	2023 CY	2022 CY
Criminal Homicide	0	0	N/A
Forcible Rape	0	0	N/A
Robbery	0	0	N/A
Aggravated Assault	0	0	N/A
Simple Assault	0	0	N/A
Burglary	0	0	N/A
Theft	0	0	N/A
Motor Vehicle Theft	0	0	N/A
Attempted MV Theft	0	0	N/A
Arson	0	0	N/A
Total Part 1	0	0	N/A
Forgery/Counterfeiting	0	0	N/A
Fraud	0	0	N/A
Embezzlement	0	0	N/A
Stolen Property (Buying, Receiving, Possessing)	0	0	N/A
Vandalism	0	0	N/A
Weapons Offense	0	0	N/A
Prostitution and Commercialized Vice	0	0	N/A
Sex Offenses (except Rape and Prostitution)	0	0	N/A
Drug Abuse Violations	0	0	N/A
Gambling	0	0	N/A
Offenses Against Family	0	0	N/A
Driving Under Influence	0	0	N/A
Liquor Laws	0	0	N/A
Drunkenness (except Liquor Violation Laws)	0	0	N/A
Disorderly Conduct	0	0	N/A
Vagrancy	0	0	N/A
All Other Offenses*	0	0	N/A
Total Part 2	0	0	N/A
Grand Totals	0	0	N/A

*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

BUCKS COUNTY – CAMPUS CRIME REPORT

January 01, 2023 through December 31, 2023

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

Note that Jefferson's Bucks County Campus relocated to the East Falls Campus in May of 2023.

BUCKS COUNTY – CAMPUS CRIME REPORT

January 01, 2022 through December 31, 2022

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT*

BUCKS COUNTY	2023 CY	2022 CY
Criminal Homicide	0	0
Forcible Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Simple Assault	0	0
Burglary	0	0
Theft	0	0
Motor Vehicle Theft	0	0
Attempted MV Theft	0	0
Arson	0	0
Total Part 1	0	0
Forgery/Counterfeiting	0	0
Fraud	0	0
Embezzlement	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0
Vandalism	0	0
Weapons Offense	0	0
Prostitution and Commercialized Vice	0	0
Sex Offenses (except Rape and Prostitution)	0	0
Drug Abuse Violations	0	0
Gambling	0	0
Offenses Against Family	0	0
Driving Under Influence	0	0
Liquor Laws	0	0
Drunkenness (except Liquor Violation Laws)	0	0
Disorderly Conduct	0	0
Vagrancy	0	0
All Other Offenses*	0	0
Total Part 2	0	0
Grand Totals	0	0

*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

SPRING HOUSE – CAMPUS CRIME REPORT

January 01, 2024 through December 31, 2024

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0
HAZING CRIMES					
Hazing Incidents	0	0	0	0	0

SPRING HOUSE – CAMPUS CRIME REPORT

January 01, 2023 through December 31, 2023

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

SPRING HOUSE – CAMPUS CRIME REPORT

January 01, 2022 through December 31, 2022

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT*			
SPRING HOUSE	2024 CY	2023 CY	2022 CY
Criminal Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	0
Attempted MV Theft	0	0	0
Arson	0	0	0
Total Part 1	0	0	0
Forgery/Counterfeiting	0	0	0
Fraud	0	0	0
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	0	0	0
Weapons Offense	0	0	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	0	0	0
Drug Abuse Violations	0	0	0
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	0	0
Liquor Laws	0	0	0
Drunkenness (except Liquor Violation Laws)	0	0	0
Disorderly Conduct	0	0	0
Vagrancy	0	0	0
All Other Offenses*	0	0	0
Total Part 2	0	0	0
Grand Totals	0	0	0

*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

VOORHEES – CAMPUS CRIME REPORT¹

January 01, 2024 through December 31, 2024

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0
HAZING CRIMES					
Hazing Incidents	0	0	0	0	0

VOORHEES – CAMPUS CRIME REPORT¹

January 01, 2023 through December 31, 2023

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

VOORHEES – CAMPUS CRIME REPORT¹

January 01, 2022 through December 31, 2022

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
SEX OFFENSES					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
ROBBERY	N/A	0	0	0	0
AGGRAVATED ASSAULT	N/A	0	0	0	0
BURGLARY	N/A	0	0	0	0
MOTOR VEHICLE THEFT	N/A	0	0	0	0
ARSON	N/A	0	0	0	0
ARRESTS					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
HATE CRIMES	N/A	0	0	0	0
VAWA CRIMES					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

Annual Student Housing Fire Report

THE HIGHER EDUCATION OPPORTUNITY ACT

The Higher Education Opportunity Act, signed on August 14, 2008, requires institutions of higher education to prepare and report annual fire safety information on student housing. The content of this report as mandated by the Act shall include the following:

- Description of each on-campus housing facility fire safety system;
- Written policies regarding the fire safety education and the training programs provided to students, faculty, and staff;
- Written procedures in the event of an evacuation;
- The number of regular mandatory supervised fire drills;
- The number of fire incidents and the cause of each fire;
- The number of injuries related to the fire that resulted in treatment at a medical facility;
- The number of deaths related to a fire;
- The value of property damage caused by a fire;
- Written policies or rules related to the use of portable electrical appliances, smoking, and open flames, and
- A plan for future improvements in fire safety, if determined to be necessary by the University.

DESCRIPTION OF FACILITY FIRE SAFETY SYSTEMS

Center City Campus

The University has three on-campus student residence buildings: Barringer, Orlowitz and Martin. All buildings are fully (100%) equipped with fire suppression. The Barringer and Orlowitz buildings have the SIEMAN Model MXL as the monitoring fire alarm system. The Martin Building is monitored by a SIMPLEX- 4100U Fire Alarm System. All three buildings are monitored 24/7 with all systems being communicated to the Security Response Center (SRC). Each building is equipped with portable firefighting equipment (fire extinguishers) throughout each floor and smoke detectors throughout the student living areas.

East Falls Campus

The University has eight on-campus student residence buildings on the East Falls Campus: Townhouses, Fortess Hall, Independence Plaza (IP is made up of three buildings Franklin, Jefferson and Madison), Mott Hall, Partridge Hall, Ronson Hall and Scholler Hall. Fortess Hall is fully (100%) equipped with

fire suppression, has a central pull station and smoke detection alarm system in place, a 110 volt smoke detection in each bedroom and is monitored by a SIMPLEX-4010ES Fire Alarm System. IP is fully (100%) equipped with fire suppression, a central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom, 110 volt common area smoke detection in each apartment, fire extinguishers in each apartment and is monitored by (3) SIMPLEX -4100ES Fire Alarm Systems. Mott Hall is fully (100%) equipped with fire suppression, a central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom and is monitored by a SIMPLEX -4001U Fire Alarm System. Partridge Hall is fully (100%) equipped with fire suppression, a central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom, hose standpipes and is monitored by a SIMPLEX-4100ES Fire Alarm System. Ronson Hall is partially equipped with fire suppression because it has a sprinkler system present in common area stairwells and foyers, central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom, hose standpipes and is monitored by SIMPLEX -4002 Fire Alarm System. Scholler Hall has a central pull station and smoke detection alarm system in place, a 110 volt smoke detection in each bedroom and is monitored by a SIMPLEX Prog-4010 Fire Alarm System. The Townhouses have a central pull station, 110 volt smoke detection in each bedroom, fire extinguishers in each townhouse and are monitored by 3 4100ES Simplex panels. All residence halls are checked monthly by the Department of Public Safety, have fire extinguishers in common areas, have their detection systems certified annually by an independent service and conduct fire drills four times a year.

FIRE SAFETY EDUCATION & EVACUATION POLICY/PROCEDURE

Center City Campus

Jefferson students receive fire safety and emergency response instructions upon arrival on campus. Annually the University provides fire safety and emergency procedures to students. Faculty and staff receive fire safety instruction upon hiring (orientation) and annually as part of the employee mandatory safety training, which is an online course. Students, faculty and staff receive training on evacuation procedures prior to supervised fire drills. Students have an opportunity to discuss evacuation procedures, fire safety or any safety concerns with the University Fire Marshal. Each hallway is equipped with an evacuation map located on the back of the door, directing the student to the safest and quickest exit routes from the student room, should a "Code Red" condition occur. Student Resident Assistants (RA) are assigned to each building. Students are instructed to contact the Public Safety Department at 215-955-8888 if they discover a fire, smell smoke, discover any other hazardous emergency condition in any of the buildings, or to report a fire for statistical collection and reporting purposes.

An internal Emergency Response Team, composed of representatives from the Environmental Health and Safety Department and the Public Safety Department, are dispatched to all fire-related calls while the local fire department is being summoned by the Security Response Center.

East Falls Campus

Fire safety and education is provided to all first year students as part of their orientation on campus. Building specific information on fire safety and evacuation is provided during the first floor meeting in each residence hall. Faculty and staff receive fire safety instruction upon hiring (orientation) and annually as part of the employee mandatory safety training, which is an online course. Additional fire safety education and training is offered based on activities, responsibility and assignments of students, faculty, and staff on campus.

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate the buildings immediately upon hearing a fire alarm in any facility including University housing. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

Elevators should not be used for an exit of fire alarms. The elevators in most buildings will automatically stop on the nearest floor with an exit.

SUPERVISED FIRE DRILLS/ FIRE ALARM SYSTEM

“The Occupant will comply with all regulations now in force or hereafter adopted by Thomas Jefferson University and the Office of Residential Life.”

Mandatory supervised fire drills are executed four times a year (quarterly), and fire system tests are conducted annually in accordance with the NFPA 72, National Fire Alarm Code, and the Philadelphia Fire Department, Fire Prevention Code. An additional alarm system test may be warranted if, and when, impairment is identified and a corrective action is completed, to ensure that the system is back in operable condition. Students are observed for response to the drill and are consulted if and when there is notice of a failure to respond to the alarm.

Authorized University personnel or their agents may enter the unit at reasonable times for any of the following reasons:

- To inspect the condition of the unit;
- To inspect for fire and/or health hazards; remove signs, locks, fixtures, alterations, or additions to the unit or premises that violate the student's housing agreement.

FIRE SAFETY VIOLATIONS/ PROHIBITION INSTRUCTIONS

Center City Campus

Any student found tampering or altering with fire safety equipment within University housing will be held responsible for the cost of any damage or repairs. Public Safety will also report the incident to the Office of Residential Life for disciplinary action. To minimize the potential of fire in any of the buildings, Residential Life requires all students to sign a

Housing Agreement if they are residing in the residence halls, with instructions regarding what is allowed/permitted or is prohibited. All occupants must follow these rules:

- When a fire alarm sounds, students shall vacate the building and cooperate fully with University officials and safety officials, including during fire drills, which may be held at regular intervals.
- Fire equipment is to be used only as necessary in the case of a fire. Any use or misuse of fire equipment, including tampering with fire bells, horns, alarms, extinguishers, exit signs, evacuation signs, smoke detectors and other equipment is prohibited.
- Residential Life prohibits attaching decorations in a manner that causes damage to walls or furniture, and using non-removable shelf paper on cabinet and closet shelving. All decorations must be noncombustible, fire-resistant, and carry the label of Underwriters Laboratories Inc. (UL).
- All hallways must remain clear of bicycles and any decorations, such as candy bowls, welcome mats, or pumpkins, that could obstruct safe passage and evacuation during a fire emergency. Additionally, residents are required to keep hallways free from garbage, unauthorized furniture, and other items that pose fire safety risks.
- No electrical cords or lighting shall be hung around, attached to or under any bed frame, door frame, wall, or ceiling, or placed underneath a carpet. Extension cords must bear the Underwriters Laboratories Inc. (UL) label. Only one power strip is to be plugged into any one outlet at any time and no two power strips may be connected to one another.
- Residential Life prohibits hoverboards; powered scooters; powered segways; powered skateboards; powered bicycles, and similar devices that are not for ADA purposes approved by Student Accessibility Services and include a lithium-ion battery or gasoline fuel source. Residents are also prohibited from charging lithium-ion batteries for these devices inside any residence hall.
- Smoking and vaping are prohibited in the residence halls.
- Candles, incense, lanterns, potpourri and other flammable items including but not limited to electric frying pans, halogen lamps, immersion coils, fireworks, space heaters, flammable liquids, open flames, and flammable decorations are not permitted in student housing facilities unless officially sanctioned and supervised by University officials. The Residence Life Policies include all prohibited items and actions.

The Office of Residential Life staff will consult with any student who is identified to have caused an alarm or violated any of the University's fire-related policies or procedures. After every alarm (false, unwanted or actual fire) an incident report is written documenting the cause of the fire and the necessary corrective action taken.

It is the responsibility of each occupant (student) to report any malfunction to University Facilities to be corrected.

East Falls Campus

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It is the responsibility of each occupant (student) to report any malfunction to University Facilities to be corrected.

CENTER CITY CAMPUS HOUSING FIRE LOG: 1/24 – 12/24

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	3	(2) Steam, cooking	0	0	4
Orlowitz	0	0	Orlowitz had 2 outside/trash fires in 2024 – No damage or injuries and fire alarm was not activated	0	0	4
Barringer	1	0	Accidental – testing system	0	0	4

CENTER CITY CAMPUS HOUSING FIRE LOG: 1/23 – 12/23

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Barringer	0	1	Fire Alarm (Water Leak in Basement)	\$0	0	4
Orlowitz	0	0	N/A		0	4
Martin	0	1	Fire Alarm (Steam Release in Basement)	\$0	0	4

CENTER CITY CAMPUS HOUSING FIRE LOG: 1/22 – 12/22

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Barringer	0	1	Cooking Incident (Burnt Food)	\$0	0	3
Orlowitz	1	0	Fire Alarm Activation (Unfounded)		0	3
Martin	0	1	Cooking Incident (Burnt Food)	\$0	0	3

EAST FALLS CAMPUS HOUSING FIRE LOG: 1/24 – 12/24

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Ronson	0	2	(2) Smoke detector activated	0	0	4
	0	1	System activated–Unknown cause	0	0	0
Scholler	0	3	(3) Steam from Shower (Heat Sensor)	0	0	4
Partridge	0	1	Cooking	0	0	4
Mott	0	0	N/A	0	0	4
Fortess	0	0	N/A	0	0	4
IP-Franklin	0	1	Cooking	0	0	4
IP-Madison	0	0	N/A	0	0	4
IP-Jefferson	2	0	(2) Pull station activated	0	0	4
	0	1	Smoke detector activated	0	0	0
Townhouse G-T	0	0		0	0	4
• M	0	1	Cooking	0	0	0
• K	0	1	Smoke detector activated	0	0	0
• L	0	1	Smoke detector activated	0	0	0
• N	0	1	Cooking	0	0	0

EAST FALLS CAMPUS HOUSING FIRE LOG: 1/23 – 12/23

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Ronson	0	1	Burnt Popcorn	0	0	4
	1	0	Hall C - Unfounded	0	0	-
	0	1	Heat from Dryer	0	0	-
Scholler	9	0	Monitoring Receiver sending false signals – Firewatch 7.1 thru 7.9	0	0	4
Partridge	0	1	Room 332 burning incense	0	0	4
	9	0	Monitoring Receiver sending false signals – Firewatch 7.1 thru 7.9	0	0	-
	0	1	Fragrance diffuser	0	0	-
Mott	9	0	Monitoring Receiver sending false signals – Firewatch 7.1 thru 7.9	0	0	4
	0	1	Duct Sensor Malfunction	0	0	-
Fortess	0	1	Burnt Popcorn	0	0	4
IP-Franklin	0	1	Apt. C8 cooking – Fire extinguisher used/replaced	0	0	4
	0	1	Residents smoking	0	0	-
	1	0	Housekeeping tripped cleaning pull station	0	0	-
IP-Madison	0	1	Appt. A8 burnt food	0	0	4
IP-Jefferson	0	1	2nd floor laundry room – dryer smoking	0	0	4
	1	0	Pull station activated – UNK reason	0	0	-
Townhouse G-T	0	0		0	0	4
Townhouse H	0	1	Supervisory – Bad smoke head	0	0	-
Townhouse H	0	1	Burnt Food	0	0	-
Townhouse J	1	0	Occupant pulled to call Security	0	0	-
Townhouse L	0	1	Steam from Shower	0	0	-
Townhouse G	0	1	Steam from Shower	0	0	-
Townhouse G	0	1	Steam from Shower	0	0	-
Townhouse N	0	1	Smoke from Candles	0	0	-

EAST FALLS CAMPUS HOUSING FIRE LOG: 1/22 – 12/22

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Ronson	1	0	Unknown/System Malfunction	0	0	0
Ronson	2	0	Door Alarm Tripped System	0	0	0
Ronson	0	6	Resident Cooking	0	0	0
Ronson	0	1	Contractors Created Dust	0	0	0
Ronson	0	1	Dirty Smoke Detector	0	0	0
Ronson	0	0				4
Scholler						4
Partridge						3
Mott	0	1	Laundry Room / Unfounded	0	0	0
Mott	0	1	Laundry Room / Clothes Dryer	0	0	0
Mott						4
Fortess						4
IP-Franklin						4
IP-Madison	1	0	2nd Floor Pull Station – No Fire	0	0	0
IP-Madison	0	0	On 10/15/22, at approximatey 8:45PM, a heat lamp burned through the floor in apt. C3. It was reported on 10/15/22.	\$250	0	0
IP-Madison						4
IP-Jefferson	0	1	Faulty Pull Station	0	0	0
IP-Jefferson	0	2	Resident Cooking	0	0	0
IP-Jefferson	0	1	On 11/7/22, at approximately 7:50PM, plastic caught fire inside an oven in apt. A9. It was reported on 11/7/22.	0	0	0
IP-Jefferson						4
Townhouse G-T	0	1	Resident Cooking	0	0	0
Townhouse G-T	0	1	Hair Dryer	0	0	0
Townhouse G-T						4

Personal Safety

At Home, in an Apartment Building or Residence Hall

- Keep your room door locked at all times.
- Never let unauthorized persons come into your room, enter residence halls or enter apartment security doors.
- Never prop open inside or outside doors.
- Report any unescorted person or stranger at once.
- Report defective campus locks, windows and doors immediately.
- Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.
- Have a buddy when you study at home or on campus.
- Don't leave your belongings unattended.
- Never dress in front of a window. Close blinds or curtains after dark.
- Consider using well vetted ride sharing services (Uber/ Lyft) over taking a ride from someone under the influence or a casual acquaintance.
- If you see something that doesn't seem quite right or signs of suspicious activity, call Public Safety immediately

Vehicle and Bicycle Safety

- When leaving your vehicle, be certain your doors are locked and windows are completely rolled up.
- Check your surroundings and car interior before opening your car door.
- Have your keys in hand when you return to your car, especially at night.
- Keep packages and valuables out of sight in your vehicle either under a seat, in the glove box, or in the trunk.
- Never leave your vehicle running when unattended.
- Drive on well-traveled and well-lit streets.
- Never hitchhike, and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- Limit distractions such as cell phones.
- Use a U-lock on your bicycle or scooter. U-Locks are available for purchase in the TJU Bookstore.
- Always lock your bicycle to a fixed object and never lock it to itself. DO NOT secure bicycles to benches, light posts, trees, chains, handrails, or bus shelters.
- If you leave your bicycle outside, choose a well-lit, heavily traveled location, preferably by a camera.
- Include your bicycle on an insurance policy.
- Always wear a helmet. Protect the investment - YOU!

While Walking or Jogging

- Avoid walking or jogging alone, and try not to walk or jog after dark.
- Avoid dark or vacant areas. Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or a blue light emergency phone.
- Have your keys ready when returning to your residence hall or apartment.
- Keep your personal or valuable items concealed and close to your body.
- Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.
- If you need an escort, call Jefferson Public Safety.

Avoid Victimization/Property Protection

- Lock your door whenever you leave your room for ANY length of time or when sleeping.
- Protect your books and put your name in them. Do not leave them in public places.
- Do not loan your keys or TJU ID to anyone.
- Take all valuable items home with you during vacations.
- When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.

How to be an Active Bystander

Bystander intervention is being aware and recognizing a potentially harmful situation and making the choice help.

There are 5 methods to assist someone who is being harassed or in a potentially problematic situation. Distract, Delegate, Document, Delay, and Direct

- **Distract.** Find a safe and creative way intervene either with the person being harassed or the individual behaving inappropriately. The key is to diffuse the situation and talk about something unrelated.
- **Delegate.** Explain the situation to a third party and ask for their help with intervening. This way if you're uncomfortable, someone else can assist while you all stay safe.
- **Document.** If it is safe, to take notes or record the situation, try and obtain the who, what, where, when, and why so it can be better reported to the proper authority.
- **Delay.** If your response is delayed because you couldn't immediately assist someone who was being harassed, you can still assist after the incident.
- **Direct.** Tell the person to stop the inappropriate behavior or ask the person being harassed if they are alright, call out negative behavior.

