

# Immaculata University

## Intellectual Property Policy

Immaculata University strives to attain the goal of the development of learners in undergraduate and graduate programs in preparation for professions and/or further education. Immaculata's programs are designed to encourage logical and critical thought, independent study, and the integration of knowledge. The University strives to develop in students an aesthetic sense and the ability to communicate ideas effectively.

In accomplishing this goal, Immaculata University administers and adheres to established policies and procedures regarding Intellectual Property. These policies and procedures encompass all works created and/ or produced by faculty, staff, and students associated with Immaculata University in the use of University funds, facilities, and/ or other resources.

### Philosophy

1. To facilitate the transfer of knowledge and technology. The transfer of this knowledge and technology strives to enhance the general benefit of society.
2. To seek venues of new knowledge through research, scholarship, and an atmosphere of inquiry.
3. To provide the necessary resources to enable the integration of new knowledge and creations for the benefit of public use.
4. To provide the necessary University resources for the legal safeguard of all Intellectual Property.
5. To provide to originators forms of incentives through personal development,
6. professional recognition, and/ or financial compensation.

### Objectives

1. Immaculata University establishes this Intellectual Property policy to provide the necessary protections and incentives to
  - o Encourage both the discovery and development of new knowledge.
  - o Transfer this new knowledge for public benefit.
2. To establish guidelines for the equitable disposition of financial and honorary rewards between the originator and the University associated with interest in any new intellectual property.

### Definitions

Intellectual Property is any unique creation of the human mind. It includes both tangible and intangible assets that have a commercial value. The term Intellectual Property is a generic expression which includes the product of human ingenuity in artistic, industrial, literary, and scientific arenas.

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Intellectual Property categories may include, but are not limited to the following:

- apparatus, architectural designs, articles
- biological materials, books
- chemicals, choreographic works, class notes, circuits, computer programs, copyright, creations
- designs, devices, dissertations, dramatic works
- educational software
- fiction, films
- graphic works
- images, instrumentation, inventions
- machines, models, musical works
- non-fiction, novels
- patents, paintings, pantomimes, photographs, physical embodiments of intellectual effort,
- plants, plays, poems
- records of research
- sculptures
- theses, trademarks
- visualization

## Individuals & Groups

Immaculata University recognizes, however is not limited to, the following individuals and/ or groups concerning its adopted policies and procedures on Intellectual Property. Each individual and or group mentioned in this policy is defined as stated within the university graduate and undergraduate catalogues as well as the administration and faculty handbooks.

- Full-time faculty
- Part-time faculty
- Adjunct faculty
- Full-time students currently matriculating
- Part-time students currently matriculating
- Part-time students not currently matriculating
- Full-time administration
- Part-time administration
- Consultants
- Alumni
- Retired faculty
- Retired administration
- Former faculty
- Former students/full and or part-time/non-matriculating

## Printed References

Immaculata University will print on all official literature the following:

*Immaculata University administers and adheres to established policies and procedures regarding Intellectual Property.*

The format will parallel the printed notification of the Equal Employment Opportunity Commission (EEOC).

Example places requiring printed notification of Intellectual Property are:

- Inside front cover of the Immaculata University College of Graduate Studies Catalog.
- Inside front cover of the Immaculata University Undergraduate Catalog.
- College of LifeLong Learning literature and brochures.

A detailed printing of the established policies and procedures should be printed in:

- The administration handbook
- All faculty handbooks

All contracts and agreements of any nature must reflect the acknowledgement and acceptance of the Immaculata University Intellectual Property policies and procedures.

## Ownership

Intellectual property created, made, or originated by a faculty member or member of the Immaculata University community shall be the sole and exclusive property of the faculty, author, or inventor, except as he or she may voluntarily choose to transfer such property, in full, or in part.

Immaculata University has interest in or ownership of intellectual property that it specifically commissions outside of the traditional University/staff relationship. In this case, the university expressly directs a member of its community to create a specific work, or it directs that the work is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description or an employment agreement.

Intellectual property rights, subject to signed contracts, give legal recognition and ownership to the university and/or to the creators of these assets. Such arrangement is to be agreed to in writing, in advance, and in full conformance with Immaculata's intellectual property policy.

Immaculata University has interest in or ownership of intellectual property that it has contributed to as a "joint work" under the Copyright Act. The University can exercise this clause when it has contributed specialized services and facilities to the production of the work that go beyond what is traditionally provided to faculty and/or staff in the preparation of their course material or work.

## Administration

An ad hoc Intellectual Property committee will be appointed each academic year. Members of this committee will represent both faculty and administration.

This committee

- will address all issues that may arise regarding Intellectual Property.
- will have the responsibility to review yearly the current Immaculata University policies and procedures on Intellectual Property.

Should this committee find it necessary, it will make a recommendation to the administration of Immaculata University to up-date the Immaculata

University Intellectual Property policies and procedures. Revisions should be based upon changes in the philosophy and goals of Immaculata University and any

and all laws pertaining to direct and/or indirect involvement concerning Intellectual Property issues.

## Funding

Intellectual Property ownership when funded from external sources will be agreed upon in advance among the author, the University and the funding agency. This agreement will be reflected in a written contract.

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## Residential Network OS & Anti-Virus

In order to make sure all viruses and worms are cleansed from the computers on the Residential Network please perform the following. This will insure that all PC operating systems have the latest security patches and are virus free.

### Updating your Operating System

1. Close All Windows Programs
2. Open Internet Explorer
3. Click Tools and Windows Update
4. Click Scan For Updates
5. Click Review and Install Updates (these are the critical updates to protect your PC)
6. Click Install Now
7. Click Accept
8. Click Yes (Do you want to Restart Now)
9. Repeat this process (Steps 1 through 8) until there are 0 critical updates to install)

Please note - Any update that has an asterisk next to it needs to be downloaded and installed by itself. Also XP Service Pack 1 takes a while to install but it is also very important that you do so!

### Cleaning your system of Viral Infections

1. Open Internet Explorer
2. Go to this site <http://vil.nai.com/vil/stinger>
3. Download Stinger.exe and save it to your Desktop

#### Important Note:

If you are running Windows ME or XP you must *first turn off your System Restore feature or the Stinger will fail to clean your system!*

#### Windows ME

Disabling the System Restore Utility

- Right click the My Computer icon on the desktop and click Properties
- Click the Performance tab
- Click on the File System button
- Click on the Troubleshooting tab
- Put a check mark next to ' Disable System Restore '
- Click the ' OK ' button
- You will be prompted to restart your computer. Click Yes

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You may now proceed to the " Running the Stinger " section. After running the Stinger please be sure to turn your System Restore feature back on!

### Windows XP

#### Disabling the System Restore Utility

- Right click the My Computer icon on the desktop and click Properties
- Click on the System Restore tab
- Put a check mark next to ' Turn off System Restore on All Drives'

You may now proceed to the " Running the Stinger " section. After running the Stinger please be sure to turn your System Restore feature back on!

#### Running the Stinger

1. Go to your Desktop or navigate to wherever you saved the downloaded Stinger.exe
2. Double click the Stinger.exe file icon
3. Click the Scan Now Button to scan all files

## Registering Your Computer on the Network

Find the Computer Name of your PC to have it registered on the network by calling that in to the OTS Computer Helpdesk. Instructions for the different operating systems are below:

#### Windows XP

- Right click My Computer and go to properties
- Go to the Computer Name tab and it is after Full Computer Name:

#### Windows 2000

- Right click the My Computer icon on your Desktop and go to Properties
- Go to the Network Identification Tab and it is listed after Full Computer Name

#### Windows ME and Windows 98

- Right click the Network Neighborhood icon on your Desktop and go to properties
- Go to the Identification Tab and the Computer Name is listed right there

#### Special Note:

The Stinger is a great disinfection utility From Network Associates but remember that it is not a full time anti virus program. All PC's should have an anti virus program installed and that it should be updated with the latest virus definitions weekly.

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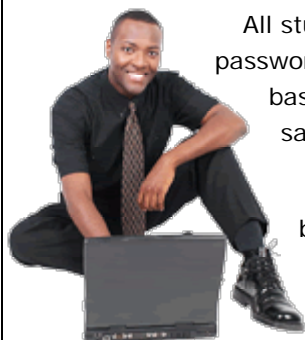
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## Password Security Standard

### Network Accounts

- All registered students at the University are automatically given a network and email account.
- New faculty are issued network and email accounts upon acceptance of their contract.
- New staff must complete the " **Office Employee email and login account** " request form and adjunct faculty must complete the " **Adjunct Faculty Network Login and/or Email Request Form** ". Both forms need to be signed by the appropriate department heads and then submitted to the Network Administrator.

All students are required to change their passwords to change their passwords the first time that they log on to the network.



All students, faculty, and staff are required to change their passwords every 90 days. Frequent password changes provide the basis for good information security practice and are essential to safeguarding the University's network and data.

The passwords must be at least 6 characters and consist of both lower and upper case letters, and numbers. A good way to select a password is to choose a line or two from a song or poem, and use the first letter of each word.

This standard is not intended to inconvenience the Immaculata University user community. Studies and experience at other higher education institutions have shown that mandatory network and email password changes can substantially reduce the vulnerability of computing and information resources on our network.

### Changing Passwords

1. Logon to the desktop then press **[Ctrl + Alt + Delete]** . The Windows Security Screen will be presented.
2. Click the **[Change Password...]** button. The Change Password Screen will be presented.
3. Enter: Your old password in the Old Password field
4. Enter your new password in the New Password field
5. Re-type your new password in the Confirm New Password field
6. Click the **[OK]** button. A Confirmation Message Screen will be presented.
7. Click the **[OK]** button on the Confirmation Message Screen.
8. Click the **[Cancel]** button on the Windows Security Screen.

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# Immaculata University



## Web Authoring Guidelines

The quality of information published and communicated by Immaculata (IU) plays an important role in maintaining the strong reputation and image of the university. Members of the IU community create Web pages, publication pages, or other electronic publications that carry out official IU business in support of IU's mission. Because all Internet users may view electronic publications, the quality of electronic publications reflects upon all members of the IU community. In general, electronic publications are subject to the Electronic Acceptable Use Policy, department guidelines, and the Web authoring guidelines noted below.

### School/ Department Web Pages

School and Department Web pages and other electronic publications are the equivalent of printed publications or official communication. They are official Immaculata publications.

IU Web graphic identity guidelines are available through the Public Relations Office and all academic and administrative units are strongly encouraged to use them. Each school and department Web page, cluster of linked pages, or other electronically published information will contain:

- The school/department name;
- An electronic mail address for the department's Web page creator or administrator;
- The page's expiration date when appropriate;
- A link to IU's Copyright and Disclaimer; and
- A link to IU's main or home page.

School/department creating their own electronic information may set additional requirements, such as the inclusion of the equal opportunity statement. A department may decide whether it is of benefit to link the individual electronic pages of their faculty, staff, or students to the department Web page.

Official pages must be maintained with current and relevant information, and the page owner may designate page administrators to maintain the content on their behalf.

Official and academic pages must meet the appropriate standards for accessibility by users with disabilities. Contact the Instructional Design Resource Center (IDRC) or visit the [508 website](#) for accessibility guidelines.

All school/department webpage revisions and additions must be reviewed by Public Relations then once approved, published to the Internet by the IU Webmaster.

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## Faculty & Staff Web Pages

Faculty and staff may create Web pages and other electronic publications that provide information relevant to that individual's role at Immaculata. The work on individual Web pages and electronic publications represents the work of individual artists, scholars, and authors who created them, and they are not intended to represent Immaculata. As such, Immaculata bears no responsibility for the content of individual Web pages.

Each individual page, cluster of linked pages, or other electronically published information will display by a browser:

- The individual's name;
- The individual's position or affiliation with IU;
- The individual's Immaculata electronic mail address; and
- A link to IU's Copyright and Disclaimer Policies.

Page owners should assert copyright when they own it.

Complaints of alleged breaches of web authoring guidelines or Electronic Acceptable Use Policy by faculty or staff will be discussed with the individual. If the complaint cannot be resolved through discussion with the individual, the matter will be referred to the Dean or Director of the department. If resolution is still not reached the sanctions defined in the Electronic Acceptable Use Policy will be enforced.

## Student Web Pages

Students may create Web pages and other electronic publications that provide information relevant to their course of study or interests. The work on individual Web pages and electronic publications represents the work of the individual students who created them, and they are not intended to represent Immaculata. As such, Immaculata bears no responsibility for the content of student Web pages.

Each individual page, cluster of linked pages, or other electronically published information will display by a browser:

- The student's name;
- The fact that they are a student at Immaculata;
- The individual's Immaculata electronic mail address; and
- A link to IU's Copyright and Disclaimer Policies.

Complaints of alleged breaches of web authoring guidelines or Electronic Acceptable Use Policy will be filed according to the Code of Student Conduct. If the review committee agrees that the page is in violation, the page owner will be asked to correct the problem. If the problems are not corrected the site will be removed from the server.

## Student Clubs and Associations

Individuals may create Web pages and other electronic publications that provide information relevant to IU sanctioned Clubs and Associations. The information on individual Web pages represents the work of the club/association, and is not intended to represent



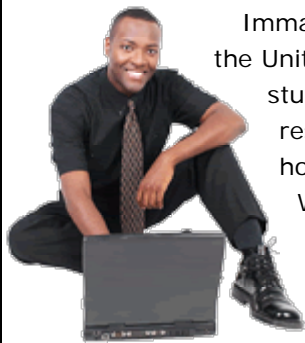
Immaculata. All pages must be approved by the faculty sponsor prior to publication.

Each individual page, cluster of linked pages, or other electronically published information will display by a browser:

- The name of club or association;
- The name and Immaculata email address of the faculty sponsor;
- The Immaculata electronic mail address of the individual responsible for developing the content; and
- A link to IU's Copyright and Disclaimer Policies.

Complaints of alleged breaches of web authoring guidelines or Electronic Acceptable Use Policy will be discussed with the faculty sponsor. If the sponsor agrees that the page is in violation, the sponsor will arrange to have the problem corrected. If the problems are not corrected the site will be removed from the server.

## General Guidelines



Immaculata respects the First Amendment of the Constitution of the United States and does not restrict the content of employee and student Web pages or other electronic publications beyond the restrictions of IU policy and applicable law. Immaculata, however, reserves the right to remove from any IU server a Web page or electronic publication that is found to be in violation of the law or IU policies.

The content of pages is the responsibility of the individual owner, including the responsibility for making sure that their pages follow the **Electronic Acceptable Use Policy**. If a complaint of copyright infringement is brought against the individual, the page(s) in question will be temporarily removed while the allegation is investigated.

It is the responsibility of any page owner leaving Immaculata to copy and remove any unofficial page material. This includes faculty members who have left Immaculata and are not officially on leave, staff members who have left, and students who are no longer enrolled.

Unless other arrangements have been made, unofficial pages will be removed three-months after an individual's employment termination or graduation date.

## Support

IU will provide the following support for departments as they adopt these policies:

- Provide an unlimited amount of server space for official pages, and 10mg of Web server space to each IU faculty, staff and student for web development.
- Provide templates and branding guidelines for official pages.
- Provide designated individuals with a Contribute interface for all official pages.
- Place FrontPage on all IU computers for personal web development.
- Provided regularly scheduled FrontPage and Contribute workshops to the campus community.

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## **Faculty & Staff Handbooks**

The faculty and staff handbooks can only be viewed from the campus intranet. If you are logged onto the campus network point your browser to Immaculata News then click on the "Policies and Forms" tab to access the data.

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## Disclaimer Statement

Unless otherwise noted, the information provided by this and other servers within the immaculata.edu domain or otherwise operated by the University does not represent the official statements or views of Immaculata University (IU).

Immaculata University servers and the information maintained and referenced on them are provided "as is" with no warranties of any kind. Immaculata University disclaims all liability of any kind arising out of your use of, or misuse of, these servers and the information contained and referenced within them.

IU disclaims all express warranties included in any materials, and further disclaims all implied warranties, including warranties of merchantability, fitness for a particular purpose, and non-infringement of proprietary rights. IU shall not be liable for any damages of any kind.

Immaculata University is not responsible for the content, accuracy, or timeliness of information contained on these websites. Issues of content, accuracy and timeliness should be directed to the providers of those information pages. Those providers include IU colleges, and departments, as well as individual faculty, staff and students.

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## University Policies & Guidelines

**Affirmative Action & Equal Employment Opportunity** - This link provides an electronic version of the Affirmative Action and Equal Employment Opportunity policy.

**Clean Air** - In light of the health hazards associated with tobacco smoke for smokers and non-smokers alike, Immaculata University has adopted a smoke-free policy. Visit this link to find out about the stipulations within the Clean Air policy.

**Emergency Response** - One measure of an organization's strength is its ability to respond well in an emergency. Visit this link to find out about Immaculata University's Emergency Response policy.

**Environmental Policy** - Because the planet's future depends on the commitment of every nation, institution and individual, the members of the Immaculata Community are encouraged to do their part to help the environment. Visit this link to find out more about the Environmental policy.

**Ethnic Intimidation Policy** - Immaculata University prohibits harassment or intimidation on any form. Visit this link to find out about the University's Ethnic Intimidation policy.

**Fire Regulations** - To avoid fire hazards, Immaculata University must comply with all relevant civil laws as well as declare additional regulations recommended by the Township Fire Marshal. Visit this link to find out about the Fire Regulations in place at Immaculata University.

**HIV Policy** - Immaculata University recognizes that Acquired Immune Deficiency Syndrome (AIDS) poses significant and delicate issues for the university community. The University has compassion for individuals with AIDS will endeavor to educate the university community about the facts surrounding HIV and AIDS. Visit this link to learn more about Immaculata's HIV policy.

**Illegal Drug Policy** - The unlawful possession, use or distribution of illicit drugs by students and employees is not permitted by Immaculata University. The University adheres to the Drug-Free Schools and Communities Act Amendments of 1989. Visit this link to access the electronic Illegal Drug policy.

**Institutional Vandalism** - Immaculata University will fully cooperate with law enforcement authorities in investigating and prosecuting anyone responsible for institutional vandalism. Visit this link to learn more about the University's Institutional Vandalism policy.

**Personal Property** - This link provides an electronic version of the Personal Property policy.

**Search & Seizure** - This link provides an electronic version of the Search and Seizure policy.

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**Sexual Assault/ Violent Behavior** - Immaculata University is committed to providing a campus environment which fosters inquiry, belief, scholarship and community. Violent behavior in all forms and manner of display are unacceptable. Visit this link for further details about the Sexual Assault/Violent Behavior policy.

**Sexual Harassment** - The policy of Immaculata University is to provide a work and learning environment free of sexual harassment. Visit this link to access the electronic Sexual Harassment policy.

**Speakers Policy** - This link provides an electronic version of the guidelines for the approval of guest speakers invited to Immaculata University.

**Substance Abuse Policy** - This link provides an electronic version of the Substance Abuse policy.

**Videotape** - This link provides an electronic version of the Videotape policy.

**Violence** - Physical assault, threatening behavior or verbal threats directed at faculty, students, staff, vendors, visitors, oneself, or property will not be tolerated. Visit this link for further information on Immaculata University's Violence policy.

**Weapons** - It is the policy of Immaculata University that the possession or use of any deadly weapon in any university building or on university property by unauthorized persons is strictly prohibited. Visit this link for further information on Immaculata University's Weapons policy.

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## Student Services Policies & Guidelines

**Academic Integrity** - Students are expected to produce work that is original, perform on examinations based upon honest preparation, and avoid plagiarism by provide appropriate citation and acknowledgement of other's work. This link provides an electronic version of the academic integrity policy defined in the Student Handbook.

**Canvassing & Soliciting** - This link provides an electronic version of the canvassing and soliciting policy defined in the Student Handbook.

**Class Attendance** - Immaculata University is committed to the principle that class attendance is a vital part of its academic program. Click on the link to find out more about the expectations of students in the classroom.

**Immunization** - This link provides an electronic version of the Student Immunization Policy.

**Posting Guidelines** - All signs, notices, flyers, and posters which organizations, clubs, and individuals wish to post on campus must be approved by the Office of Student Affairs. Visit this link to find out about additional guidelines for the posting of materials on campus.

**Student Alcoholic Beverages** - Immaculata University prohibits the possession or consumption of alcoholic beverages of students on campus. Visit this link to find out additional information about the regulations and disciplinary actions in place regarding students and alcoholic beverages.

**Student Code of Conduct** - Immaculata University encourages a way of life that creates an environment conducive to learning and demonstrates respect for all persons and property. Students are expected to honor the university regulations, its objectives, and its name. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. Click on the link noted above to review the complete policy.

**Student Functions & Activities** - This link provides an electronic version of the Student Functions and Activities Policy.

**Surveys** - This link provides an electronic version of the Campus Surveys Policy.

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## Affirmative Action & Equal Employment Opportunity

Immaculata University is a private Catholic institution. The university acknowledges its commitment to the doctrine and canon law of the Catholic Church. While the doors of the university are open to persons of all faiths, and while other theological and philosophical positions are explored at the University, the basic ideals, attitudes, principles and objectives of the Catholic Church penetrate and inform university practices.

In keeping with its historically guiding principle, Immaculata University is committed to the principle of equal employment opportunity without discrimination by sex, race, gender, age, religion, national origin, or condition of handicap. Similarly, Immaculata is committed to the principle of equal educational opportunity without discrimination by sex, race, gender, age, religion, national origin, or condition of handicap.

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# Immaculata University Policies

## Clean Air

The scientific findings, as summarized by the United States Surgeon General and the Environmental Protection Agency, indicate that the simple separation of buildings into "smoking" and "non-smoking" sections does not do enough to eliminate environmental tobacco smoke (ETS). In light of the health hazards associated with tobacco smoke for smokers and non-smokers alike, Immaculata University has adopted the following smoke-free policy:

- All buildings, including academic administrative, dining, service and mixed-use facilities and all vehicles which are owned, operated or leased by Immaculata University, will be entirely smoke-free. The smoke-free policy will apply to all indoor air space, including all common areas and individually assigned spaces.
- University residence halls will be smoke-free.
- Smokers are asked to deposit cigarettes in containers not on the ground.

Vice presidents, deans, directors and supervisors are responsible for enforcing this policy with staff, faculty, students and visitors. Implementation of this policy will require everyone's cooperation. Violations of this policy may result in disciplinary actions, including monetary fines.

A list of smoking cessation programs available to the Immaculata community may be obtained from the Health Office.

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# *Immaculata University Policies*

## **Emergency Response**

An emergency is a situation creating imminent danger to: lives or health; public and private property; or the ability of the University to reasonably carry on normal operations. An emergency could be caused by a natural disaster, man-made catastrophe, terrorist activity, civil disturbance, or other violent or threatening behavior by an individual or group.

One measure of an organization's strength is its ability to respond well in an emergency. Since not every scenario can be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. The Immaculata University Emergency Response Plan designates areas of responsibility and defines for the University the framework necessary to respond to emergency situations.

This policy is currently being revised by the University. For more information, contact the Office of Safety and Protection at (610)647-4400 ext. 5555.

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# Immaculata University Policies

## Environmental

Because our planet today faces severe environmental crises such as global warming, rain forest devastation, and water and air pollution . . .

Because the planet's future depends on the commitment of every nation, institution and individual ... the members of the Immaculata Community are encouraged to:

### Recycle

- Paper, aluminum, glass

### Conserve energy

- Careful use of electricity
- Responsible use of heat in the winter

### Save water

- Minimize hot water use
- Minimize waste of water in daily living
- Refrain from dumping toxic products down the drain

### Maintain good indoor air quality

- Abide by the Clean Air Policy
- Allow for proper ventilation

### Avoid the use of toxic products

- Use laundry products that are non-toxic
- Use personal care products that are non-toxic
- Buy and use only those products that are least harmful to the environment

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# Immaculata University Policies

## Ethnic Intimidation

Whenever an individual on the campus of Immaculata University is charged with arson, criminal mischief and other property destruction, institutional vandalism, criminal trespass or harassment by communication or address, and that infraction is committed with showing of "malicious intent" toward a particular race, color, religion or national origin of another individual or group, both offenses shall be reported to the appropriate law enforcement agencies, and the administration of Immaculata University will fully cooperate with these agencies in investigating and prosecuting the offender. The Ethnic Intimidation Act of the Commonwealth of Pennsylvania takes cognizance of the fact that certain criminal acts are the result of manifestation of malicious intent toward the particular race, color, religion or national origin of an individual or group.

Victims of ethnic intimidation should notify the University immediately when a violation of this policy has occurred. To report a violation, please provide a statement alleging same, together with any available supporting evidence, to the Vice President for Student Affairs. The University prohibits harassment or intimidation in all forms.

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# Immaculata University Policies

## Fire Regulations

To avoid fire hazards, the University must comply with all relevant civil laws as well as declare additional regulations recommended by the Township Fire Marshal.

- The halls, stairways and common areas are to be clear of any obstructions and free of any flammable material.
- Tampering with fire equipment is forbidden.
- Upon discovering a fire no matter how small, the alarm should be pulled. It is essential that everyone learn the location of fire alarm boxes and exits.
- Individuals should not attempt to extinguish a fire themselves.
- Once an alarm sounds in a building, all occupants of the building are to leave in an orderly manner. They are to remain outside until they are signaled by the proper authority to return.
- Failure to participate in a fire drill by remaining in a building during a state of alarm will result in sanctions.

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# *Immaculata University* *Policies*

## **Human Immunodeficiency Virus (HIV)**

Immaculata University recognizes that Acquired Immune Deficiency Syndrome (AIDS) poses significant and delicate issues for the university community. Our compassion for and accommodation of individuals with AIDS must be balanced against our responsibility to non-infected persons. Immaculata University also recognizes that much of the fear of becoming infected with the AIDS virus is unfounded, without medical or scientific bases. Therefore, Immaculata University will endeavor to educate the university community about the facts surrounding Human Immunodeficiency Virus (HIV) and AIDS and will implement the following guidelines for handling AIDS-related issues.

Immaculata University will not require mandatory screening or testing for the HIV virus. When the University becomes aware that a student or employee is infected, through his/her voluntary admission, it will assist the individual in seeking recommended treatment and appropriate counseling. Compassion and understanding will guide our efforts in assisting individuals with AIDS.

Immaculata University will treat all medical information obtained from students or employees with HIV virus or any of its related conditions confidentially in accordance with applicable law. Confidentiality will be superseded only by life-threatening circumstances. If an official of Immaculata University becomes aware that a student or employee is infected, and that student or employee fails to respond to counseling and engages in risk conduct likely to infect others, the University will seek expert legal and medical advice prior to taking any action.

Consistent with its commitment to maintain a safe and healthy university environment, Immaculata University will treat those infected with AIDS the same as other illnesses in terms of employee and student policies and benefits, such as group health and life insurance, disability leaves of absence and other disability benefits.

Decisions about housing for students with AIDS will be based on medical judgments rendered on a case by case basis.

The University Counseling Center will provide a supportive and educative function when addressing AIDS. All persons on campus will have access to information about this disease, particularly the risk of transmission. This information is available in the Health Office. The Immaculata University Department of Nursing will provide guidelines for the prevention of AIDS transmission to its students.

## **Use of Blood in Biology Laboratories**

General guidelines for handling blood in biology laboratories are as follows:

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- The limited handling of blood in the biology laboratories will remain under close supervision of qualified instructors.
- Materials used will be sterile and all waste materials generated from such labs will be carefully deposited in collecting containers and autoclaved before proper disposal.
- Liquid soap will be provided for student use.
- Students will draw and use only their own blood.

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# Immaculata University Policies

## Illegal Drug

The unlawful possession, use or distribution of illicit drugs by students and employees is not permitted by Immaculata University. The University adheres to the Drug-Free Schools and Communities Act Amendments of 1989.

Violations will result in an administrative hearing and/or a hearing before the Judicial Board. Refer to the Standards in Disciplinary Procedures section of this handbook for information on the Disciplinary Procedure and Appropriate process. In addition to the university's disciplinary sanctions, violators are subject to legal sanctions under local, state, or federal law.

The University recognizes drug abuse not only as a likely safety and security problem, but as an illness and serious health problem. For this reason, the university offers a range of resources and services as follows:

- Student education and information is available through the Health Office;
- counseling and support services are available through the Bruder Center;
- referral to agencies and organizations which offer supportive services is available through the Bruder Center;
- education programs dealing with controlled substance abuse are sponsored by the Counseling Center.

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# Immaculata University Policies

## Institutional Vandalism

According to Pennsylvania Law #3307, persons commit the offense of institutional vandalism if they knowingly desecrate, vandalize, deface or otherwise damage:

1. any church, synagogue or other facility or place used for religious worship or other religious purposes;
2. any cemetery, mortuary or other facility used for the purpose of burial or memorializing the dead;
3. any school, educational facility, community center, municipal building, courthouse facility, or juvenile detention center;
4. the grounds adjacent to and owned or occupied by any facility set forth in paragraph ( 1 ), (2), or (3); or
5. any personal property located in any facility set forth in paragraph (1), (2), or (3).

An offense under this section is a felony of the third degree if the act is one of desecration as defined in section 5509 or if the act or causes pecuniary loss in excess of \$5,000. Pecuniary loss includes the cost of repair or replacement of the property affected. Otherwise, institutional vandalism is a misdemeanor of the second degree.

Immaculata University will fully cooperate with law enforcement authorities in investigating and prosecuting anyone responsible for institutional vandalism. The University will require restitution from anyone responsible for any acts of vandalism committed on or against university property.

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# *Immaculata University Policies*

## **Personal Property**

Although every effort is made by the University to insure protection, the University cannot and does not assume responsibility at any time for the loss of personal property of students. Valuables and money may be left with Financial Affairs for safekeeping. Resident students are encouraged to lock their rooms. Reports of lost and found articles should be made to the Department of Campus Safety and Protection.

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# Immaculata University Policies

## Search and Seizure

### Access to Student Rooms

A student's right to privacy is to be respected. However, a university official, accompanied by another staff member whenever possible, may enter a student's room without notice for the purpose of maintenance, emergency situations, or where a university policy is believed to be violated. Resident assistants or other personnel enter each student room before each vacation period to secure the rooms.

### Search

In the absence of the occupants, rooms may be entered for maintenance, repairs, and safety inspections. No room will be entered unannounced. Discovery of any contraband by university personnel while conducting maintenance or safety inspections may not be used against the student, but such discovery may serve as grounds for subsequent warrant and search.

Nothing in the above procedures shall be interpreted as in any way affecting the procedures required by law enforcement officials or the rights of students in such situation. Such searches must be conducted in accordance with civil law. Cf. policy on access to student rooms.

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# Immaculata University Policies

## Sexual Assault/Violent Behavior

Immaculata University is committed to providing a campus environment which fosters inquiry, belief, scholarship and community. Violent behavior in all forms and manner of display are unacceptable. Violent acts include physical and emotional attacks against persons, damage to property, and threats of attack against persons and/or damage to property.

Sexual assault is defined as any non-consensual sexual behavior. Immaculata University will not tolerate sexual assault in any form, including date/acquaintance rape. Where there is probable cause to believe that campus regulations prohibiting violent behavior or sexual assault have been violated, the University will pursue disciplinary action through its campus judicial system. A student or employee charged with sexual assault or certain forms of violent behavior may also be prosecuted in the criminal court system should the victim decide to bring the matter to the attention of the appropriate authorities. Membership in the University does not exempt anyone from local, state and federal laws. Assistance will also be provided to Immaculata students who have been victimized on another university campus.

The following procedures and services are strongly recommended for victims of sexual assault:

- If raped, a complete medical examination is advisable. Victims should go to the Chester County Hospital Emergency Room or another nearby hospital.
- The Hospital Emergency room personnel will contact Crime Victims' Center/Rape Crisis (692-RAPE) to request that a supportive person be present throughout the procedure.
- Confidentiality is a critical concern for victims of sexual assault. Local hospitals generally report serious incidents involving Immaculata University students to the Office of Student Affairs. So long as doing so would not interfere with the university's legal or ethical obligations, the Vice President for Student Affairs will honor the victim's choices regarding further action.
- The University Counseling Center is staffed by trained professionals who can provide specialized support and help towards recovery. Students may seek counseling at any time, whether it be days, months or years later. This confidential service is available to victims and their friends who may need support in assisting a victim.
- The Immaculata University Health Office is equipped to provide confidential and professional medical care to rape and sexual assault victims. The staff is unable to perform procedures related to the collection of evidence.
- The Vice President for Student Affairs is available to coordinate efforts to meet the student's needs throughout the crisis. If requested, she will

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assist with safety concerns, discussions with significant others/parents, etc. If necessary, assistance will also be provided in changing academic and/or living arrangements.

- The Office of Student Life provides educational programs to promote awareness of rape, acquaintance rape and other sex offenses. Such programs are also included in the new student orientation. All members of the Immaculata University community share responsibility for creating and maintaining an environment which promotes the safety and mutual respect of each individual.

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# Immaculata University Policies

## Sexual Harassment

The policy of Immaculata University is to provide a work and learning environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972. Immaculata University prohibits such sexual harassment of and by faculty, staff, and students. Prompt and effective action will be taken where the University determines a violation of this policy has occurred.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when

- submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or academic advancement,
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or studying environment.

We encourage everyone in the university community to notify the University immediately where there is a good-faith belief a violation of this policy has occurred. To report a violation, please provide a statement alleging same, together with any available supporting evidence, to the Vice President for Student Affairs. We understand these matters can be sensitive and, accordingly, we intend to treat all matters with the appropriate discretion and confidentiality.

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# Immaculata University Policies

## Campus Presentation Policies

### Speakers Policy

Immaculata University, a private Catholic university, sees it consistent with its mission to provide a forum for the free and responsible exchange of ideas. The policy is implemented by the President of the University. Sponsoring of guest speakers does not necessarily imply approval or endorsement of the views expressed by the speaker.

The University adopts and enforces rules and regulations as it may deem necessary and proper in regard to the issuance of invitations to outside or off-campus speakers. Special guest lecturers may speak on scholarly or scientific topics before classes, seminars or other academic meetings with the permission of the Dean of the University acting under the authority of the President of the University.

A request to invite an outside or off-campus speaker made by a recognized organization shall be denied if the President determines, after proper inquiry, that the proposed speech will constitute a clear and present reasonable apprehension of imminent danger to the normal activities and the essential purpose of the University.

### Videotape Policy

Immaculata University students, faculty and staff should be aware that it is a violation of federal law and university policy to improperly present videotaped materials. Those who show videos for entertainment purposes without permission from the licensee in a public area are in violation of the copyright law. This restriction applies even if there is no admission charge for the performance. Using video cassettes in a private or classroom showing for educational purposes is not a violation of the law.

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# *Immaculata University Policies*

## **Substance Abuse**

Students with eating disorders, as well as those who abuse any other substance, can receive help voluntarily or involuntarily. In all cases, the University will pursue a course of action designed to promote the well being of the student, protect the welfare of the university community and demonstrate respect for federal and state laws. Every attempt will be made to design a treatment program which will allow a student with a substance abuse problem to remain in school. Confidentiality is held in highest regard.

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# Immaculata University Policies

## Violence

Physical assault, threatening behavior or verbal threats directed at faculty, students, staff, vendors, visitors, oneself, or property will not be tolerated. This policy applies to any physical assaults, threatening behavior or verbal threats made on campus, at university related events, or under other circumstances that may negatively affect the ability of the University to fulfill its educational mission. Included in this prohibition are threats of violence whether made directly or indirectly, and words, gestures or symbols that infringe on the university's ability to provide a safe place for its faculty, students, staff, vendors and visitors.

Immaculata defines violence in the following ways and therefore, prohibits:

1. The use of physical force with the intent to commit harm: this includes, but is not limited to homicides, forcible sex offenses, kidnapping, assault, robbery, menacing, reckless endangerment, harassment and disorderly conduct;
2. Any acts or threats that are intended to or recklessly intimidate, coerce or cause fear of harm;
3. Acts or threats of violence made directly or indirectly by words, gestures or symbols;
4. Theft or destruction of property. This policy applies to the university's campus and educational environment, including:
  - o The physical premises of Immaculata University in East Whiteland Township, Chester County, as well as any other premises owned or controlled by Immaculata University.
  - o All other properties that may be rented or leased by Immaculata University;
  - o Motor vehicles that are owned or leased by Immaculata University;
  - o Any location, either permanent or temporary, where faculty and/or students perform any university related activity, including but not limited to university buildings, the surrounding perimeters, parking lots and athletic fields; university homes; locations off campus visited in the course of university sponsored athletic and/or educational activities, such as a study abroad program or an athletic venue at another institution and traveling to and from athletic and/or educational programs.
  - o Any location, either permanent or temporary, where an employee performs any work-related duty, including but not limited to university buildings, the locations off campus where an

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- employee performs his or her work assignments, such as an athletic venue at another institution; and traveling to and from work assignments;
- o Extensions of the physical premises in the case of incidents that begin on campus or at a university related event and proceed off-premises, e.g., stalking.

Violation of this policy will result in university judicial action and/or criminal prosecution. Any member of the university community observing behavior that is in violation of the university's violence policy, or that could reasonably be interpreted as a precursor to an act of violence or intimidation, shall make an immediate report to the Safety and Protection Office.

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# Immaculata University Policies

## Weapons

It is the policy of Immaculata University that the possession or use of any deadly weapon in any university building or on university property by unauthorized persons, is strictly prohibited. This policy is an effort to reduce the probability of violence and injury to all who constitute the Immaculata University community.

This prohibition conforms with the Pennsylvania Uniform Firearms Act, Chapter 61 and Section 301 of the Pennsylvania Crimes Code which defines a deadly weapon as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or instrumentality which, in the manner in which it is used or intended to be used, is calculated or likely to produce death or serious bodily injury.

Also prohibited are any CO2 and spring propelled guns. Those who have been issued a permit to carry a concealed firearm may not bring the firearm on campus or to any university sponsored events held off campus. Only authorized law enforcement personnel may possess a firearm on university owned property. Anyone with weapons in his/her possession will be subject to serious disciplinary action, including dismissal from the university and may be criminally prosecuted.

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# Immaculata University

## Student Services Policies & Guidelines

### Academic Integrity

The pursuit of truth and the exercise of honest, intelligent inquiry are values which guide academic freedom. Without them knowledge is corrupted and academic freedom, undermined. The following basic principles are inherent in academic honesty:

- Each student's work must be wholly her own.
- Each student will give appropriate acknowledgement of other's work when incorporating that work into her own.
- No student may supply or receive unauthorized information about the form or content of an examination prior to its first being given.
- No student may submit the same, or essentially the same paper or report for credit on two different occasions without the approval of all instructors involved.
- No student may take for her personal use, study or research, materials or equipment intended for common use in assigned work.
- No student shall log into another student's computer account or take information from another account.
- No student may Plagiarize. Plagiarism is the use of the words, ideas, or original research of others without proper citation or acknowledgement.
  - Whenever one relies on someone else for phraseology, even for only two or three words, one must acknowledge indebtedness by using quotation marks and giving the source, either in the text or in a footnote.
  - When one borrows facts which are not matters of general knowledge—including all statistics and translations—one must indicate one's indebtedness in the text or footnote.
  - When one borrows an idea or the logic of an argument, one must acknowledge indebtedness either in a footnote or in the text.

Whenever an alleged infraction of academic integrity occurs, the student and the teacher are to discuss the matter and attempt to resolve the difficulty in a manner acceptable to both parties and which maintains the standards of Immaculata University. If student and faculty member are not able to reach a satisfactory solution, the matter is brought to the Dean of the University.

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# Immaculata University

## Student Services Policies & Guidelines

### Student Functions and Activities

All student events must be cleared through Student Life. To schedule events, students must consult with the Director of Facilities Events who will clear the time, date, and place for the event, and who will be responsible for placing the event on the master calendar of university events.

### Canvassing and Soliciting

No student may solicit or invite or permit another person to solicit on campus for sales or promotional projects without a request to the Vice President for Student Affairs and a subsequent approval from her. Any student approached by sales persons or solicitors on campus should report their presence immediately to the Vice President for Student Affairs or to Safety if no letter of authorization can be produced.

### Surveys

All surveys taken on campus whether in class or in residence halls, must be approved by the university administration. Please submit proposals for surveys related to student life to the Office of Student Affairs.

### Posting Guidelines

The following guidelines apply to all signs, notices, flyers, and posters which organizations, clubs, and individuals wish to post on campus.

- All signs, notices, flyers, and posters must be approved by the Office of Student Affairs and stamped with a destroy date before any materials can be hung. This date must be visible on the poster and any materials posted without the destroy date will be removed immediately. The destroy date will be no later than 48 hours after the event. It is the responsibility of the sponsoring organization to see to the removal of outdated materials.
- No sign, notice, flyer or poster may be posted for longer than 2 weeks.
- All signs must contain the name of the sponsoring organization, the date, time, and place of the event.
- Materials to be displayed in common areas, such as the MacShack or the Commuter Corridor must have the items approved by the Office of Student Affairs.
- Materials may not be placed on glass, walls, varnished or painted wood.
- Materials may not be placed in any one area in excessive numbers and may not cover other posters or signs.
- Table tents can be placed on the tables in the Dining Hall with

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permission.

- Hand flyers may be passed out on campus by members of an organization only with prior approval of Student Affairs.
- Any materials hung in violation of the policies will be removed and destroyed.
- Materials to be hung may not include any alcohol-related information.
- Special regulations during student government elections will be articulated in election materials.
- The University reserves the right to require any poster to display the disclaimer: "This event is not sponsored by Immaculata University." This disclaimer must be clearly visible.

Any questions concerning the appropriate location/procedures for posting information should be directed to the Student Affairs Office, Ext. 3111.

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# Immaculata University

## Student Services Policies & Guidelines

### Class Attendance

Immaculata University is committed to the principle that class attendance is a vital part of its academic program. Both the presentation of material to the class by the instructor and the contributions made to the class by the students are essential parts of the educational process. In keeping with these convictions the following will be observed.

- Students are expected to attend regularly and punctually all classes in which they are officially registered.
- Authorized absence should be reported to the Office of Academic Advisement. Whenever possible, the instructor should also be notified prior to the period of absence.
- When in the judgment of the instructor, any student's progress is being seriously impeded by excessive absences from class, the instructor will refer the student to the Office of Academic Advisement.
- While an instructor will not arbitrarily lower a student's grade merely because of absence from class, it must be recognized that in many classes the student's participation in class constitutes a substantial part of the work of the course, in which case grades will inevitably be affected adversely by excessive absence.
- Each student is accountable for the work missed because of absence, and instructors are under no obligation to make special arrangements for students who are absent.
- If a faculty member is delayed for more than ten minutes in meeting his/her class, a member of the class should notify the Academic Dean who will authorize the class to sign roll and leave.

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# Immaculata University

## Student Services Policies & Guidelines

### Immunization Policy

Students must complete and return an official immunization form documenting their immunity to diphtheria, tetanus, measles, mumps, and rubella. This documentation is required of International students, as well. Students who cannot produce the required documentation or who have not been immunized according to the requirement need to schedule an appointment with their clinic or health department. This information must be submitted to the office of Student Affairs within forty-five calendar days of the beginning of the term after which sanctions will be imposed.

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# Immaculata University

## Student Services Policies & Guidelines

### Student Alcoholic Beverage Policy

A student may not keep or consume alcoholic beverages in any form while she is on campus. Any student who in any way violates these regulations will be subject to disciplinary action. (The one exception to the Alcoholic Beverage Policy is that wine may be served to seniors at the Hundred Nights Dinner and the Rose Arbor Dinner.)

- Students who present themselves on campus in an intoxicated condition will be issued a warning, and are subject to disciplinary action and/or counseling.
- No university funds, including student orientation fees, activities fees, or club monies are to be spent for alcohol by student groups or their advisors.
- All organizations requesting permission for an off-campus event with alcoholic beverages should submit their request to the Dean of Students.

### Penalties for Policy Violations

The following penalties will ordinarily be imposed when a student is found guilty of violating the Alcoholic Beverage Policy. Other penalties, more or less severe, may be applied at the discretion of the disciplinary jurisdiction hearing the case.

- **First Offense** — There will be a monetary fine of \$50. This includes any violation of the Alcoholic Beverage Policy.
- **Second Offense** — There will be disciplinary probation and a monetary fine of \$75.
- **Third Offense** — There will be suspension from the residence halls.
- **Fourth Offense** — Suspension or dismissal from the University.

Immaculata University supports the Pennsylvania State Laws concerning drinking and accepts the responsibility to inform each student of her obligation to obey these laws. The University offers no protection for violators of these laws.

- 90 day suspension of Driver's License and \$300 fine for:
  - any minor who purchases, consumes, transports or is in possession of alcoholic beverages or who misrepresents her age to obtain alcoholic beverages (\$500 fine/one year suspension for second offenses and a two year suspension for subsequent offenses).
- Minors Carrying or Using False I.D. Cards:
  - face a 90 day license suspension for a first offense (one year for a second offense, two

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years for subsequent offenses).

- • are subject to fines up to \$500.
- • possible imprisonment of up to 90 days (one year in prison for subsequent offenses).
- Minors Who Have Not Yet Obtained A Driver's License:
  - • would not be able to obtain a driver's license for the same periods of time, and are subject to the same fines as indicated above.
- Manufacturing or selling a false I.D. Card has been made a criminal offense,
  - punishable by minimum fines of \$1,000 fine for a first offense
  - \$2,500 fine for second offenses.
  - Maximum penalties are \$2,500 in fines and one year imprisonment.

In any case when a student is (or may be) a problem drinker, the Residence Director is directed to request the student to seek professional counseling. If the student refuses to seek professional counseling and her behavior is considered to be disruptive, the student may be asked to move from the residence halls or be suspended from the University. The requirement of professional counseling may be implemented with or without disciplinary action.

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