



**TPC**  
**Policy and Procedures**



THE PHILADELPHIA CENTER

## **STUDENT POLICIES AND PROCEDURES**

**The Philadelphia Center is managed by Hope College and enrolled students receive credit from Hope College. During their semester of attendance, Hope College guidelines govern student policies and procedures.**

### **HOUSING POLICY**

#### **Student Rights and Responsibilities**

- The right to privacy and freedom from undue interference and noise
- The right to free access to your apartment/room without pressure or intimidation from your roommate
- The right to reasonable and cooperative use of shared equipment and materials.
- The right to be free from any unnecessary emotional distress, discrimination, or harassment (physical, sexual, verbal, etc.)
- Above stated rights are included in the general right to be free from a hostile living environment. A “hostile living environment” is defined as a situation wherein one or more individuals in a living unit intentionally creates tension between house/apartment mates, making the residential environment unfavorable for personal, academic, and/or physical reasons.
- Students have the right and responsibility in the aforementioned situations to initiate a complaint either verbally and or in writing with the appropriate Philadelphia Center faculty or staff.

#### **Violations and Sanctions**

- Once a student has initiated a complaint with either a faculty or staff member, either verbally or in writing, the student who is alleged to have violated the housing policy will be interviewed by a review committee for a complete overview of the situation.

- If a student is found to have violated the policy, sanctions will be imposed at the discretion of the review committee, ranging from restitution to suspension from the program, depending on the severity of the offense.

## **ACADEMIC INTEGRITY**

### **Expectations and Requirements**

- Students are prohibited from giving, offering, or receiving aid on examinations, papers, and/or projects other than that specifically allowed by the professor/instructor.
- Students are prohibited from knowingly representing the work of others as their own. This includes, but is not limited to, plagiarism. Plagiarism is defined in Diana Hacker's A Writer's Reference (the official writing handbook of Hope College) as 1) failing to cite quotations and borrowed ideas; 2) failing to enclose borrowed language in quotation marks; 3) failing to put summaries and paraphrases in your own words.
- Students must not falsify or fabricate data. This has particular application to research.
- Students are prohibited from engaging in conduct that destroys another person's work or hinders another in his/her academic endeavors.

### **Violations and Sanctions**

- If a faculty member suspects a violation of academic integrity guidelines, the faculty member should meet privately and informally with the student within one week of discovery of the alleged offense to discuss suspicion and inform the student of options. The options are as follows:
  1. If a student has an acceptable explanation, the faculty member will close the case with no written record or further action.
  2. If the case is not resolved, the faculty member may impose a sanction. The penalty imposed should reflect the seriousness of the violation. The faculty member may assign a failing grade in the event (test, paper, presentation) or for the course. Sanctions for minor violations may include downgrading the work or assigning additional work for the project in question. If a sanction has been imposed, the student has the right to file a written appeal (with a copy to the faculty member) to the Review Committee within one week after the student is notified of the sanction. The Review Committee has the right to ask for further written or verbal clarification from the student and/or the faculty member. The Review Committee will issue a written opinion promptly.

## **SEXUAL HARASSMENT\***

### **Definition**

- Sexual harassment is a form of discrimination. It includes any inappropriate or unwanted conduct of a sexual nature, which has a negative effect on the educational process, internship or program environment. As such, it violates Title VII of the United States Civil Rights Act, the Michigan Elliott-Lassen Civil Rights Act, and the Pennsylvania Human Rights Act.
- Sexual harassment includes the following categories:
  1. Hostile environment which includes a) Generalized sexist remarks or sexist behavior which are demeaning remarks or actions serving no scholarly, artistic, or educational purposes and which are directed at individuals or groups because of their gender or sexual orientation; b) Sexually offensive remarks or behavior which are lewd, obscene, or sexually suggestive remarks or actions serving no scholarly, artistic, or educational purpose, which would be found offensive by a reasonable person in that situation; c) Sexual assaults which includes sexual advances that are accompanied by actual or threatened physical violence, as specified in the criminal sexual conduct statutes of the states of Michigan and Pennsylvania.

### **Violations and Sanctions**

- The complainant should make an informal complaint to a faculty or staff member. Every effort at maintaining confidentiality will be made in order to protect the reputation and integrity of all the individuals involved. The informal process then will proceed to mediation involving the complainant, the alleged harasser, and the faculty advisor or staff member. The purpose of this process is primarily to educate and improve the relationship between the two people.
- Administrative Review involves the Review Committee meeting with the complainant and the alleged harasser separately in order to understand their perspective. The Review Committee decides on the validity of the complaint and recommends sanctions, if any. If necessary to adequately resolve the issue, the Review Committee may require a subsequent hearing wherein both the complainant and harasser, and witnesses, if any, can testify during the same hearing.

*\*Expanded Sexual Harassment Policy follows Policy and Procedures*

- **Confidentiality**

1. TPC will maintain the confidentiality of all information regarding Involuntary Leave/Withdrawal in accordance with federal, state and local law, and to the greatest extent consistent with the goal of processing such leaves/withdrawals.
2. All records concerning Involuntary Leave/Withdrawal are confidential. The TPC Director shall retain the official copy of the record. Access to these records is limited by federal, state and local law. TPC reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state and local law.

## **COMPUTER USAGE**

### **Responsibilities**

- The Philadelphia Center is committed to providing the resources and support necessary to encourage effective use of program computer facilities. Use of these facilities and network is a privilege, not a right. This privilege is embodied in the responsible use of resources. Users should note that the following activities may be in direct or indirect violation of local, state, and/or federal laws: illegal access, libel, copyright violation, harassment, negligence, misuse, privacy violation, fraud, and/or theft.

## **GENERAL POLICIES**

- All students are responsible for their conduct both within and beyond the confines of the program. Violations of local, state, and/or federal laws and statutes by any student will be considered violations of program policies. The program reserves the right to impose additional sanctions in addition to those imposed by governmental judicial proceedings. The program does not provide legal advice or retain legal counsel on behalf of a student, but it stands ready to serve in a supportive role to students in difficulty.

## **REVIEW COMMITTEE COMPOSITION**

- The Review Committee shall consist of the Director, one faculty member, one staff member and the program attorney.



## **TPC Expanded Sexual Harassment and Assault Policy**

*The Philadelphia Center's (TPC) Sexual Harassment and Assault Policy complies with the requirements of the Campus SaVE Act and Hope College policy. Various aspects of Hope's policy are included in TPC's policy when relevant and applicable. Certain portions of Hope's policy have been adapted for the TPC off campus setting*

### **A. Description and Explanations – (from Hope Sexual Harassment and Assault Policy Manual with modifications)**

1. Sexual harassment is a form of discrimination. It includes any inappropriate or unwanted conduct of a sexual nature which has a negative effect on the educational process, employment benefits or environment, campus climate, or opportunities of any student or employee. As such, it violates *Title VII of the Civil Rights Act*, and for TPC, the *Pennsylvania Human Relations Act*, and *Sexual Offenses section of Pennsylvania Crimes Code*.
2. An important component of understanding sexual harassment and assault is clarifying what is meant by "consent" in the context of a sexual relationship. Consent is a clear, freely provided, verbalized agreement to a sexual experience. The absence of disagreement or resistance is not consent. The agreement cannot be considered valid consent if given under overt or coercive circumstances.
3. In the state of Pennsylvania, an individual is legally unable to provide consent if there is forcible compulsion, unconsciousness or unawareness, impairment by drugs or intoxicants, a mental disability, or age less than 16. The condition most applicable to TPC is the limitation placed on consent by the use/influence of drugs and/or alcohol. If a complainant is found to be under the influence of either at the time of the incident, it will be determined under the policy that no consent was present, whether or not there was verbal assent to sexual advances at the time of the incident.

4. Nothing in the policy should be construed to limit the scholarly, educational, or artistic content of written, oral or other presentations or discussions. Academic freedom should be extended to all members of the academic community.
5. TPC's Sexual Harassment and Assault policy applies to student, staff, and faculty.

## **B. DESCRIPTION, DEFINITION AND EXPLANATION OF CATEGORIES OF SEXUAL HARRASSMENT AND ABUSE**

Sexual harassment includes the following categories:

### **1. Hostile Environment**

- a. Generalized Sexist Remarks or Sexist Behavior – Remarks or actions which serve no scholarly, artistic, or educational purpose and are directed at individuals or groups because of their gender or sexual orientation.
- b. Sexually Offensive Remarks or Behavior = Lewd, obscene, or sexually suggestive remarks or actions serving no scholarly, artistic, or educational purpose, which would be found offensive by a reasonable person. This category also includes the public display of sexually offensive audio and visual material serving no scholarly, artistic, or educational purpose.

### **2. Sexual Advances**

- a. Sexual Advances without Intimidation – Repeated unwanted requests for a social or sexual encounter. It also includes unwanted or inappropriate touching or kissing.
- b. Sexual Advances with Intimidation – Sexual advances which are accompanied by the threat of punishment or the promise of reward.
- c. Sexual Assault/Sexual Violence – **Pennsylvania Crimes Code – Sexual Offenses**
  1. **Rape** – A person commits a felony of the first degree when he or she engages in sexual intercourse with a complainant:
  2. (a) By forcible compulsion.

(b) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.

3. (c) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.

(d) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

(e) Who suffers from a mental disability which renders the complainant incapable of consent.

4. **Aggravated Indecent Assault** – A person commits a felony of the second degree if:

that person engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures if:

(a) the person does so without the complainant's consent;

(b) the person does so by forcible compulsion;

(c) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(d) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;

(e) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;



(f) the complainant suffers from a mental disability which renders him or her incapable of consent.

5. **Indecent Assault** – Offense Defined - A person who has indecent contact with the complainant or causes the complainant to have indecent contact with the person is guilty of indecent assault if:

(a) the person does so without the complainant's consent;

(b) the person does so by forcible compulsion;

(c) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(d) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;

(e) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;

(f) the complainant suffers from a mental disability which renders him or her incapable of consent.

6. **Stalking** – the Stalking Law, 18 Pa.C.S. § 2709.1, defines stalking as a serious crime in Pennsylvania. There are two basic elements to the crime -the stalker must complete at least two acts of unwanted stalking behavior, no matter how close or far apart in time they are, and the victim must experience reasonable fear of serious bodily injury or substantial emotional distress. The definition includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions.

## **Rights of Victims of Sexual Assault Harassment**

- The complainant should make a complaint to a faculty or staff member. Every effort at maintaining confidentiality will be made in order to protect the reputation and integrity of all the individuals involved. Students also have the right to notify law enforcement and to be assisted by faculty/staff in doing so.
- Students have a right to obtain no contact orders or restraining orders

The following is contact information for counseling, advocacy services, legal assistance: In Philadelphia -WOAR, WAA, Philadelphia Police SVU, etc.

Philadelphia Domestic Violence Hotline (bilingual) 866-723-3014

Women Against Abuse Hotline 866-723-3014

Women Organized Against Rape 215-985-3315

Women Organized Against Rape Hotline (24 hour) 215-985-3333

National Domestic Violence Hotline (24 hour) 800-799-7233

Rape Abuse Incest National Network (RAINN) (24 hour) 800-656-4673

Philadelphia Police Department Special Victims Unit at 215-685-3251

**Preservation of Evidence:** It is important a victim of sexual assault does not shower, douche, brush their teeth, or use the restroom, and that they do not wash their clothes or any bedding on which the incident may have occurred. If they do so, important evidence can be lost. Time is an important factor for the preservation of evidence so Philadelphia Police should be immediately contacted.

**Campus Disciplinary Procedure:** If the victim of sexual harassment or sexual assault so desires, and all parties involved are members of the TPC community, the incident can be referred to the program administration to be adjudicated. The victim must request a college administrative judicial hearing. **These proceedings are totally separate from any criminal action that may be taken.**

Both the victim and the accused have the option of having others present during administrative judicial hearings. These individuals are for support only and may not represent the victim or accused. Both the victim and the accused will be notified of the outcome of any administrative hearing.

Administrative Review involves the Review Committee meeting with the complainant and the alleged harasser separately in order to understand their perspective. The Review Committee decides on the validity of the complaint and recommends sanctions, if any. If necessary to adequately resolve the issue, the Review Committee may require a subsequent hearing wherein both the complainant and harasser, and witnesses, if any, can testify during the same hearing. The Review Committee shall consist of the Director, one faculty member, one staff member and the program attorney.

**Disciplinary Sanctions:** Sanctions imposed through the College Administrative Judicial System can range from no action up to expulsion from school.



# THE PHILADELPHIA CENTER

## Clery Act Compliance

**The Jeanne Clery Disclosure of Campus Security Policy** mandates reporting of crime statistics occurring on or near campus for colleges and universities. This federal law mandates the disclosure of certain statistics regarding criminal incidents that occur within the geographic boundaries of an institution of higher education. The state of Pennsylvania also mandates similar requirements under the state law.

**The Philadelphia Center** prides itself on providing the highest level of student public safety training and services to the TPC community in support of its mission. TPC upholds and administers all Title IX and Clery Act policies and procedures while providing a safe environment on TPC's campus and promoting awareness of safe behaviors in the general urban environment in which our students live and work.

**We require** TPC students to take an active role in assisting the TPC and the City of Philadelphia Public Safety by registering for the TPC Emergency Alert System, never leaving personal belongings unattended, locking doors, locking windows, crossing at crosswalks, traveling in well-lit highly traveled areas, and most importantly by reporting suspicious activity immediately. By working together, we can provide a safer environment for the entire TPC community. TPC requires that each student attending register for our emergency text alert system and complete an online course in Title IX training before they are permitted to begin their internship.

**In compliance with the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and The College and University Security Act of 1988**, following the guidelines of **Reportable Geographical Locations**, TPC shall reports crimes that have occurred on-campus. Neither TPC or Albion College owns or controls any non-campus buildings or property that is immediately adjacent to and accessible from the TPC Center campus. TPC relies on the City of Philadelphia Crime Report for perspective students and employees,. Crime statistics for the City of Philadelphia are available at <https://www.phillypolice.com/crime-maps-stats/>.

### **TPC Reporting Policy**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" requires TPC to report crime data to the Philadelphia Police Department. *This form is to be completed by University officials with significant responsibility for student and campus activities.* When the DPS becomes aware of criminal incidents that, in the judgment of DPS and

the University's senior leadership, constitute an ongoing or continuing threat to the campus community, the Division of Public Safety issues a timely warning to notify the community. Depending on the particular circumstances, a timely warning may be disseminated by using one or a combination of the following: e-mail distribution; various campus publications; the Public Safety and University website; crime alerts; flyers posted at various locations on campus; and/or activation of the UPennAlert system which employs personal electronic devices, Penn Siren Outdoor System (Penn SOS) and/or digital displays to advise the community of the situation.

### **Reporting Incidents**

Students, faculty or staff members who are victims of crime, observe an incident of crime, or witnesses suspicious activity are encouraged to promptly report the information to the Philadelphia Police Department. Individuals can report information by calling 911, 24 hours a day, seven days a week. The Philadelphia Police Department are required under state and federal law to provide services. Students, faculty and staff members are also encouraged to report any incidents, using this form, to their faculty, any TPC faculty or staff member, the Executive Director, and referring to The Philadelphia Center's Compliance and Compliance Coordination sheet.



## **THE PHILADELPHIA CENTER INVOLUNTARY LEAVE/WITHDRAWAL POLICY**

- The Director of The Philadelphia Center (TPC) may implement a process for involuntary leave/withdrawal of a TPC student for reasons of personal or community safety. This process will be undertaken only in extraordinary circumstances when there is compelling information to suggest that the student is engaging in or is at a heightened risk of engaging in behavior that could lead to serious injury to self or others, including behavior that is a result of physical or psychological illness.
- Before Involuntary Leave/Withdrawal is considered, efforts may be made to encourage the student to voluntarily withdraw. If a student declines to voluntarily withdraw, then the Involuntary Leave/Withdrawal process begins. When Involuntary Leave/Withdrawal of a student is under consideration, the TPC Director or her designee shall notify the student in writing. This notification letter will provide the student with information regarding policies and procedures for an involuntary withdrawal.
- The TPC Director, or her designee, will gather information necessary to make an individualized and objective assessment of the student's ability to safely participate in TPC programs. This information may be gathered from various sources, including the student's faculty advisor, TPC staff, and appropriately trained health professionals.
- In order to gather the most current information, a request may be made for the student to consent to a psychological or medical evaluation. In addition, the student may be asked to provide relevant medical and/or psychological information from his/her health provider. If the student declines to consent to the evaluation or to release requested medical/psychological information, this declination may be included with other available data in the determination whether to implement Involuntary Leave/Withdrawal.

- When the relevant information regarding the student is collected, the TPC Director will convene a Committee consisting of the Director of Student Affairs, the student's faculty advisor and the program attorney. This Committee will evaluate all the relevant information and make a recommendation to the TPC Director. The Director will make the final determination whether to apply Involuntary Leave/Withdrawal to the student.
  
- **Student Return to Program**
  1. **A student's return to the Philadelphia Center after an Involuntary Leave/Withdrawal will be evaluated by the Committee and the final determination will be made by the TPC Director on a case by case basis.**
  
- **Confidentiality**
  1. TPC will maintain the confidentiality of all information regarding Involuntary Leave/Withdrawal in accordance with federal, state and local law, and to the greatest extent consistent with the goal of processing such leaves/withdrawals.
  2. All records concerning Involuntary Leave/Withdrawal are confidential. The TPC Director shall retain the official copy of the record. Access to these records is limited by federal, state and local law. TPC reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state and local law.



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## TPC Intern Bill of Rights

### INTERN BILL OF RIGHTS

Within their internships, students have the right to the following:

- 32 hours/week of work in an engaging academic internship in a student's area of interest.
- A safe and accessible workplace.
- A structured learning experience, with the opportunity to work closely and in collaboration with a faculty advisor at TPC and mentors/supervisors in the workplace.
- Substantial personal, professional, and academic learning opportunities.
- Clear assessment practices and constructive feedback from faculty advisors, staff members, and placement supervisors.
- Opportunities for professional development.
- The ability to state personal learning goals, create individualized portfolios, and collaborate in the learning process.
- TPC advocacy for learning opportunities, rights, and responsibilities in the workplace.