

# COMMUNITY STANDARDS - ACCESS TO STUDENT RECORD INFORMATION<sup>1</sup>

This document provides information regarding access to student records<sup>2</sup> for Community Standards matters. The Office of Community Standards can and does communicate with any Saint Joseph's University community member or family member regarding the Community Standards process, without reference to a specific incident or matter. The protection of student records afforded by the *Family Educational Rights and Privacy Act of 1974* may prevent sharing more specific information (<https://sites.sju.edu/registrar/resources/ferpa/>).

## HOW IS THE OUTCOME OF A HEARING DISCLOSED?

The respondent shall be notified in writing of the outcome of a Community Standards hearing, in most cases within three business days after the hearing process concludes.

The University does not disclose information regarding a student record, other than to the respondent; unless expressly permitted by law, for example:

- **School Officials:** Information may be shared with school officials whom the University has determined have a legitimate educational interest (e.g. for purposes of student support, assistance with the Community Standards process, sanction compliance, interim measure enforcement, student status).
- **Parents/Guardians:** Parents/guardians of dependent student respondents may be informed of Community Standards outcomes and sanctions, consistent with applicable considerations (e.g. nature of violation, outcome, sanctions, student status). Parents/guardians of dependent student respondents under age twenty-one may be informed of Community Standards outcomes and sanctions with respect to the use or possession of alcohol or controlled substances.
- **Crimes of Violence, Sexual Harassment, or Retaliation:** The alleged victim of a crime of violence, sexual harassment, or retaliation of the aforementioned, or the victim's next of kin (if the victim dies as a result of the crime or offense), will be notified of the Community Standards outcomes and sanctions (e.g. contact restriction) of the complaint related to the victim, in writing. The final results of these proceedings may also, in rare cases, be disclosed to the University community.
- **Interim Measures and/or Sanctions:** In some cases, information regarding a Community Standards matter may be shared with other students for the purpose of interim measure and/or sanction enforcement.

## SUPPORTS AND RESOURCES

### William S. Bordak, Ed.D.

Director of Community Standards

610-660-1046 | [communitystandards@sju.edu](mailto:communitystandards@sju.edu) | Campion 243

<https://sites.sju.edu/communitystandards>

### Lexi Morrison

Director of Title IX & Equity Compliance

Title IX Coordinator

610-660-1145 | [titleix@sju.edu](mailto:titleix@sju.edu) | Campion 243E

### Nicole R. Stokes, Ph.D.

Associate Provost for Diversity, Equity, and Inclusion

610-660-1209 | [nstokes@sju.edu](mailto:nstokes@sju.edu) | Saint Thomas Hall

### Natalie Walker Brown

Director for Inclusion and Diversity Achievement

610-660-1147 | [nwalker@sju.edu](mailto:nwalker@sju.edu) | Campion 211 | <https://sites.sju.edu/oid>

### Marci Berney

Director of Student Outreach & Support

610-660-1149 | [mberney@sju.edu](mailto:mberney@sju.edu) | Campion 231

<https://sites.sju.edu/sos> | <https://sites.sju.edu/support>

### Office of Counseling & Psychological Services (CAPS) \*confidential support

<https://sites.sju.edu/counseling>

610-660-1090 | Merion Gardens A504

610-660-1111 | Public Safety and Security during non-business hours

### Office of Public Safety and Security

In the case of an immediate threat or emergency, call the Office of Public Safety and Security at 610-660-1111 or activate a blue light or red emergency call phone on campus, or call local law enforcement at 911.

<sup>1</sup> This document is not intended to replace information published in the *Student Handbook* ([www.sju.edu/studenthandbook](http://www.sju.edu/studenthandbook)) and policies included therein. The information included in this document is subject to change based upon the specific circumstances of the Community Standards matter presented.

<sup>2</sup> Student record information refers to all materials related to a Community Standards matter, including, but not limited to: incident reports/complaints, personally identifiable information of students involved, witness statements, communications, details of the process including hearings/meetings, violations, and/or outcome. A full discussion of student records is found on the University Registrar webpage (<https://sites.sju.edu/registrar/resources/ferpa/>).

Involvement	Access to Hearing Documents	Outcome Notification	Opportunity to Appeal Outcome <sup>3</sup>	Parents/Guardians
<b>RESPONDENT</b> <i>all incidents</i>	Yes	Written	Yes	<p><u>Communication</u> – Information regarding process will be provided; more specific information may be shared if authorized by the student and/or otherwise permitted by FERPA or University policy.</p> <p><u>Outcome Notification</u> – May be shared if authorized by the student or otherwise permitted by FERPA or University policy (may depend on the outcome/sanctions).</p> <p><u>Access to Hearing Documents</u> – No access.</p>
<b>COMPLAINANT</b> <i>sexual harassment (including sexual misconduct)<sup>4</sup></i>	Yes	Written	Yes	<p><u>Communication</u> – Information regarding process will be provided; more specific information may be shared if authorized by the student and/or otherwise permitted by FERPA or University policy.</p> <p><u>Outcome Notification</u> – No outcome notification.</p> <p><u>Access to Hearing Documents</u> – Consistent with controlling policy.</p>
<b>COMPLAINANT</b> <i>crime of violence<sup>5</sup></i>	Yes	Written	Yes	<p><u>Communication</u> – Information regarding process will be provided; more specific information may be shared if authorized by the student and/or otherwise permitted by FERPA or University policy.</p> <p><u>Outcome Notification</u> – No outcome notification.</p> <p><u>Access to Hearing Documents</u> – No access.</p>
<b>COMPLAINANT</b> <i>(other, including bias activity)</i>	No	No	No	<p><u>Communication</u> – Information regarding process will be provided; more specific information may be shared if authorized by the student and/or otherwise permitted by FERPA or University policy.</p> <p><u>Outcome Notification</u> – No outcome notification.</p> <p><u>Access to Hearing Documents</u> – No access.</p>

<sup>3</sup> Consistent with the Appeals Process, as published in the *Student Handbook* ([www.sju.edu/studenthandbook](http://www.sju.edu/studenthandbook)) or controlling policy.

<sup>4</sup> Please reference the following policies for more information:

- *Interim Policy Prohibiting Discrimination, Harassment and Retaliation* ([www.sju.edu/PPDHR](http://www.sju.edu/PPDHR))
- *Interim Sexual Misconduct Policy: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking* ([www.sju.edu/SMP](http://www.sju.edu/SMP))
- *Interim Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under Title IX of the Educational Amendments of 1972* ([www.sju.edu/titleixpolicy](http://www.sju.edu/titleixpolicy))

<sup>5</sup> *Family Educational Rights and Privacy Act of 1974 (FERPA)* defines crimes of violence as: arson, assault offenses, burglary, criminal homicide manslaughter by negligence, criminal homicide murder and nonnegligent manslaughter, destruction/damage/vandalism of property, kidnapping/abduction, robbery, forcible and non-forcible sex offenses (20 U.S.C. § 1232g; 34 CFR Part 99).