

Harlaxton

Important Information



Introduction

We know that you will have an amazing experience studying abroad at Harlaxton college, our students love the beautiful surroundings, challenging academics, and thoughtful staff.

While we work hard to create a welcoming environment, we also work hard to create a safe environment for you. Our team has reviewed our health and safety protocols and has created this handbook to share the information.

The information can seem overwhelming, but please remember that we are **always** here to help. If you have questions, need assistance, or want to share any issues, please find a member of the Harlaxton team. You will find a safe place to discuss concerns and get help. This is a part of our **commitment** to making your semester both safe and fun.

Your time at Harlaxton will create memories that will last a lifetime. Let's work together to make sure that your Harlaxton semester is the best that it can be!

Sincerely,

Dr. Holly Carter

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Living at Harlaxton: Expectations

Making the Manor safe and fun also requires a commitment from you. As a Harlaxton student, we hold you to these high standards. We expect you to contribute to the health and safety of every member of our community. If you know someone who needs help or is struggling, please let the Harlaxton team know. If you see anything unsafe or concerning, please let the Harlaxton team know. And most of all, if you have concerns of any kind, please say something early. These are our expectations of your role in a safe and healthy time at the Manor.

Living at Harlaxton: People

For more information about the staff at Harlaxton Manor and how they can help you, refer to your Student Handbook!

Business Office College Secretary	Academic Problems, Changing courses (Add/Drop Forms), Transcripts and Student writs, Fax and Scan facilities.
Health Centre College Nurse	Illness or injury, or any health related questions and concerns – including alcohol and drugs. Seeing the College Counselor or a Doctor.
Resident Assistants	Concerns about Roommates, Quiet Hours, Fire drill procedures.
Student Development Office (SDO)	Rights & Responsibilities Travel – Information and Advice (for both College and Independent!), SGA – Students Government Association, House Activities, Student Ambassadors, etc.

Important Definitions

Consent: Definition of Consent

Consent is the basis for an appropriate sexual encounter. Consent must be present before an individual initiates a sexual encounter or moves on to a different kind of sexual activity during a sexual encounter. Individuals should speak openly and clearly to each other about their expectations and actions before engaging in sexual activity.

Consent is defined in this policy as the voluntary, unambiguous and affirmative agreement to engage in a specific sexual activity during a sexual encounter. An individual who is asleep, or mentally or physically incapacitated, either because of the effects of alcohol or drugs, or for any other reason, is unable to give consent. In addition, an individual who participates in sexual activity because of force, the threat of force, duress, intimidation, or coercion is unable to give consent.

Consent may not be taken for granted because of the existence of a prior or current relationship or because of prior sexual activity.

Consent must take the form of clearly understandable words or actions. These words or actions must state the individual's agreement to engage in a specific sexual activity. While an individual may consent to one level of sexual activity, like kissing – consent must also be present to take this sexual activity to a more intimate level – for example, the touching or stroking of a partner's genitals.

Consent should not be implied because of the way a person dresses, because someone has agreed to go on a date or because of an invitation to return to a dorm or fraternity/ sorority sleeping room.

Alcohol may impair an individual's ability to make voluntary and clearly understood choices. It is very important that before engaging in any form of sexual activity a partner's intoxication level be taken into account. It is always the responsibility of the person initiating the sexual activity to ensure consent has been effectively communicated and the participating individual retains the ability to provide consent before and during the sexual activity. Engaging in sexual activity while under the influence of alcohol or with a partner who is under the influence of alcohol may lead to bad things happening: things that may ruin your college experience or career plans.

Reporting Party: Definition of Reporting Party

A **Reporting Party** is a person who reports an incident of sexual misconduct to a responsible employee. A responsible employee who reports any incident of sexual misconduct is both a reporting party and a responsible employee. If the reporting party is the same person who reports they have been the victim of sexual misconduct, they will then be referred to as the Complainant (see below).

Complainant: Definition of Complainant

The **Complainant** is defined as a student, visitor, guest or program participant who reports they have been the victim of sexual misconduct.

Respondent: Definition of Respondent

The **Respondent** is defined as a student who is alleged by the Complainant to have committed an act or acts of sexual misconduct.

Sex and Gender: Definitions of Sex and Gender

For the purpose of this policy, “**sex**,” when applied to an individual, refers to the biological and physiological characteristics that define men and women. Sex is assigned at birth and recorded on a birth certificate and can be re-assigned and recorded on an amended birth certificate. “**Gender**” is a more fluid concept. It includes the cultural roles, attitudes, and expectations that a society associates with the different sexes. It also includes an individual’s internal sense of how they identify within those roles and expectations and their individual decisions about how to express that identity. An individual’s gender identity may be the same or different from the same person’s sex assigned at birth.

Sexual Misconduct: Definition of Sexual Misconduct

Sexual misconduct is a broad term that includes sexual violence, sexual harassment, creating a hostile environment, sexual exploitation, domestic violence, dating violence, stalking, retaliation, and intimidation. Sexual misconduct is of a nonconsensual nature if the Complainant objected or clearly attempted to object to the conduct, or if his or her capacity to consent was substantially impaired by reason of physical force, threat or intimidation, lack of opportunity to object, physical or mental disability, drug or alcohol consumption, or other voluntary or involuntary cause.

Sexual Assault: Definition of Sexual Assault

Sexual assault refers to any actual, attempted, or threatened form of nonconsensual sexual intercourse or other sexual conduct of a forcible, threatening, or otherwise nonconsensual nature. This

includes rape, attempted rape, deviant sexual conduct, sexual battery or forcible fondling, deviant sexual behavior, incest and statutory rape.

Sexual Harassment and Gender-based Harassment: Definitions of Sexual Harassment and Gender-based Harassment

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment creates a hostile, intimidating, or offensive environment. It can include, but is not limited to, unwelcome sexual advances, requesting, offering, or suggesting a trade of sex for a desired result. Sexual harassment also includes verbal, nonverbal, or physical conduct of a sexual nature if the conduct is sufficiently severe, persistent, or pervasive to interfere with or limit a student or a member of the University communities’ ability to participate in or benefit from the academic, educational, extra-curricular, athletic, or other programs of the University. Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, gender, gender identity, or gender expression, whether or not the conduct is sexual in nature. Both sexual harassment and gender-based harassment can occur in any communication format, including, but not limited to face-to-face, telephone, written, and electronic interactions.

Some examples of sexual or gender-based harassment include:

- Sexually explicit profanity
- Sexual humor or sexually suggestive language

- Unnecessary remarks about parts of the body
- Obscene gestures
- Cyberbullying that is based on gender or sexual activity
- Unwelcome touching
- Sexual assault or violence
- Inappropriate remarks about a person's sex, gender identity or sexual orientation
- The display of sexual pictures or images
- Forced sexual activity
- The use of electronic media (like e-mail or text messaging) to send sexually charged words, images, or messages
- All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

Sexual Exploitation: Definition of Sexual Exploitation

Sexual exploitation refers to any situation in which sexual advantage of another person is taken without that individual's consent. This includes voyeurism and recordings (photo, audio, or video) of sexual activity (sometime referred to as "revenge porn"), administering alcohol or drugs without consent, exposure of one's genitals, buttocks, or breasts, and providing opportunities for others to view consensual sexual activity without the knowledge and consent of all parties to the consensual sexual activity.

Domestic Violence: Definition of Domestic Violence

Domestic violence is defined as student-on-student violence committed by a current or former spouse or intimate partner of

the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Indiana.

Dating Violence: Definition of Dating Violence

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

Stalking: Definition of Stalking

Stalking is defined as a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the Complainant to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

Intimidation: Definition of Intimidation

Intimidation occurs when a person communicates in any manner a threat to another person with the intent that the other person engages in sexual conduct against the other person's will.

Retaliation: Definition of Retaliation

Retaliation occurs when an effort is made to get back at any person because he or she reports sexual misconduct or opposes sexual misconduct or who is involved in an investigation of reported sexual misconduct. Retaliation is also prohibited against any member of the investigative team, witnesses, or individuals involved with the investigation or adjudication of a report or complaint of sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against a person because of their complaint or involvement in the complaint process. The University will take prompt and appropriate action to investigate retaliation and it will take strong responsive action against anyone who engages in retaliation. This prohibition against retaliation covers a wide range of participants and interested parties including, but not limited to, the Complainant, Respondent and the family and friends of the Complainant and Respondent.

Office of Institutional Equity/Title IX: Definition and Identity

Title IX of the 1972 Education Amendments forbids institutions receiving federal funds from discriminating against students on the basis of sex or gender identity. All forms of sexual misconduct

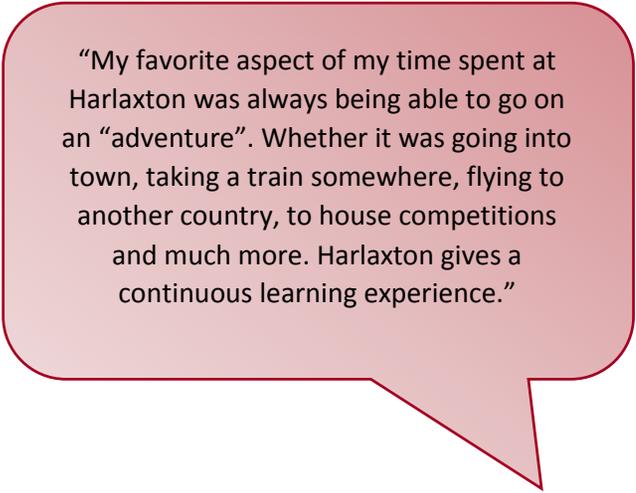
described in this policy are prohibited by Title IX, and the University has the responsibility to investigate all Title IX complaints. The Office of Institutional Equity/ Title IX at the University of Evansville is to ensure that the University's Policy is followed with respect to reporting, investigating, and responding to allegations of sexual misconduct. The Office of Institutional Equity/Title IX will enlist the assistance of other University employees to facilitate the appropriate response to any allegation of sexual misconduct. Questions regarding Title IX should be directed to titleix@evansville.edu. In addition, questions regarding Title IX may also be addressed to the Office of Civil Rights, United States Department of Education, at 500 W. Madison Street, Suite 1427, Chicago, Illinois 60661.

Definition of Responsible Employee

A **“responsible employee”** must report incidents of sexual misconduct to the Office of Institutional Equity/Title IX or other appropriate school designee. This includes information about incidents a responsible employee knows or reasonably should have known about. For the purposes of this policy, a responsible employee is defined as a University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty. The following employees are considered responsible employees: **all full-time, part-time, visiting, and volunteer faculty, administrators, staff, coaches, and resident assistants.**

A **responsible employee** must report the incident, including all relevant details. This includes the names of the Respondent (if known), the name of the student, visitor, guest or program

participant who experienced the sexual misconduct, other students involved in the alleged sexual misconduct, as well as relevant facts, including the date, time and location of the alleged misconduct to the Office of Institutional Equity/Title IX; the Human Resources Department; the Dean of Students office; the Office of Residence Life; or the Office of Safety and Security. To the extent practicable, information reported to a responsible employee will be shared only with the University officials responsible for responding to the report.



“My favorite aspect of my time spent at Harlaxton was always being able to go on an “adventure”. Whether it was going into town, taking a train somewhere, flying to another country, to house competitions and much more. Harlaxton gives a continuous learning experience.”

Alcohol

The legal drinking age in Britain is **18**. While you are here, enjoy visiting British pubs – they are a part of the local culture – but remember to

exercise responsibility and moderation in your approach towards alcohol consumption.

On campus drinking is normally allowed only in the Bistro, and **only of drinks purchased in the Bistro**. For special events there may be a bar in the State Rooms or wine served at dinner. In these instances, drinking is confined to the State Rooms being used. With the exception of the above, possession and consumption of alcohol on campus is strictly **prohibited**. This prohibition extends to student rooms, the grounds, Sports Hall, playing fields, and all vehicles used by the College. Student Development staff, College drivers, RAs, Security, and Assistance Officers will confiscate any alcohol brought onto campus and the Director of Student Development will hold accountable those deemed responsible. Empty alcohol bottles in student rooms will be construed as evidence of policy violation. Intoxicated persons will not be allowed on vehicles used by the College.

Health Center

The Health Center, where the **College Nurse** is located, can be found along the ground floor stone corridor, second turning on the left after the second set of fire doors.

The **College Counselor** visits the campus each week. The Counseling Office is located next to the Health Centre. Please see the notice board outside the office to sign up for an appointment.

A **doctor** is available at the surgery in Croxton Kerrial (4 miles from Harlaxton) each weekday. Your campus health fee covers costs of a visit to the clinic, unless you have a pre-existing or chronic condition, in which case other financial arrangements need to be made. A taxi to and from the surgery is 25 pounds. You will be responsible for covering that cost and the cost associated with any prescriptions.

Harlaxton Discipline:

Discipline is based on the codes and rules of the **University of Evansville**. Disciplinary action taken at Harlaxton will be recorded and may be shared with the Dean of Students at the student's home campus for inclusion in the student's permanent record.

Student Code of Conduct: (from the University of Evansville Student Handbook)

As a privately chartered institution of higher education, the University of Evansville has certain rights which distinguishes the establishment of a code of conduct for the University student body. This code is determined by the trustees, administration, and faculty in consultation with students.

1. Students admitted to the University of Evansville are expected to show **the character and maturity of responsible citizens of a university community**. The University assumes that correct behavior will be maintained consistently by its students on or off campus. **Disciplinary action can be taken against students by the University for violations of student code regardless of the offense**. Generally, the University will act in off-campus violations of the student code only when the welfare of the academic community is of paramount importance. The Principal at Harlaxton or the Office of the Dean of Students at UE will decide when institutional purposes are best served by such disciplinary action. In exceptional cases, the dean of students will consult with the University president regarding their disposition.

Disciplinary action may result from the commission of any of the following offenses or violations and may be brought to the appropriate official's attention by any member of the University community.

- a. **Dishonesty**, including cheating, plagiarism, or knowingly furnishing false information to the University or other constituted authority.
- b. **Forgery, malicious destruction, damage, alteration, or misuse** of University documents, records, or identification, including library materials.
- c. **Obstruction** or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises
- d. **Physical or psychological abuse** or detention of any person on University owned or supervised property, or at University sponsored or super-vised functions, or conduct which threatens or endangers the health or safety of such person. An individual may be immediately suspended for such violation.
- e. **Theft of or damage to property** of the University or a member of the University community or campus visitors.
- f. **Unauthorized** use, possession, or duplication of University keys, and any unauthorized entry to or use of University facilities.
- g. **Vandalism or stealing** of University properties.
- h. **Violations of University policies or regulations** concerning the registration and/or functioning of student organizations.
- i. Use, possession, or distribution of **narcotics and other illegal or dangerous drugs**, including, but not limited to, unauthorized prescription drugs, amphetamines, barbiturates, hallucinogenic drugs, marijuana, and lysergic acid diethylamide (LSD) except as any of these may be prescribed by a licensed, practicing physician.

Paraphernalia commonly related to the use of drugs may be confiscated.

- j. **Possession or use of firearms, fireworks, explosives, dangerous chemicals, ammunition, or other weapons** or instruments which could inflict bodily harm is strictly prohibited on University owned or controlled property regardless of whether a federal or state license to possess the same has been issued to the possessor. The term “other weapons and instruments” includes, but is not limited to, items commonly known as a slingshot, sling, air gun, gas-operated gun, spring gun, bow and arrow, paint pellet gun, metal knuckles, nunchucks, dirk, dagger, switchblade knife, any knife having a blade longer than two and one half inches, and a razor with an unguarded blade.
The possession or use of **fireworks, explosive devices, or any material which may create a fire hazard** is prohibited in University housing, University approved housing, or on campus at any time without prior authorization from the Office of Safety and Security.
- k. **Violation** of the rules outlined in the Residence Life section of the Student Handbook governing residence in University owned housing.
- l. Loitering, disorderly conduct, breach of the peace, and aiding and abetting or procuring another to **breach the peace**.
- m. **Lewd, indecent, obscene, or otherwise illegal or immoral conduct or expression**.
- n. Failure to comply with **directions of University officials** acting in the performance of their duties.
- o. **Violation of University policy regarding the use, possession, or sale of alcoholic beverages**.
- p. **Tampering with fire safety equipment**, sounding false alarms or creating a fire hazard. The Municipal Fire

Protection Code is applicable to all members of the University community.

- q. **Gambling** with any form of legal tender is prohibited on the campus and at all University events.
- r. Violation of any **state, federal, or local law or ordinance** on or off cam-pus. Students are part of a civil community as well as the academic community and are subject to such civil laws.
- s. **Misuse of a student’s ID** including, but not limited to, misuse of fitness facilities, sporting events, theatre, music, University sponsored events, or at any dining facility or the failure to comply with the rules governing such areas.
- t. **Abusing animals** in pranks or otherwise for personal amusement or ceremony in connection with any University function or activity. (For the purposes of this policy, the term “animal” includes any wild or domesticated, warm-blooded or cold-blooded animal, or insect.)
- u. Participation in **hazing**, encouraging hazing, or failure to report hazing.
- v. Violation of University policy regarding **smoking and/or vaping**.
- w. Violation of **University Sexual Misconduct Policy**
- x. Violation of **University Harassment Policy**.

Disciplinary Procedures:

Disciplinary procedures applied to persons found in violation of the Student Code of Conduct may include being removed from University property and suspended or expelled, or being liable to legal prosecution, as may be appropriate for any individual member of the University community or any visitor to the University. Penalties assessed as a result of the violation of these regulations shall be imposed according to due process.

Due Process:

Alleged violators, in accordance with due process, will have the following rights:

- 1 The right to be faced by one's accuser
- 2 The right to have charges against one given in writing 72 hours prior to the hearing, which will be evidenced by the initiating agent statement
- 3 The right to a hearing
- 4 The right to have witnesses speak on one's behalf
- 5 The right to appeal the decision of that hearing to a higher level
- 6 In the case of alleged sexual misconduct, please refer to the Sexual Misconduct Section of this handbook for both procedure and due process information

The **Director of Student Development** sees that the case is processed with correct procedures and with the stated elements of due process. The Director of Student Development also either serves as advisor to the hearing body or appoints an advisor to do so. In some cases, the Dean of Students at UE may be consulted regarding the hearing process.

The **University of Evansville**, as a private institution, is free to devise a disciplinary procedure relevant to its lawful mission.

Procedures:

1. Following an incident, the initiating agent (i.e., a University official, faculty member, residential coordinator, resident assistant, or any member of the University community) shall prepare a written report.
2. The written report is to be submitted to the Director of Student Development, the Principal, and the Dean of Students at the University of Evansville. A copy may also be submitted to the

director of safety and security, who may conduct an investigation as needed. The alleged violator will be informed of the charges.

3. When a violation is reported to the Director of Student Development, the principal and the Director of Student Development may elect one of the following methods for disposition:

- i. No action – note and file
- ii. Administrative action – counsel, advise, admonish, reprimand, refer, sanction; administrative action by the Director of Student Development may conclude some cases without further hearing
- iii. Disciplinary hearing – by the Harlaxton Judicial Board or by administrative hearing

4. In the event of an alleged sexual misconduct, refer to the Sexual Misconduct Policy.

5. The Principal and Director of Student Development or designee may temporarily suspend a student from Harlaxton, Harlaxton housing (including approved Harlaxton housing), or a specific class pending disciplinary procedures when the presence of a student on campus would seriously disrupt Harlaxton or constitute a danger to the health, safety, or welfare of Harlaxton, to property, to others, or to the student. The dean of students will notify the student in writing of his or her temporary suspension. If the student chooses to challenge any such finding of the Director of Student Development or the reliability of the information utilized in making such finding, he or she may do so by appearing before the Principal, for that purpose only, within five days of such temporary suspension.

6. In severe cases where the well-being of Harlaxton or members of the Harlaxton community are threatened or affected, the president of the University, Principal, or the Director of Student Development as the delegate of the president, may suspend or expel a student on immediate notice. An order of suspension or expulsion by the Director of Student Development in these matters may be appealed in writing to the president from off campus if the appeal is received

within five days of the suspension or expulsion. Further, in such cases, especially those incidents which involve physical violence, firearms, drugs, or violations of city, state, or federal laws, Harlaxton reserves the right to contact local authorities for action separate from or in addition to Harlaxton disciplinary action.

Disciplinary Hearing Structure:

The University of Evansville's discipline system, and the Harlaxton College discipline system, does not include the right to have representation, including but not limited to legal or parental representation, at the University Judicial Board or administrative hearings.

The alleged violator may elect to request a disciplinary hearing. The alleged violator will receive at least 72 hours written notice of the hearing:

- A. Administrative Hearing – The Principal or designee will establish an administrative hearing body of no less than three members. The Principal may not serve on the hearing body.
- B. In cases where the accused admits the violation or at the request of the accused student, the administrative hearing may consist only of a hearing with the Director of Student Development.
- C. University Judicial Board – If a judicial board is deemed appropriate by the Principal or UE Dean of Students, Harlaxton College will facilitate a virtual hearing. All procedures will follow the UE process via a visual and auditory communication platform (i.e. Skype).
- D. Hearing Order

During a University Judicial Board or Administrative Hearing, the basic order of events is as follows:

- (1) The person initiating the report gives his or her version of the situation
- (2) The hearing authority questions the person initiating the report
- (3) The student(s) whose case is being heard presents his or her account of the situation, justification, and/or explanation
- (4) The hearing authority questions the student(s)
- (5) Further comments by the student(s) and initiating person are considered
- (6) Witnesses are brought in, although the hearing authority can limit the number of persons who may appear

The Principal or dean of students will notify the alleged violator of the disposition of the case following the hearing. In cases of sexual assault or crimes of violence against a person, both the Complainant and the alleged violator shall be informed of the outcomes of disciplinary proceedings, including sanctions imposed, if any.

Hearing Results and Sanctions

After hearing all evidence in each case, the hearing authority may recommend dismissing the charges, or it may recommend one or more of the following sanctions:

- (1) **Warning.** The violator is warned that his or her behavior is unacceptable in the University community. The student may also be warned that further violations will result in more severe disciplinary action.
- (2) **Restitution.** The violator may be assessed charges for any damages or losses which may have resulted from the violation.
- (3) **Fines.** The violator may be assessed fines as appropriate in addition to charges for restitution.
- (4) **Disciplinary Probation.** This action is taken to show that the student's actions are quite serious and that any future violation of University policies may result in suspension or expulsion from the University community. Disciplinary probation may be accompanied by additional sanctions or by special conditions including counseling.
- (5) **Suspension.** Suspending a student is appropriate when he or she requires a period of adjustment away from the community.
- (6) **Expulsion.** Permanent separation of the student from the University community is appropriate when his or her continued presence threatens harm to members of the community or to property.

The recommendation(s) of the hearing body is forwarded to the Director of Student Development for approval and implementation. The Director of Student Development will notify the Principal of Harlaxton of the outcome of the hearing. The Principal will notify the alleged violator of the disposition of the case following the hearing. Official notice in writing will be sent by the Principal following the hearing. In cases of sexual assault or

crimes of violence against a person, both the Complainant and the alleged violator shall be informed of the outcomes of disciplinary proceedings, including sanctions imposed, if any.

University Appeals Structure

Following the determination of the University Judicial Board, both parties have the right to appeal the determination to a higher level. Appeals will be heard upon review solely for the following reasons:

- (1) There is evidence that the hearing procedures outlined in the Student Handbook for non-academic discipline were not adequately followed.
- (2) There is new evidence that will materially impact the University Judicial Board's decision and this evidence was not presented at the hearing for good cause as determined by the dean of students.
- (3) The sanctions imposed by the University Judicial Board are believed to be either too severe or too lenient for the violation which the person was found to be responsible.

All requests for appeals must be emailed within five business days of the date of the notice of the decision to the dean of students (deanofstudents@evansville.edu). All appeal requests must be accompanied by a written statement identifying the reason for the appeal (see above) and support the argument for the appeal with appropriate evidence. The decision to hear the appeal will be made by the Office of Institutional Equity/Title IX, UE Dean of Students, UE Assistant Vice President for Student Affairs, and the Principal of Harlaxton.

Hearing Order

During an appeal being heard by an Appeals Board, the basic order of events is as follows:

- (1) The appeal is read
- (2) A tape or recording, or part thereof, of the original hearing shall be played if requested by either the violator, the original initiating agent or the Appeals Board
- (3) The person appealing the case gives an explanation for the appeal and then is questioned by the Appeals Board
- (4) The person(s) involved in the original case who is either an alleged violator or an initiating agent who has not requested the appeal reacts to the appeal and is then questioned by the Appeals Board
- (5) Summary statement(s) is(are) given

Hearing Results

After considering all available evidence and arguments, the Appeals Board may:

- (1) Affirm the finding and the administrative action or the disciplinary penalty
- (2) Affirm the finding but adjust the sanction to a higher or lower level of penalty or recommend administrative action by the dean of students in lieu of a disciplinary penalty
- (3) Reverse the finding and acquit the student
- (4) Reverse the finding and order a new hearing

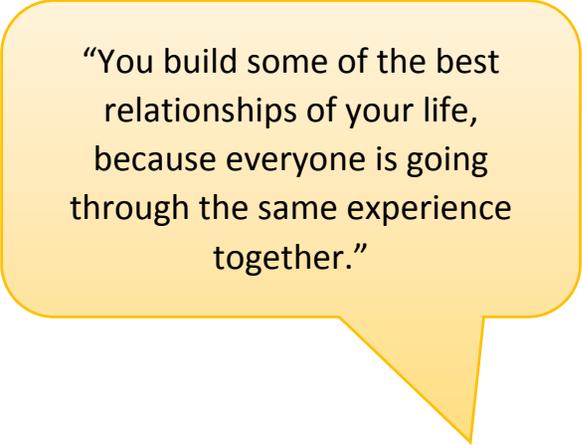
The Appeals Board will inform the individual of its decision verbally. Written notification of its action will follow.

Final Appeal or Appeal of an Administrative Committee

Decision:

The dean of students will serve as the original appeal officer in cases heard by an administrative committee. The Principal will be the second and final appeal for both administrative and University Judicial Board hearings. The final appeal to the Principal must be submitted in writing to the University of Evansville, Harlaxton Office, within one week of the date of notification of the action on the first appeal. Recordings of the University Judicial Board or Administrative Committee hearings may be reviewed by the president or dean of students after the appeals conference.

In the case of an appeal being heard by the president, the president may or may not meet with the student at his discretion. The decision on the appeal may be made based on hearing records and the student's written appeal.



“You build some of the best relationships of your life, because everyone is going through the same experience together.”

In the **UK** the emergency number to call the police, fire brigade or ambulance is: **999**

If you are traveling outside of the UK, the **European** emergency phone number is: **112**

Emergency Services

Save these numbers to your cell phone or memorize them so you don't have to look these up in an emergency!

General Safety Tips

- Always keep doors and windows locked and shades closed, especially at night.
- When someone knocks on your door, **KNOW** who it is before you open it.
- Keep your cell phone with you and fully charged for emergencies.
- If you think you're being followed, identify the nearest well-populated place and get there.
- Avoid walking by yourself at night. Walk with a friend whenever possible or join a group.
- Let others know where you're going, and when you plan to return.
- Use caution when drinking alcohol and avoid other drugs that can make you more vulnerable.
- Learn the basics of how to protect yourself.
- If you see a fellow student who needs help staying safe, please offer your assistance.
- Watch out for each other!

A variety of great travel advice on health, safety and other matters can be found at:

<https://travel.state.gov/content/travel.html>

Keeping Safe in Relationships

- Know you have the right to set sexual limits.
(And know that it's ok to change your mind about those limits!)
- COMMUNICATE those limits.
(Don't expect others to read your mind)
- Trust your feelings.
If you feel you're being pressured into unwanted sex, you're right!
- Pay attention to behavior that doesn't seem right.
 - Someone sitting or standing too close.
 - Power stares – looking through you or down at you.
 - Someone who blocks your way or tries to prevent you from exiting.
 - Someone speaking in a way or acting as if they know you more intimately than they do.
 - Someone who grabs or pushes you to get their way.
 - Someone who doesn't listen or disregards what you're saying (like the word "NO").
- Be assertive.
 - Get angry when someone does something to you that you don't want.
 - Act immediately with some kind of negative response.
 - Stand up for yourself – it's ok to be rude to someone who is sexually pressuring you, even if it hurts their feelings. After all, they're not paying attention to YOUR feelings!
- Ask for help if needed
- If it seems unsafe, stay in a group or ask for help

Title IX

Harlaxton College follows the **University of Evansville policy** when addressing concerns of sexual misconduct. The University prohibits sexual misconduct which includes, but is not limited to, sexual harassment or assault, relationship /domestic violence, exploitation, stalking, harassment and discrimination. In addition, support, resources, and reporting options are provided for students and faculty.

 The **Director of Student Development** is the designated Title IX liaison at Harlaxton for reporting incidents or concerns. 

You can find out more information about the UE policy here:

<https://www.evansville.edu/offices/titleix/>

Guidelines for following the UE Policy Prohibiting Sexual Misconduct for Harlaxton College

Harlaxton College is committed to fostering an atmosphere free from sexual harassment, sexual violence, and other sexual misconduct. This documents provides additional information for interpreting the UE Policy Prohibiting Sexual Misconduct for students, faculty, staff, and participants of the Harlaxton Program. This information is to be used in conjunction with the UE Policy. Any response to an accusation of sexual misconduct will be coordinated with the UE Office of Institutional Equity/Title IX. If the complainant or respondent are not UE students, the Title IX Director for the respective institution(s) will also be included in the response.

The complete policy can be found at
<https://www.evansville.edu/offices/deanstudents/sexualMisconduct.cfm>

Definition of Sexual Misconduct

Sexual misconduct is a broad term that includes sexual violence, sexual harassment, creating a hostile environment, sexual exploitation, domestic violence, dating violence, stalking, retaliation, and intimidation. Sexual misconduct is of a non-consensual nature if the Complainant objected or clearly attempted to object to the conduct, or if his or her capacity to consent was substantially impaired by reason of physical force, threat, or intimidation, lack of opportunity to object, physical or mental disability, drug or alcohol consumption, or other voluntary or involuntary cause.

Title IX at Harlaxton

Concerns, reports, training, and additional information on sexual misconduct should be directed to the Harlaxton Director of Student Development. The Director of Student Development is the designated liaison between complainants, respondents, local law enforcement, and campus Title IX Directors. This person is a responsible employee (see reporting option three below).

Dr. Megan Janasiewicz

Director of Student
Development
Harlaxton College

mjanasiewicz@harlaxton.ac.uk

+44 1476 403003 (office)
07899 798523 (mobile)

Office of Institutional Equity/Title IX

titleix@evansville.edu

The Office of Institutional Equity/Title IX coordinates investigation regarding sexual misconduct, harassment and discrimination for Harlaxton College and the University of Evansville. Preliminary interviews regarding your claim may be done via videoconferencing or telephone conference. The Office of Institutional Equity/Title IX, housed at UE, will coordinate all phases of the process with the Director of Student Development.

Confidentiality and Reporting

The following contacts are also options for people you can report to. **Remember also you can dial 999 or visit the Accident and Emergency (Hospital).**

Reporting Option One:

= Professional and Pastoral Counsellors

Elizabeth Gaunt, College Counsellor
Harlaxton College
egaunt@harlaxton.ac.uk
+44 1476 403003

Reporting Option Two:

= Non-professional Counsellors and University Health Center Employees

Lesley Selby, College Nurse
Harlaxton College
lseyby@harlaxton.ac.uk
+44 1476 403027

Reporting Option Three:

= Responsible Employees

Harlaxton College defines responsible employees as: any full time, part-time, visiting, and volunteer faculty, administration, staff, coaches, and resident assistants (RA's)

Reporting Option Four:

= Local Community Support Organizations

Spring Lodge (Sexual Assault Referral)
01522 524 402 (9-5, M-F)
01371 812 686 (After hours)
Lpn-tr.springlodge@nhs.net

Trust House (Sexual Abuse Support)
01476 579 379
support@trusthouseincolnshire.org

Adjudication

Harlaxton College will follow the same process as the Evansville campus for interim measures, administrative hearings, and sexual misconduct hearing boards.

- Interim measures will be carried out through a coordinated effort between the UE Office of Institutional Equity and the college Principal.
- Administrative Hearings will be conducted by the Dean of Students at UE.
- Sexual Misconduct Hearing and Appeals will be carried out via a videoconferencing platform in the same manner as Evansville based hearings and appeals.

Harlaxton Employees

In incidents where a Harlaxton employee(s) is involved, the Harlaxton College procedures (grievance, disciplinary etc.) and/or relevant UK laws will be factored into any investigation or action by the college. Harlaxton employees should consult their employee handbook for additional information regarding these policies and procedures.

Sexual Misconduct

Introduction

The University is committed to fostering an atmosphere free from sexual harassment, sexual violence, gender-based harassment, and

other sexual misconduct (all referred to in this policy as “sexual misconduct”) and to creating an inclusive campus for students regardless of their sex, sexual orientation, or gender identity. These commitments include identifying problems that may lead to sexual misconduct, creating an atmosphere in which the entire University community is sensitive to preventing sexual misconduct and effectively responding when a student, visitor, guest, or program participant believes they may have been the victim of sexual misconduct. An important part of fostering an atmosphere free from sexual misconduct is stating clearly that retaliating [getting back] against a person who reports sexual misconduct or who is involved in an investigation or proceeding concerning sexual misconduct is prohibited. The University strongly encourages any student, visitor, guest or program participant who feels he or she has been a victim of sexual misconduct to report the sexual misconduct. Included in this policy is specific information about reporting options.

The University strongly supports an individual’s desire for confidentiality in cases involving sexual misconduct. An individual has the option of requesting that a report of sexual misconduct be kept confidential, that his or her name not be disclosed to the other student, and that no investigation or disciplinary action be taken against the other student. In such cases, the University will make a careful assessment to determine if such requests can be honored while still providing a safe environment for all students and other members of the University community. Included in this policy is specific information about the levels of confidentiality provided by law.

Human sexuality involves our whole being as persons. It includes powerful emotions and extreme intimacy with profound psychological, physical, and spiritual implications. Ill-advised intimacy can leave one feeling guilty and lonely. In addition, sexually active individuals should be conscious of the threat of sexually transmitted diseases and should make themselves aware of the various ways to prevent transmission of sexually transmitted diseases.

It is the responsibility of all members of the University community to be familiar with this Sexual Misconduct Policy in order to determine appropriate or inappropriate sexual behavior and to engage in the appropriate processes for reporting and resolving a violation of this policy. This policy applies regardless of sexual orientation or gender identity. Questions about this policy may be directed to the Office of Institutional Equity, the Office of the Dean of Students or Office of Counseling Services.

“The people who go to Harlaxton are some of the best that you will ever meet. Everyone is so friendly and you will get to know them very quickly since you all eat and study in the manor.”

“Harlaxton is not an easy program academically. Of course, this doesn't mean it isn't fun! You just have to balance your travels with your studies, and learn to prioritize what you're at Harlaxton to learn.”

“It's hard work, but it's fun to study with friends.”

“I loved living in the manor. I loved the community feel Harlaxton had. It felt like home.”

Honor Code

All students at the University of Evansville (Harlaxton College) agree to and are bound by the principles and practice of the honor code:

'I understand that any work I submit for course credit will imply that I have adhered to this Academic Honor Code:

I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.'

The full Honor Code is available here:

<https://www.evansville.edu/offices/deanstudents/downloads/honorcode.pdf>

Any documented honor code violations will be submitted to the home campus for the student's educational file.

Academic Resources and Policies

Procedure for Addressing Student Academic Concerns

Harlaxton College embraces a culture that encourages students to seek informal resolution to academic concerns by directly contacting the faculty member or administrator who has the authority to respond and deal with the matter. Such concerns may relate to teaching or course-related matters or to other services provided by the college.

If after speaking to their professor a student feels their concern remains unaddressed they may next bring it to the Principal of the College who can facilitate an informal resolution. If no informal resolution follows students should submit a written and signed statement setting out their concerns and the resolution sought.

Attendance Policy

Harlaxton College operates an attendance policy* with one non-excused absence normally permitted for each day the class meets in a normal week. In case of sickness an excuse may be obtained from the College Nurse, acceptable only if you obtain it **prior** to the beginning of the class being missed. (See the Health Services Booklet.) If the College Nurse is not available, please see the Student Development Office for assistance.

*Course syllabi also include a copy of the Attendance Policy, noting any specific course requirements.

Grade Appeals at Harlaxton College

Any student who questions a course grade should speak initially to the professor for that course. If after discussion the professor is unwilling to change the grade, and the student is not satisfied with the reasons given, the student may then pursue this with the Principal of Harlaxton College.

Any student wishing to take their grade appeal to the Principal should set out their case in writing, with a copy going to the course professor. For Harlaxton College such appeals should normally be submitted before the end of the semester of study at Harlaxton College.

A change of grade will occur if both the professor and the Principal approve. A signed 'change of grade form' confirming the change is forwarded to the Office of the Registrar in Evansville.

Students are advised to keep copies of all relevant documents or correspondence until such time as a decision is reached.

Full details of the Grade Appeals process can be found in the Student Handbook.

The normal procedures outlined in this Student Handbook apply at Harlaxton College, with the role of the Admissions and Standards Committee replaced by the Principal of the College.

Please note: All students *must* register for, and be continuously enrolled in, **twelve credit hours** to be eligible to study at Harlaxton College and to remain in the United Kingdom.

Add/Drop/Withdrawal

Any changes made to class schedules are through the **Drop/Add** procedure:

Students may **Drop or Add** courses up to and including **the add/drop date**. Drop/Add forms are available from the Library and completed forms must be returned to the Library by this date. Faculty must sign when courses are added.

Students may **Withdraw** from a course, with the exception of British Studies, up to and including **the final day to withdraw from a course**. Forms are available from the College Secretary, to whom completed forms must be returned no later than this date. Forms must be signed by the relevant faculty member and by the Principal.