

# Student Handbook

Academic Year  
2024-2025

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For information about the IIRP Graduate School's educational programs and course offerings, please refer to the [Academic Catalog](#), available on the IIRP website.

## About Us

### *Dedicated to Growing and Teaching the Science of Relationships and Community*

The International Institute for Restorative Practices (the IIRP), located in Bethlehem, PA, is the world's first accredited graduate school that specializes in studying the field of restorative practices, providing education, research, and consulting services.

At the heart of restorative practices is the understanding that human beings are instilled with the need to connect and grow with each other. The IIRP supports students and community leaders with the tools they need to transform relationships and effect change within their own lives as well as within public and private K-12 educational institutions, public and private four-year residential colleges and universities, non-governmental agencies (NGOs), and community-based organizations (CBOs). Through strong academic offerings combined with a real-life approach to education, the IIRP helps mend issues and makes resilient and meaningful relationships thrive.

As the field of restorative practices grows and evolves, we are dedicated to always being at the forefront of exploring and testing new concepts, new approaches, and new methods.

### *Mission*

The mission of the International Institute for Restorative Practices Graduate School is to strengthen relationships, support communities, influence social change, and broaden the field of restorative practices by partnering with practitioners, students, and scholars.

### *Our Work*

- **Living Restorative Practices** – We model a relational approach and honor human dignity in all that we do. This is the foundation for all of our work.
- **Education** – We provide advanced education, professional development, and transformative learning experiences.
- **Consulting** – We deliver strategic consulting that leverages our relational expertise.
- **Research** – We generate and disseminate knowledge regarding the influence of relationships on social health.

## *Accreditation*

The IIRP is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) [www.msche.org](http://www.msche.org). The IIRP's accreditation status is Accredited Reaffirmed. The Commission's most recent action on the institution's accreditation status in 2016 was to reaffirm the IIRP's accreditation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

## **Institutional Statements**

### *Equal Opportunity Statement*

The International Institute for Restorative Practices (IIRP) is an equal opportunity entity that employs individuals, admits students, and provides educational services, programs, scholarship and loan programs without regard to race, color, religion, sex (including pregnancy, gender identity, gender expression, and sexual orientation), disability, age, national origin, military service, limited English proficiency, genetic information, or other legally protected category.

### *Nondiscrimination Statement*

The International Institute for Restorative Practices (IIRP) does not discriminate against any person based on actual or perceived race, color, gender, gender identity or expression, sexual orientation, religion, ancestry, genetic information, national origin, familial status, marital status, age, veteran status, HIV status, mental or physical disability – or any other basis – in administration of its educational policies, employment policies, scholarship or loan programs, or other education related programs administered by the Institute.

### *Our Commitment to Diversity, Equity, Inclusion, and Belonging*

Dignity manifests in relationships when all people have voice, agency, and a sense of belonging. Members of our learning community have insights gained from aspects of their personal stories such as geographic location, age, ethnicity, religion, parental status, family and relationship structure, formal educational attainment, physical and mental health, socioeconomic status, gender identity and gender expression, and political affiliation. All people experience harm; we know that by attending to the needs created by that harm, we may be able to restore trust and repair relationships. As curious learners, we also must be

cognizant of systemic harm and be humble as we examine our own biases, their impacts, and our actions to create a more compassionate and just future.

The IIRP draws knowledge from many sources, including Indigenous cultures from around the world, and we recognize that we have not always done this in partnership with those cultures. Cultural appropriation creates an epistemic injustice, silencing people's voice and limiting knowledge creation to those who are legitimized by the dominant culture. It erases people's contributions and heritage, especially of diasporic and marginalized communities, perpetuating these patterns of appropriation.

To fully realize our mission, we must embrace diversity, promote equity, model inclusion, and nurture a sense of belonging. We strive to intentionally amplify the voices of marginalized people who have been silenced – including Indigenous, Black, Asian, and other people of color, women, LGBTQIA+ people, disabled people, neurodiverse people, and many other communities. We recognize and celebrate the efforts of those whose contributions have been historically hidden or forgotten.

### **Our Reparative Actions**

- Faculty and staff create learning environments that value the many ways of knowing and producing knowledge and embed the principles of diversity, equity, inclusion, and belonging into our graduate curricula.
- We cultivate welcoming, supportive, curious, and bold spaces where we respectfully listen to every voice. Faculty, staff, trustees, and learners honor the similarities and differences that are represented in our diverse shared space and challenge our communities to have authentic conversations around difficult topics.
- We recognize our responsibility to provide accessible educational programs. We will also expand the capacity of our Impact Scholarships and explore other ways to minimize financial barriers for our graduate students.
- We forge a reciprocal partnership with the Lenape Nation of Pennsylvania, upon whose traditional lands our school is located, referred to as Bethlehem, PA.
- We commit to equitable hiring processes and supporting the development of all our employees through the cultivation of defined competencies that fortify our commitment to advance diversity, equity, inclusion, and belonging.

## *Students with Disabilities*

The International Institute for Restorative Practices (IIRP) adheres to the principles and mandates of the Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973.

The IIRP will review requests for accommodations for a student whose condition meets the legal definition of a disability under the ADA and who is considered otherwise qualified for IIRP admission. In addition, when required by law, the IIRP will facilitate access to individuals with disabilities to ensure the delivery of and access to its educational programming. Special classroom set-ups, alternate testing, and other accommodations for students with documented disabilities are available on a case-by-case basis.

The IIRP is not required by law to change the “fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students.” It is the responsibility of students with disabilities that impact their ability to access the IIRP’s educational programs to request accommodations. This should be done well in advance of need in order to give the IIRP a reasonable amount of time to evaluate the request and, if determined to be appropriate, implement the accommodation.

Please submit your request by completing the [accommodations form](#). If you prefer, you may instead send an email to [accommodations@iirp.edu](mailto:accommodations@iirp.edu). The Dean of Student Services, Associate Dean of Administration, and Provost will review your request and respond to you within 48 business hours.

## **Community Rights and Responsibilities**

### *Rights and Responsibilities of Students*

The role of students in the educational community of the IIRP involves a balance of rights and responsibilities. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are required to exercise their freedoms with appropriate responsibility. The responsibility to create general conditions conducive to the freedom to learn must be shared by all members of the IIRP community. (See Reciprocal Roles and Responsibilities, below.)

## *Reciprocal Roles and Responsibilities*

We engage in our collective work as a new Graduate School mindful of our special mission to advance restorative practices in all that we do. In that we did not arise from a pre-existing college with established traditions, we place the following expectations in front of us, as students, faculty, staff, and board members interact with one another:

### **Students Should Expect:**

- To participate in an organization employing IIRP's Basic Concepts and using Fair Process for decision making.
- To be supported in the process of teaching and learning by staff and Board.
- To receive fair and individual attention from faculty.
- To receive from faculty the opportunity to acquire a quality education that meets the goals of their programs.
- To receive useful advising and guidance from faculty and staff.
- To follow faculty expectations and participate actively.
- To give and receive honest feedback with all others.

### **Faculty Should Expect:**

- To participate in an organization employing IIRP's Basic Concepts and using Fair Process for decision making.
- To be ever mindful of its responsibilities for financial, educational, and mission integrity.
- To be supported in the process of teaching and learning by staff and Board.
- To offer students fair and individual attention in classes and in advising.
- To offer students the opportunity to acquire a quality education that meets the goals of the students' programs.
- To model restorative practices in their classrooms.
- To receive genuine effort, cooperation, and participation from students.
- To cooperate with staff and Board as needed to manage the organization effectively and efficiently.
- To both give and receive trust and support with the staff and Board.
- To give and receive honest feedback with all others.



**Staff Should Expect:**

- To participate in an organization employing IIRP's Basic Concepts and using Fair Process for decision making.
- To be ever mindful of its responsibilities for financial, educational, and mission integrity.
- To support the process of teaching and learning among students and faculty.
- To give and receive honest feedback with all others.
- To offer students accessibility, support, quality advising, guidance, etc.
- To provide for the faculty's needs for instructional support, technology, etc.
- To receive from the faculty timely and accurate data, cooperation, policy adherence, etc.
- To both give and receive trust and support with faculty and Board.
- To support the Board's functions with timely information, staff access, communications and updates, policy recommendations, etc.

**The Board Should Expect:**

- To oversee an organization employing IIRP's Basic Concepts and using Fair Process for decision making
- To nurture an organization in which all constituents remain faithful to the mission.
- To oversee a governance structure marked by openness, transparency, trust, respect, and safety.
- To give and receive honest feedback with all others.
- To hold the President responsible for the administration of the institution and to focus its own activity on policy and program issues.
- To offer trust but also to demand accountability from all constituencies.
- To be ever mindful of its oversight responsibilities for financial, educational, and mission integrity.
- To receive the information it needs from faculty and staff in a timely and accurate manner when making institutional decisions.

## *Student Feedback*

The IIRP views feedback as healthy and as an opportunity for positive change. Students are encouraged to express both positive and critical feedback to faculty, administrators, and staff. The IIRP encourages students to voice their opinions and feelings because they play a critical role in the ongoing improvement of the Graduate School. The IIRP often asks students to identify themselves when completing course evaluations or student surveys. Part of our restorative culture is that identifying yourself allows us to create opportunities for dialogue to clear up any misunderstandings and get clarification if necessary.

## *Code of Conduct*

The IIRP recognizes the basic rights and responsibilities of the members of the Institute and accepts its obligation to preserve and protect those rights and responsibilities. Further, the Institute must provide for its members the opportunities and protections that best serve the nature of the educational process.

The Code of Conduct governing the behavior of members of the IIRP must ensure the basic rights of individuals, as well as reflect the practical necessities of the community. The Code also must prohibit or limit acts that interfere with the basic purposes, necessities, or processes of the IIRP or with the rights of its members. Finally, the Code must reconcile the principles of maximum freedom and necessary order.

## **Sanctions**

Consistent with the philosophy of restorative practices, the emphasis of the IIRP disciplinary processes is on repairing the harm and restoring the well-being of the educational community. Although sanctions may be appropriate or necessary, violators of the IIRP Code of Conduct will be afforded the opportunity to participate in a restorative process.

Sanctions for violations of the IIRP Code of Conduct may include penalties ranging from warning (written or verbal) to expulsion from the graduate program but will be tailored to address the circumstances of each offense and ideally decided in conjunction with the offender as part of the process. Ultimately, the administration of the IIRP will be responsible for such sanctions.

The Code of Conduct shall be made public in an appropriate manner and may be revised by the IIRP in consultation with the faculty, students, and staff.

## Behaviors Inconsistent with IIRP Values

The Code of Conduct describes behaviors that are inconsistent with the essential values of the IIRP community. Those directly violating the Code of Conduct and those who assist, condone, or who are aware of the violations and do not report them are engaging in behaviors that contradict the values of the IIRP. Such behaviors include but are not limited to:

- Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person, or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others.
- Sexually assaulting or abusing a person. The Institute does not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual activity.
- Harassing, stalking, or hazing any person, including sexually harassing.
- Using, possessing, or storing weapons or fireworks.
- Tampering with fire or other safety equipment or setting unauthorized fires.
- Illegally possessing, using, distributing, manufacturing, selling, or being under the influence of alcohol or other drugs.
- Intentionally providing false or inaccurate reports of emergencies or Code violations or knowingly providing false statements during a hearing, disciplinary conference, or to IIRP officials.
- Stealing, vandalizing, damaging, destroying, or defacing Institute property or property of others.
- Obstruction or disruption of classes, research project, or other activities or programs of the graduate school; or obstructing access to IIRP facilities, property, or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the IIRP or infringes on the rights of others to freely participate in its programs and services.
- Violating the Academic Integrity Policy.
- Failing to comply with reasonable directives to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave Institute-controlled premises when directed to do so by properly authorized persons, including police and/or Institute staff.

- Making, using, or possessing any falsified IIRP document or record; altering or forging any Institute document or record, including identification or access cards. Includes but not limited to: forging (signing another's name and/or ID number) or manufacturing IDs, altering permits, and misuse of forms (letterhead stationery, IIRP forms).
- Unauthorized entry into or use of IIRP property or facilities, including classrooms, offices, and other restricted facilities. The IIRP also has the right to control use and entry into facilities for reasons of security, safety, or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities.
- Engaging in disorderly, disruptive, lewd, or indecent conduct. Inciting or participating in a riot or group disruption. Failing to leave the scene of a riot or group disruption when instructed by officials. Disorderly conduct may include disruption of programs, classroom activities, or functions and processes of the IIRP. This item covers unreasonable noise, creating a physically hazardous or physically offensive condition.
- Violating written IIRP policy or regulations contained in any official publications or administrative announcements, including IIRP computer policies; violating IIRP policies and regulations that are contained in official publications, administrative announcements, contracts, and postings.
- Violating federal, state, or local law if such behavior impacts the IIRP community. Criminal or civil decision is not a necessary prerequisite for a disciplinary decision, nor is it necessary that criminal or civil charges be lodged against the student either before or after a disciplinary decision.
- Misusing or abusing computer resources or other information technologies at the IIRP.

### *Community Responsibility*

Students and employees of the IIRP are members of the academic community. As members of the academic community, they are subject to the rights and obligations that accrue to them by virtue of this membership. Students and employees are expected to be honorable and ethical in every regard and to have consideration for the welfare of others as individuals and for the community as a whole.

In keeping with the Clery Act, as amended by the Campus SaVE (Sexual Violence Elimination) Act in 2013, the IIRP does not suggest that witnesses (bystanders) to violent or potentially

violent situations put themselves in jeopardy, but that they do take appropriate steps to keep members of the community safe. Reporting options are available for bystanders as well as victims. Calling the police is usually the best way to intervene if there is a question of safety for anyone. If there is no immediate danger, restorative processes may be utilized to address any concerns for members of the community.

## Institutional Policies

### *Data Privacy Policy*

The IIRP exercises care and prudence in the handling of personal information that we collect through our websites. This policy does not protect external sites linked to or from any iirp.edu website.

#### **Collection of Information**

The IIRP collects no personally identifiable information from visitors to our website, unless an individual affirmatively chooses to make such information available to the IIRP. However, our web servers do automatically recognize some non-personal information, such as volume and timing of access, as well as the Internet domain and IP address from which an individual accesses our sites. That information is stored for a maximum of 60 days.

Cookies are small files that are stored on a computer (unless you block them). We use cookies to understand and save visitors' preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We also use cookies to enable certain web services like single sign-on. Google and other third parties may use cookies, web beacons, and similar technologies to collect or receive information from this website and elsewhere on the Internet and use that information to provide measurement services and target ads.

The IIRP collects personal information through online data entry forms. Only information necessary to fulfill an information or other request or application, subscribe to our email lists, process a donation, or fulfill an e-commerce transaction and to notify an individual of order status is collected. The IIRP's website neither markets to persons who are less than 13 years of age nor knowingly collects personal information online from them. Student information is kept confidential pursuant to federal and state regulations. We will not sell information to commercial entities.

We may also provide a visitor's information to third parties in circumstances where we believe that doing so is necessary or appropriate to satisfy any applicable law, regulation, legal

process, or governmental request; or to detect, prevent, or otherwise address fraud, security, or technical issues; or protect our rights and safety and the rights and safety of our users or others.

### **Use of Information**

The IIRP uses the information an individual submits to provide them with the product or service requested, consistent with the purpose for which the information was collected.

If an individual sends us an email, the email address they provide may be used to send information, respond to inquiries and/or other requests or questions. We will not share, sell, rent, swap, or authorize any third party to use that email address for commercial purposes without the individual's permission.

The IIRP may also generate summary statistics about the volume, variety, timing, and other characteristics of our web traffic in general, but such statistics do not contain personally identifiable information. For example, we use third parties such as Google Analytics to generate reports on site usage, web traffic, user behavior, and user interests in order to optimize our website for our visitors.

The IIRP will only use collected information to communicate with an individual regarding future offerings or opportunities in which we feel they may be interested if they have opted to receive such communications.

The IIRP does not share, trade, or sell personal information to third parties. The only exception is the sharing of information or the conduct of marketing efforts in conjunction with IIRP international affiliates, with which we have governance and programmatic oversight, and whose goals and mission are consistent with the mission and goals of the IIRP.

### **Opt Out**

A person may disable cookies through their individual browser options or they can opt out of the collection and use of this information through tools like the [Network Advertising Initiative opt-out page](#).

### **Third Party Vendors**

The IIRP works with various third-party services to provide email management and payments. We choose these vendors based on their compliance with applicable privacy laws.

## **Security**

The IIRP follows industry-standard precautions and procedures in the transmission and storage of electronic data. The IIRP and affiliate websites use Secure Sockets Layer (SSL) encryption to process secure information. Sensitive credit card information is not permanently stored on any IIRP web server, and although order information is retained for our records, this information is not shared with other companies or persons.

## **Intellectual Property and Proprietary Rights**

Our websites are protected by one or more copyrights, patents, database rights, trademarks, service marks, and/or other intellectual property and proprietary rights that are owned by the IIRP, its affiliates, and/or third parties.

## **Breach Notification**

We will notify affected individuals, via email, within 72 hours of first having become aware of a breach of data that is likely to result in a risk for the rights and freedoms of individuals.

## **Accuracy of Information**

All information provided on IIRP websites is for informational purposes only and does not constitute a legal contract between the institution and any other person or entity otherwise specified. Although every reasonable effort is made to present current and accurate information, the IIRP makes no guarantees of any kind.

## ***No-Money-Solicitation Policy***

The IIRP has a no-money-solicitation policy with regard to the solicitation by and among faculty, staff, or students to contribute to organizations or purchase raffle tickets, event tickets, cookies, or other types of organizational fundraising in the workplace. For the same reasons as the Personal Gift Acceptance policy, we want to avoid uncomfortable situations where employees feel social pressure to participate. With the exception of contributions to the IIRP, the IIRP asks its employees and students to keep such solicitation of contributions and purchases outside of the workplace on a private, interpersonal basis.

## ***Personal Gift Acceptance Policy***

Faculty, staff, and trustees of the IIRP Graduate School are asked not to accept or solicit a gift or benefit from vendors, students, or others who may influence or appear to influence the recipient's decision making. To uphold integrity and transparency, we rely on our community to make informed decisions as to the value of the gift and seek guidance from leadership if the gift is greater than a nominal value.

Students enrolled in the Graduate School are encouraged to celebrate faculty members with letters, cards, or verbal expressions rather than material gifts.

Faculty, staff, and trustees may exchange gifts among each other. It is requested that discretion be used when those exchanges occur.

### *Photography and Video Recording Policy*

The IIRP uses digital photographic images and video recordings to promote the Graduate School and events surrounding the institution in websites, print materials, and social media, in areas around education, publicity, and fundraising.

All IIRP employees, students, trustees, and attendees of IIRP conferences are advised that the IIRP records digital images and video of members of the campus community throughout the year, which may include in classrooms, in study areas, in offices, and at other IIRP on- and off-campus activities. The IIRP reserves the right to employ these images and videos as a part of its internal and external communications efforts.

All IIRP employees, students, trustees, and attendees of IIRP conferences are given to understand that their images, names, voices, and likenesses may be included, published, or used in perpetuity in IIRP publications, including print, broadcast, social, and/or other electronic media for publicity or marketing purposes. Procedures are established so that IIRP employees, students, trustees, and attendees of IIRP conferences can opt out of this arrangement. The Office of the Associate Dean of Administration is responsible for these procedures, which can be found in your Student Portal.

The IIRP will never post still or motion images with identifying information such as email address, address, or family members' names. No special compensation is provided to any individual included in images taken at IIRP events. The IIRP does not contact individuals to notify them if or when their images are used by the IIRP.

## **Academic Policies and Procedures**

### *Academic Advising*

Every student is assigned an advisor at the time of admission into a program. Students should take the lead in sharing any questions or concerns with their advisor. Issues concerning course selection, withdrawing from a course, or withdrawing from the program should be discussed with their advisor. Advisors can be contacted in person, by phone, or by email.

The Recruitment and Admissions Advisor Student Services shall serve as advisors to students who are not admitted.



## *Academic Freedom*

Faculty and students must be free to form their own conclusions and to make their own decisions in light of the available information. The common good of both depends upon the free search for truth and the free exposition of the findings of that search.

The IIRP adheres to the statement on academic freedom endorsed by the American Association of University Professors.

1. Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

### **Freedom in the Classroom**

The IIRP and its faculty encourage free discussion, inquiry, and expression in the classroom in accordance with the orderly processes established for classroom instruction. Student academic performance will be evaluated solely on the basis of legitimate academic and professional concerns and not on unrelated opinions or beliefs held or expressed or conduct unrelated to legitimate Institute concerns.

### **Protection of Freedom of Expression**

Students are free to take exception, by appropriate and orderly means, to data or views offered in any course of study and to reserve judgment about matters of opinion or belief but are responsible for learning the content of any course of study and successfully responding to tests, examinations, or other course requirements for courses in which they are enrolled.

## **Protection Against Improper Academic Evaluation**

Students are responsible for maintaining standards of academic performance and integrity and complying with appropriate behavioral requirements, and they are provided with processes designed to protect them from improperly prejudiced or capricious academic evaluation. Such processes include consultations with the instructor or the Provost.

## **Protection Against Improper Disclosure**

Information about student views, beliefs, and associations that faculty and staff have acquired in the course of their work with students is protected against improper disclosure by the policies, regulations, and procedures of the Institute as well as the professional standards of conduct of the staff.

## **Academic Integrity**

The IIRP expects its students to perform their academic work honestly and fairly. In addition, a student should neither hinder nor unfairly assist the efforts of other students to complete their work successfully.

In an academic community, students are encouraged to help one another learn. Because no two students learn in exactly the same way or take exactly the same things away from course material, the IIRP encourages students to learn together. The boundaries on what is or is not acceptable work may not always be clear; thus, if at any point in academic work the student is uncertain about their responsibility as a scholar or about the propriety of a particular action, the instructor should be consulted. The following list is not to be considered complete but rather covers the most common areas of concern.

## **Plagiarism**

A major form of academic dishonesty is plagiarism, which the IIRP defines as the use, deliberate or not, of any outside source without proper acknowledgment. While the work of others often constitutes a necessary resource for academic research, such work must be properly used and credited to the original author. This principle applies to professional scholars as well as to students.

An “outside source” is any work (published or unpublished) composed, written, or created by any person other than the student who submitted the work. (This definition is adapted from *Napolitano v. Princeton*.)

All work that students submit or present as part of course assignments or requirements must be their original work unless otherwise expressly permitted by the instructor. This includes any

work presented in written, oral, or electronic form or in any other technical or artistic medium. When students use the specific thoughts, ideas, writings, or expressions of others, they must accompany each instance of use with some form of attribution to the source. Direct quotes from any source (including the internet) must be placed in quotation marks (or otherwise marked appropriately) and accompanied by proper citation, following the preferred bibliographic conventions of the department or instructor. It is the instructor's responsibility to make clear to all students in the class the preferred or required APA citation style for student work. Ignorance on the student's part of bibliographic convention and citation procedures is not a valid excuse for having committed plagiarism.

A student may not present oral or written reports written by others as their own work. This includes incorporating work written or dictated by someone other than the student. Students may not use writing or research obtained from a term-paper service or purchased from any person or entity, unless they fully disclose such activity to the instructor and are given express permission. They may not use writings or research obtained from any other student previously or currently enrolled at IIRP.

Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses, and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

Students must keep all notes, drafts, and materials used in preparing assignments until a final course grade is given. For work in electronic form, they may be asked to keep all intermediate drafts and notes electronically or in hard copy until final grades are given. All such materials must be available for inspection by the instructor at any time.

## Cheating

Students may not submit assignments or any other coursework prepared by, copied from, or dictated by others.

Students may not provide or receive unauthorized help in posting assignments or taking examinations, tests, or quizzes, or in preparing any other requirements for a course. Such restrictions are illustrated by but not limited to the following:

- Using unauthorized material in an examination, test, or quiz.
- Using email or text messaging during any exam without the permission of the instructor.
- Stealing or transmitting in writing, electronically, or verbally actual examinations, tests, quizzes, or portions thereof prior to or during an exam.
- Reading or observing another's work without their consent, whether it be on paper, electronically, or in any other form.
- Soliciting or using a proxy test-taker or acting in that capacity.

## Helping or Hindering Others

Students may not tamper with, damage, or otherwise hinder the work of others to complete their assignments successfully.

## False Testimony

Students may not submit or present a falsified excuse for an absence from course activities either directly or through another source.

Students may not falsify research data or results. They may not invent bibliographical entries for research papers, websites, or handouts. They may not falsify information about the date of submission for any coursework.

## Copyright

In the preparation of course, program, or degree work, students are directed to comply with the copyright law of the United States ([Title XVII, United States Code](#)). Violations of copyright law and violations of regulations regarding the use of copyrighted material for educational purposes are violations of this policy. [General guidelines on copyright](#) can be found on the Library website.

## Library

Damage to or abuse of library, media, learning management systems, computing, or other academic resources is prohibited by the laws of the Commonwealth of Pennsylvania.

## Internet

Students may not copy print or non-print media or download copyrighted files (including music) from the internet beyond accepted norms. Information on United States [copyright polices on fair use for educational purposes](#), along with resources for public domain material, are available on the Library website.

## Consequences of Violating the Academic Integrity Policy

All student violations of academic integrity policies and the student Code of Conduct may be handled through traditional procedures or, if the student agrees, through a restorative process. The option of a restorative process is most appropriate if the student admits the violation.

An instructor who suspects a student of violating the policy on academic integrity with regard to an assignment, requirement, examination, test, or quiz will promptly investigate the suspicion and discuss it with the student.

If the student does not admit to the violation, the instructor may consult with another instructor using a blind copy of the work in question to verify the violation.

If, in the opinion of instructor(s), the violation is clear, the student may receive no credit or an "F" for the work in question. In addition, the instructor(s) must inform the student in writing of the violation and penalty. A copy of this memo must be sent to the Provost and the Dean of Student Services.

A record of the violation will be kept by Student Services until the student completes their degree or certification program, at which point all references to the incident will be removed from the student's permanent record. Anonymous information may be maintained by the IIRP for statistical purposes only.

If a student's first violation is substantial or if they have a second violation, sanctions may range from academic probation to expulsion from the Graduate School.

If a student wishes to appeal the violation, they should first consult with the instructor(s), then, if dissatisfied with the result of that consultation, should contact the Provost. If the student wishes to appeal further, they may contact the President in writing. The President will respond within ten working days. If the aggrieved party is still not satisfied, the issue may be appealed

to the Board of Trustees. Student appeals must be filed within one month of the instructor's filing of the violation.

At any point in the process, the student, the instructor(s), or the administration may suggest a restorative process. Participation by the student in a restorative process is strictly voluntary.

### *Academic Records*

The Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments are federal law that affords students certain rights with respect to their education records. The IIRP Graduate School will maintain the confidentiality of student education records in accordance with the provisions of the Act and will accord all rights under the Act to current and former students of the IIRP who are declared independent.

The Act also limits who outside the IIRP may have access to a student's academic records. Academic records may not be transmitted to individuals or agencies outside of the institution without the student's written consent, except as provided by law. Therefore, students must give written permission when requesting the institution to forward records to off-campus persons, agencies, or institutions. The law permits the IIRP to release without permission such information as a student's name, telephone number, email address, enrollment status, dates of attendance, major field, and degrees and awards received.

If you do not want the IIRP to disclose directory information from your education records, you must opt out in your Student Portal.

Should you opt out, your request will remain in effect until such time as you inform us in writing that you no longer wish to keep your information private. Prior to opting out, please consider all the effects of this decision. For example, if you tell us not to disclose your directory information to third parties, we will not share your information with anyone (except persons who have a right to see your information under the law), including persons or agencies offering jobs and educational benefits (such as scholarships) or agencies regarding loan deferments. Also, note that if you have requested that we not disclose your directory information, but you would like to have your name appear in the commencement program, you must provide your signed written consent no later than March 1 for that year's commencement.

### **Rights of Inspection**

The Family Educational Rights and Privacy Act provides students with the right to inspect and review information contained in their educational records; to challenge the contents of those records that students consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights; to a hearing if the outcome of the challenge is unsatisfactory; and to

submit explanatory statements for inclusion in their files if they deem the decisions of the hearing panels unacceptable. The Dean of Student Services has been assigned to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic and placement records.

The full text of the Act is available at the Office of Student Services. (Much of the text in this section is direct quotation or a paraphrase of its language.) It also can be accessed at the [U.S. Department of Education's website](#).

### **Education Records: Definition**

Education records are those directly related to a student that are maintained by the IIRP. Education records do not include the following:

- Records of instructional, supervisory, and administrative personnel, and ancillary educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who may temporarily perform the duties of the maker.
- Records related to individuals who are employed by the IIRP that are made and maintained in the normal course of business relate exclusively to individuals in their capacity as employees and are not used for another purpose. Note: Records of persons who are employed solely as a consequence of Institute attendance (e.g., tutors) are education records.
- Records, including student health records, created and maintained by a physician, psychiatrist, psychologist, or other recognized medical or counseling professional or paraprofessional, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to physicians or professionals of the student's choice. Note: Treatment in this context does not include remedial education activities or other activities that are part of the program of instruction at the IIRP.
- Records of the institution that contain only information relating to a person after that person is no longer a student at the institution, e.g., accomplishments of alumni.
- Records of the institution relating to violations of federal, state, or institutional regulations pertaining to alcohol or drugs.

## **Request for Review**

Students wishing to review their education records must make a written request to the Dean of Student Services, who has the record in their custody, listing the item or items to be reviewed. Only those records covered by the Act will be available for review. The items requested shall be made available no later than 45 calendar days following receipt of the written request. A copy of the academic record may be refused if a hold for nonpayment of financial obligation exists. Copies may be made at the student's expense. The fee for making copies of the educational record is \$1 per page, to be remitted at the time the copy is requested. Students have the right to a copy of the education record when failure to provide a copy would prevent the student from inspecting and reviewing the record, e.g., when distance prevents the student from ready access to campus.

## **Limitations on Student Rights**

There are some limitations on the rights of students to inspect records. Students have no right of inspection or review of the following items:

- Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived the right of inspection and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
- Education records containing information about more than one student; however, in such cases the institution will permit access to that part of the record that pertains only to the inquiring student.

## **Waiver of Student Rights**

Students may waive any or all of their rights under the Act. The IIRP Graduate School does not require waivers, and no institutional service shall be denied students who fail to supply waivers.

All waivers must be in writing and signed by the student. Students may waive their right to inspect and review either individual documents (e.g., a letter of recommendation) or classes of documents (e.g., an admissions file). The items or documents to which students have waived the right of access shall be used only for the purpose(s) for which they were collected. If used for other purposes, the waivers shall be void, and the documents may be inspected by the student. The student may revoke the waiver in writing, but revocation does not establish the right to inspect and review documents collected while the waiver was in force.



## Consent Provisions

No person outside of the IIRP shall have access to, nor shall the IIRP disclose any personally identifiable information from, students' education records without the written consent of the student. The consent must specify the records to be released, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. Consent must be signed and dated by the student.

## Exceptions to Consent Policy

There are exceptions to the consent policy. The IIRP reserves the right, as allowed under the Act, to disclose education records or components thereof without written consent to:

- Personnel within the IIRP who demonstrate a need to know and who act in the student's educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student records.
- Officials of other institutions in which the student seeks to enroll, on the condition that the IIRP make a reasonable attempt to inform the student of the disclosure at the student's last known address. In most instances, if the student initiated the request to transfer, permission to transfer education records is explicit in the request.
- Officials of other schools in which the student is currently enrolled.
- Persons or organizations providing student financial aid in order to determine the amount, eligibility, or conditions of an award and to enforce the terms of an award.
- Accrediting organizations carrying out their functions.
- Authorized representatives of the comptroller-general of the United States, the secretary of the U.S. Department of Education, and state educational authorities, if the information is necessary for audit and evaluation of federal or state-sponsored programs.
- State and federal officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
- Organizations conducting studies to develop, validate, and administer predictive tests, to administer student-aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the project.

- Persons in compliance with a judicial order or a lawfully issued subpoena if reasonable effort is made to notify the student.
- Appropriate persons in a health or safety emergency, so long as there is a serious threat to the student or others, the knowledge of the information is necessary to meet the emergency, time is of the essence, and the persons to whom the information is disclosed are in a position to deal with the emergency.

### **Institutional Record of Disclosure**

The IIRP will keep a written record of all such exceptional disclosures, and the student has the right to inspect such records, which will include the names of parties or agencies to whom disclosure was made, the legitimate reason for the disclosure, and the date of the disclosure. No record of disclosure shall be required for those requests made by students for their own use, those disclosures made with a student's written consent, those made to officials of the IIRP, or those specified as directory information.

### **Disclosure of Education Record Information**

The IIRP will obtain written consent from students before disclosing any personally identifiable information from their education record (with exceptions as noted under Exceptions to Consent Policy). Such written consent for disclosure must: specify the records to be released, state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student. All such consents shall be maintained in the education record of the student.

### **Challenge of Contents of Education Records**

A student who believes that their education records contain information that is inaccurate or misleading or otherwise violates their privacy or other rights may discuss their concerns informally with the Provost. If the decision of the Provost concurs with the student's request, the appropriate records shall be amended and the student shall be notified in writing of the amendment(s). If they disagree, the student must be notified within 15 calendar days that the records will not be amended and of the student's right to a hearing on the matter.

Student requests for a formal hearing must be made in writing within 30 calendar days from the mailing of the notice from the Provost who, within 30 days after receipt of the written request, shall inform the student of the date, time, and place of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. If the student desires, they may be assisted or represented at the hearing by one or more persons of

their choice, including an attorney, at the student's expense. The hearing may be conducted by any party, including an official of the IIRP, so long as the person does not have a direct interest in its outcome. The panel that adjudicates such challenges is made up of members of the Board of Trustees. The hearing panel shall base its decision solely on the evidence presented at the hearing. Its decision shall be final and in writing, summarizing the evidence and stating the reasons for the decision. The written report shall be mailed to the student and any other concerned party within 30 calendar days of the hearing.

If the hearing panel determines that the information at issue is inaccurate, misleading, or a violation of privacy or other rights, the student's record shall be amended in accordance with the decision and the student so informed in writing. If the hearing panel decision is unsatisfactory to the student, they may place with the education record a statement(s) commenting on the information in the record or setting forth any reason for disagreeing with the decision of the hearing panel. The statements shall be placed in the education record, maintained as part of the record, and released whenever the records in question are disclosed to an authorized party.

**Note:** Rights of challenge cannot be used to question substantive educational judgments that are correctly recorded (e.g., course grades with which the student disagrees).

Students who believe that the adjudication of their challenges was unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the IIRP to aid them in filing a complaint with the Family Policy and Regulations Office, Department of Education, Room 1087, 400 Maryland Avenue S.W., Washington, D.C. 20202.

### **Challenge of Institutional Compliance**

Students may file complaints with the Department of Education concerning alleged failure of the institution to comply with FERPA. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.

### **Destruction of Records**

Once a student has requested access to their records, the records shall not be destroyed until inspection and review have been provided. The following items shall not be destroyed or removed from the record: (1) explanatory statements placed in the record by the student (see the section on challenging educational records, above); and (2) records of disclosure and requests for disclosures. The IIRP reserves the right to destroy information contained in student records and files when the information on file is no longer valid or useful, e.g., letters of recommendation once they have been used for their original purpose.

## *Appeal of Instructor Evaluation of Student Work*

Part of an IIRP faculty member's responsibility is to evaluate student work and award credit for each course fairly and consistently in accordance with the course expectations included in the syllabus that each student receives at the beginning of a course.

Students may challenge the instructor's evaluation of their work by first consulting with the instructor(s). If the issue is not resolved after consultation with the instructor, students may appeal their concern to the Provost. The IIRP will deal with such challenges in a manner consistent with restorative practices.

If a student wishes to appeal the final grade received in a course, the student must begin the process within 90 days from the date the grade is posted.

## *Dismissal*

Students will be subject to disciplinary dismissal if they violate the IIRP's standards of conduct or if they fail to meet their financial obligations to the IIRP. Dismissal will be handled in a manner consistent with restorative practices. Students who have been dismissed from the IIRP are not likely to be readmitted; however, exceptions may be considered.

## *Dropping a Course*

Once courses begin, the following policies regarding your grade will apply:

For all courses, if you wish to withdraw from a course, you must submit a course withdrawal form through your Student Portal.

When you register for a course, you are committing to attend and complete the course that you are enrolled in. Only course withdrawal requests submitted through your Student Portal will be honored.

Failure to submit a course withdrawal form through your Student Portal by the deadlines listed below will result in a grade of "F."

Fully online courses: Submit the course withdrawal form through your Student Portal before the start of the 6th week in order to receive an official grade of "W."

Blended courses: Submit the course withdrawal form through your Student Portal by these deadlines in order to receive an official grade of "W."

- Before the start of the 3<sup>rd</sup> week of a 4-week course
- Before the start of the 4<sup>th</sup> week of a 7-week course

In-person courses: Submit the course withdrawal form through your Student Portal before the start of the 3<sup>rd</sup> week in order to receive an official grade of "W."

**Financial implications for dropping a course *prior* to the start date:**

For any course, you may withdraw at least one day before the course begins by submitting the course withdrawal form through your Student Portal.

You will receive a refund or a credit for the tuition you have paid for that course, minus a \$50 withdrawal fee.

**Financial implications for dropping a course *after* the start date:**

For any course, if you submit your course withdrawal form through your Student Portal by the end of the third day, you will receive a refund or credit for 50% of the tuition you have paid for that course.

Refunds and credits will not be issued for course withdrawals submitted after the third day of the course. Once this deadline has passed, you will remain responsible for 100% of the tuition.

**Please note:** You must submit the course withdrawal form in order to be considered withdrawn from a course. Simply ceasing to participate in a course is not the same as withdrawing from a course; unless you have formally withdrawn, you are still responsible for all tuition for that course.

### *Final Examinations*

If a student is unable to take a final examination, the instructor's permission must be secured in order for a make-up examination to be arranged. Appeals of the decision of the instructor should be directed to the Provost.

### *Grades*

Minimum course expectations are as follows:

1. Students must log in and participate in online activities and/or attend all scheduled classes as defined by the instructor.
2. Assignments must be completed by the due date according to the standards specified by the course instructor.
3. Written and oral assessments must satisfy the standards specified by the course instructor.
4. The course instructor will decide on whether to allow exceptions or extensions.

Grades will be reported as follows:

Grade	Percent	Grade Point Value	Explanation
<b>A</b>	93–100	4.0	Exceeding Expectations
<b>A-</b>	90–92	3.7	
<b>B+</b>	87–89	3.3	
<b>B</b>	83–86	3.0	Meeting Expectations
<b>B-</b>	80–82	2.7	
<b>C+</b>	77–79	2.3	
<b>C</b>	70–76	2.0	Minimally acceptable on a limited basis
<b>F</b>	< 70	0.0	Failure to meet minimum standards
<b>P</b>		No Effect	Meeting Expectations
<b>I</b>		No Effect	Incomplete
<b>W</b>		No Effect	Withdrawal
<b>O</b>		No Effect	Ongoing

An "F" in any graduate course will result in disqualification from the program. Students cannot continue in the graduate program or be issued a non-degree graduate certificate if they earn more than one grade of "C" in any graduate course. Students who earn a "C" may elect to retake the course to improve their grade, but if a "C" is earned again, they cannot continue in the program. Exceptions to such disqualifications may be made upon appeal to the Provost.

When all of the course expectations are met, the student's transcript will indicate the letter grade assigned by the instructor(s) in grade reports and transcripts. Where exceptions or extensions have been granted, students must resolve any outstanding requirements within the timeframe specified. If that timeframe extends beyond the end of the term, the course will be designated as "incomplete," abbreviated "I" in grade reports and transcripts.

A student who fails to complete a course within the prescribed period (as above) shall receive at the instructor's discretion either a grade of "I" (incomplete) or "F" (failure). The instructor may permit an extension of time up to one year for the completion of the course. The student must request that the instructor grant a grade of incomplete prior to the last class meeting. The faculty member and the student will then complete the Incomplete Grade Form. In such cases,

any course that is still incomplete after one calendar year from its official ending will convert to the grade of "F" (failure). Depending on the circumstances, the period allowed to complete a course may be extended upon appeal to the Provost.

If a student chooses to withdraw from a course within the time specified in IIRP policy, the course will be designated a "withdrawal," abbreviated "W" in grade reports and transcripts. Withdrawals do not impact the GPA, but the student will be required to retake the course in order to receive credit.

Students required to retake a course as a result of an incomplete or withdrawal or students who elect to retake a course to improve a "C" grade must pay full tuition on re-enrollment in that course.

### *Leave of Absence/Continuous Enrollment*

All admitted students are expected to enroll continuously for all three terms from the time of admission until the completion of their degree requirements. We understand that personal circumstances may require a student to pause their program of study for a period of time. Students who need to pause their studies for one or more terms must submit a Request for Leave of Absence form, found in their student portal. Students who fail to request a leave of absence or who do not re-enroll for the agreed upon term will be discontinued from the program and will be required to reapply before continuing their studies.

### *Course Registration*

Students register for courses utilizing the online registration process through their [Student Portal](#).

Students are highly encouraged to register no later than four weeks prior to the start of a course so they have ample time to prepare. Students who register after this period will pay a \$25 late registration fee. The late registration fee is non-refundable and non-transferrable.

Course requirements vary and include purchasing and obtaining books prior to the start date of the course. The final registration deadline is one week prior to the start of the course, with the exception of the World Conference and Restorative Practices Symposium courses, which have registration deadlines of two days before the start date.

Students may apply course credits to a Master of Science or Graduate Certificate program for up to eight years after a course is successfully completed. Any exceptions must be approved by the Provost.

Registered students will receive an email notification when the course becomes available in Moodle, the Learning Management System.

## *Research Involving Human Subjects*

The IIRP Graduate School has established an Assurance of Compliance with the Department of Health and Human Services (HHS) regulations governing research involving human subjects. Since research comprises a vital part of graduate education and research may involve human subjects, graduate students must be aware of their responsibilities.

All research involving human subjects must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of the research.

The human subjects regulations extend into the classroom and youth counseling settings so that graduate students with teaching and counseling assignments as well as those engaged in research should carefully observe these constraints and protections. Copies of the Assurance of Compliance and HHS regulations (45 CFR 46) may be obtained from the Associate Dean of Administration.

## *Textbook Cost Containment*

The IIRP Graduate School has a system in place to assist faculty in identifying and locating textbooks for their courses, to collect the required information and make it available in course reading lists.

1. Prior to the start of each course, the Librarian of the IIRP Graduate School is available to assist faculty at their request in identifying possible textbooks, including publishers, editions and costs. Faculty request examination copies if needed.
2. At least eight weeks prior to the start of each course, the librarian forwards the latest available version of the reading list to faculty for review within two weeks.
3. After receiving changes, the librarian reviews and proofreads course reading lists and verifies any additional information needed.
4. At least 30 days prior to the start of each course, the librarian returns a final version of the reading list to faculty for use on their Moodle course module.

The IIRP provides a list of required textbooks and recommended readings in course syllabi to students 30 days prior to the start of classes each term. The campus does not have a physical bookstore facility; therefore, the IIRP does not control or influence textbook costs. Students are responsible for obtaining their own textbooks.



## *Transcript Requests*

If you need to obtain a copy of your official IIRP Graduate School transcript, you may request paper and electronic copies from the National Student Clearinghouse at no charge for normal processing. Any fees incurred for expedited delivery service will be at your expense.

The link below will direct you to a form at the National Student Clearinghouse website. Please complete the request form in its entirety to avoid processing delays. We are unable to honor transcript requests over the phone or via email, as your electronic signature is required on the request form.

### **Request a Transcript**

- Go to the [National Student Clearinghouse \(NSC\) ordering service](#).
- Log in using your existing National Student Clearinghouse account or create a new National Student Clearinghouse account.
- Complete each step of the order form.
- **Note:** You will be given the option to delay the processing of your transcript order until final grades are posted, or until certificates or degrees are conferred for the current term.
- If you have a form or document that must accompany your transcript, you must upload that document during the ordering process. It may be in one of the following formats: jpg, jpeg, gif, png, eps, cdr, ai, pdf, tif, tiff, bmp, zip, doc, docx, xls, xlsx, txt, xml. If you need the document to be filled out along with the transcript, you must request a paper transcript.

All transcript requests will be fulfilled within three-to-five business days. If there are any complications, Student Services staff will contact you directly by email.

Students may view and print unofficial IIRP Graduate School transcripts through their [Student Portal](#) under Enrollment and View Academic Record.

### **Electronic Transcripts**

You will receive an email notification when your transcript is processed. You must retrieve your electronic transcript from the emailed link from NSC within 20 days.

Prior to submitting an order, please verify that the recipient can accept electronic PDF transcripts from studentclearinghouse.org. If a paper transcript is also needed, you must place a separate order.

## To Ensure Your Request Will Be Processed

In order to fulfill a transcript request, Student Services must have an official undergraduate transcript on file for you. You may have a transcript sent directly from the undergraduate institution to:

- [transcripts@iirp.edu](mailto:transcripts@iirp.edu), or
- IIRP, 531 Main Street, Bethlehem, PA 18018-5837

## Circumstances That Will Cause a Delay in Receipt of Transcripts Include

- A financial hold.
- Incomplete information on the request form.
- An official undergraduate transcript is not on file at the IIRP.

## *Verification of Student Identity*

All credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course is the same student who participates in and completes the course or program and receives academic credit for doing so.

Students seeking enrollment in distance education courses will provide appropriate information to establish their identity. All methods of verifying student identity in distance learning must protect the privacy of student information in compliance with FERPA (Family Educational Rights and Privacy Act). Personally identifiable information collected, such as a photo ID, may be used at the discretion of the institution as the basis for identity verification.

Each student establishes a unique username and password when creating a Student Portal to manage their student account online. The secure username and password are required to access both the Student Portal and the Learning Management System (LMS).

Should a student forget their unique information and not be able to reset access through the online password reset procedures, Student Services is responsible to verify student identity and reset access. Security questions using non-directory information are asked by Student Services to verify student identity when resetting student passwords or accessing student records for other purposes. There are no additional charges associated with verification of student identity.

Having a secure online learning environment is critical to verification of student identity.

All users of the IIRP's Student Portal and Learning Management System are responsible for maintaining the security of usernames, passwords, and other access credentials. An account is assigned to an individual for exclusive use by that individual. Attempting to discover another student's password or gain unauthorized access to someone else's Student Portal is prohibited. It is against the IIRP's Academic Integrity policy for a student to give someone else their password or allow others to use their account, and doing so could lead to disciplinary action. Users are responsible for any and all activity on their account.

Faculty teaching courses through distance education methods have a role in identity verification insofar as they can be alert to changes in student behavior, such as sudden shifts in academic performance or changes in writing style or language used in discussion groups or email, which may indicate academic integrity issues. Faculty will routinely use a variety of assessment instruments whenever possible.

### *Withdrawal from a Program*

Admitted students may choose to leave the IIRP Graduate School for various reasons. Before making a final decision to withdraw, students should discuss their options with their advisor and then with Student Services. Those who withdraw from the Graduate School lose their degree eligibility and must reapply to the program if they wish to return to the IIRP Graduate School in the future. Students choosing to withdraw must submit a Voluntary Program Withdrawal form, located in your Student Portal.

## Course Credit Hours, Terms, and Modalities

### *Credit Hour Assignment*

All courses taken for credit at the International Institute for Restorative Practices (IIRP) that are applied toward completion of degree and certificate requirements conform to applicable state and federal regulations regarding assignment of credit hours.

The faculty of the Graduate School is responsible for developing, maintaining, and evaluating the curriculum. Assignment of credit hours for courses are determined based on the expertise of the faculty and course learning objectives. The Office of the Provost bears the responsibility for the execution of this policy.

### **Assignment of Credit Hours**

The IIRP has adopted a variant of the traditional "Carnegie Unit" as a measure of academic credit. This unit is known by the familiar term, "credit hour," and is the primary academic measure by which progress toward a degree is gauged. It is recognized that such a unit

measures only a part, albeit a major part, of a composite learning experience, based upon formally structured and informal interactions among faculty and students, as well as work done by students independently, outside of class.

Two hours of work outside of class (reading, writing, research, project work, etc.) are expected of students for each hour of direct classroom or online participation.

### **Definition of a Credit Hour**

The calculation of credit hours for graduate programs follows the Pennsylvania Department of Education guidelines, which are consistent with the U.S. Department of Education's definition of a credit hour.

#### *22 Pa. Code § 31.21 (5)*

"A master's degree must require the satisfactory completion of a minimum of 30 semester credit hours or 45 quarter credit hours beyond the baccalaureate level."

#### *22 Pa. Code § 31.21 (6)(d)*

"To assure academic integrity, an institution shall provide students in a distance education program access to academic and student services, including textbooks, study guides, library and other learning resources, personal interaction with faculty, tutors or other educational personnel by computer, telephone, mail or face-to-face meetings. The institution shall assure integrity of student work and provide opportunity for student assessment. These programs must comply with the regulations that apply to resident-based programs as prescribed in this chapter and Chapters 35, 36, 40 and 42 and conform to generally accepted academic practices for delivery of instruction through distance education."

At the IIRP a three-credit graduate course comprises:

- 42 hours of classroom ("in-class" or "in-seat") instruction, plus
- 3 hours for final examination (when applicable), plus
- 90 hours of additional work outside of class (reading, homework, research, fieldwork, project creation, and other activities)

Total: 132 hours (135 hours if final exam is administered)

### *Academic Periods*

There are three academic terms – fall, spring, and summer – within which the IIRP offers courses of varying durations. The fall and spring academic periods are at least 15 weeks long each; the summer academic period is typically less than 15 weeks long but nevertheless adheres to the policy in terms of instruction time and the amount of work required.

## *Course Durations*

The length of individual courses, whether blended or online, can vary within each academic period. Published descriptions of courses clearly state the duration of each course. Every course, regardless of its duration, adheres to the credit hour policy in terms of the required instruction time and volume of work involved to earn full credit.

## *Course Delivery Modalities*

### **Blended Courses**

Attendance at an IIRP professional development event, symposium, or conference can be followed by online coursework to complete a blended course. Direct instruction time for the online portion of each graduate course is calculated based on the amount of time spent attending the professional development event. In all instances, these courses must meet the total amount of instructional and student work time required to earn full credit, based on the definition of a credit hour as described above.

### **Online Courses**

These courses are offered entirely online with no on-site, in-person meetings. They have the same learning outcomes and substantive components as other courses offered by the IIRP. Contact time is satisfied by several means including, but not limited to:

(a) Regular weekly instruction or interaction with an instructor for the duration of the course,

**and**

(b) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers, and online projects reviewed and graded by faculty. In all instances, these courses must meet the total amount of instructional and student work time as traditional classroom courses.

### **Directed and Independent Study Courses**

Each course is individualized to allow the student to either complete the requirements of an existing course on an individual basis, or to explore a personal interest related to restorative practices not currently addressed in the curriculum. The time spent on in-person instruction, direct interaction between the instructor and student, and additional external study, research, writing, fieldwork, and other activities will conform to the standard minimum of 45 hours of direct instruction or credit hour equivalencies plus 90 hours of outside work for a three-credit course. The total time a student spends in an independent study course, including research,

fieldwork, and other activities, is documented in a contract, developed by the student with a Ph.D. faculty member and approved by the faculty, which ensures that the student's educational objectives, work plan, assignments, activities, outcomes, and evaluation are equal to those of other IIRP courses.

## **Accelerated Courses**

Courses offered outside of a standard academic period in which credit hours offered are the same as for courses offered in a standard academic period. The content and substantive learning outcomes for accelerated courses are the same as those in the standard academic period. These courses must meet the total amount of instructional time and student work as standard courses.

### *Definitions of In-Class and Out-of-Class Time*

In online and blended courses, time spent in direct learning and interaction with the instructor and classmates via our learning management system, Moodle, is considered in-class time. Time spent in work, preparation, and related activities away from Moodle is considered out-of-class time.

## **Technology**

### *Technical Proficiency*

The IIRP Graduate School expects that incoming students will have basic skills in using email, the internet, and word processing, or will acquire such skills and will exhibit a willingness to learn new technical skills as necessary to complete their coursework. Communication between faculty and students relies primarily on the learning management system and email.

IIRP students are eligible to make computer purchases at the Apple Education Store, which provides discounted pricing for students. For more information about Apple products and how to order through the Apple Education Store, students should visit the [Apple Education Store website](#) or call Apple customer support at 800-692-7753 (800-MY-APPLE).

Students have their own Student Portals with entry requiring a unique email address and password. Your Student Portal provides the mechanism to do many things, such as register for courses; apply for admission and track progress of application requirements; view schedules, academic records, and student audits (progress toward completion of a program); withdraw from a course; submit a leave of absence form; request a transcript; and access the learning management system for your course materials and activities.

## *Minimum Technology Requirements*

Students need the following equipment and software:

- A computer or other device with video and audio capabilities
- A headset or speakers, webcam, and microphone
- The most recent versions of Microsoft Word and Adobe Reader
- The ability to connect to Zoom and the Moodle Learning Management System

## *Technical Support*

Your course faculty is able to answer questions that may arise regarding Moodle and other technologies used in this course. For technical support with Moodle, please visit our [Moodle FAQ](#) page, and consult [Zoom Support](#) for guidance about Zoom video conferencing.

Our Helpdesk ([StudentTechHelp@iirp.edu](mailto:StudentTechHelp@iirp.edu)) is staffed during our regular business hours: Monday through Friday, 8–4:30 U.S. Eastern time, excluding holidays.

- Student Portal (including lost password)
- Other Technical Issues

## *Learning Management System*

The IIRP Graduate School uses a web-based learning management system (LMS) called Moodle. This system provides electronic access to online courses through computers and mobile devices using an internet connection. Students are required to log into Moodle to obtain course materials, engage in learning activities, and submit assignments.

Students are able to access their courses in the LMS until six months after they complete their program (graduate certificate or master's degree). We strongly advise students to save their work as they go, downloading any materials they want to keep for personal, professional, or academic reference.

Should a student withdraw from a course, they will no longer have access to that course in the LMS. If a student withdraws from the program, they will no longer have access to the LMS or to any of the courses they have taken.

## *Technology Policy*

The primary purpose of the IIRP's computing resources and other information technologies is to enhance and support the educational mission of the IIRP. These resources include workstations and multi-user computer systems, as well as local area networks and connections to other computer networks.

All students, faculty, and staff are responsible for using the IIRP's computing resources in a safe, effective, ethical, and lawful manner.

**Note:** Logging onto or otherwise connecting to the campus network implies acceptance of this policy.

The intent of this statement is to give an overview of acceptable and unacceptable uses of computing resources without exhaustively enumerating all such uses and misuses. This statement is intended as an addition to existing policies concerning academic honesty and the use of facilities. The predominant goal of this policy is to promote honesty, respect for individuals, and respect for both physical and intellectual property. All expectations regarding academic honesty and professional ethics extend to assignments completed in electronic form. It is never permitted to use another person's computer authorization for any purpose or to provide your own authorization to another.

You may not access someone else's work without explicit permission. You are not permitted to engage in any activity that would harass others or impede their work. All members of the campus community are required to adhere to all copyright laws. As part of the internet community, students connecting their computers to the IIRP's networks must take reasonable precautions against viruses.

While the IIRP makes every effort to maintain the security of its systems, no guarantee of privacy can be made for electronically stored information or email. Users of institutional computing resources also should be aware that the IIRP reserves the right to inspect information stored on its systems when there is reasonable cause to suggest a violation of the institution's policies.

Standards of ethics and behavior while using computing resources should follow such standards as outlined in IIRP handbooks and policy documents. Disciplinary procedures for violations will follow standard institutional procedures and may result in curtailment of network privileges.

The following items constitute examples of acceptable and unacceptable use.



**Acceptable Use**

- Use consistent with the mission of the IIRP.
- Use for purposes of, or in support of, education and research.
- Use related to administrative and other support activities.
- Personal communications, as long as these do not interfere with the mission of the institution, infringe on the time of staff or students, or overload system or network resources.

**Unacceptable Use**

- Use of computers or networks that violates federal, state, or local laws or statutes.
- Providing, assisting in, or gaining unauthorized or inappropriate access to the IIRP's computing resources.
- Use of the IIRP's computers or networks for unauthorized or inappropriate access to systems, software, or data at other sites.
- Installing on the network unauthorized network devices and network services such as wireless access points, internet address resolution servers, hubs, routers, and switches.
- Use of the IIRP's systems or networks to copy, store, display, or distribute copyrighted material in any medium, or to prepare derivative works of such material, without the express permission of the copyright owner, except as otherwise allowed under copyright law.
- Installation of software on IIRP owned computers that is not either in the public domain or for which legal licensing has not been acquired by the individual user or the institution via the IIRP.
- Activities that interfere with the ability of others to use computing resources or other network-connected services effectively.
- Activities that result in unauthorized access to or the loss of another's work.
- Connecting one's personal computer to the network without taking reasonable precautions against viruses.
- Distribution of obscene, abusive, or threatening messages via electronic media, such as email or instant messaging.
- Distribution of chain letters or broadcasting to lists of individuals in a manner that might cause congestion of the network.
- Use of the IIRP's computers or networks for commercial use or profit-making enterprises except as specifically agreed to with the institution.

## Internet Peer-to-Peer File-Sharing Policy

Internet peer-to-peer file-sharing programs have made it easy to download and share music, movies, and software files. This is a problem for the IIRP and other institutions because it encourages behavior that violates copyright law and because it creates internet traffic congestion. In accordance with the Higher Education Opportunity Act, the IIRP will by policy and procedure:

- Ensure for all users adequate and equitable access to the internet for academic purposes and personal communications.
- Respect our community's rights to privacy and confidentiality, freedom of speech, and academic freedom while using the network.
- Educate the network-user community on the technical, legal, and ethical aspects of copyright and intellectual property.
- Uphold copyright law as spelled out in the 1998 Digital Millennium Copyright Act and elsewhere. The Act defines copyright and fair use in the digital age.

The IIRP prohibits the use of its systems or networks to copy, store, display, or distribute copyrighted material in any medium, or to prepare derivative works of such material, without the express permission of the copyright owner, except as otherwise allowed under copyright law. In addition to sanctions by the institution, copyright violators could be subject to felony charges under state and federal law and may be sued by the copyright holder.

Under copyright law, unless you have express permission from the copyright holder to engage in the copying, downloading, and sharing of files, you are in violation of the law.

Peer-to-peer programs have no provision to acquire permission. In practice, therefore, their use for downloading music and movies may put you in violation of the IIRP's policy and the law.

Peer-to-peer file-sharing programs have legitimate uses for sharing information over the internet. In addition, the internet has allowed the democratization of the music industry, allowing musicians to distribute their works and gain audiences not possible before the internet. However compelling these arguments may be, they in no way absolve file-sharing users from the need to follow copyright law and respect intellectual property ownership.

The IIRP does not intend to block peer-to-peer file-sharing programs, nor does it monitor the content of network traffic. However, the IIRP does monitor traffic patterns in order to guarantee acceptable network performance for all users. If the technology department becomes aware of policy violations or illegal activities in the course of investigating network congestion or determining problems, it will investigate by inspecting content stored or shared on its network.

The IIRP's acceptable use policy also prohibits activities that interfere with the ability of others to use the IIRP's computing resources or other network-connected services effectively. This may apply to peer-to-peer file-sharing programs irrespective of copyright violations, as these programs consume huge amounts of network resources.

## Student Support

### *Student Services*

The IIRP is committed to creating a learning environment that meets the needs of its diverse student body. The office of Student Services has resources to assist you in many areas, including advising, registration, tuition payment, and academic support. If you anticipate or experience any barriers to learning in any of our courses, please discuss your concerns with your course faculty or Student Services ([StudentServices@iirp.edu](mailto:StudentServices@iirp.edu)).

### **Learner Support**

The IIRP has contracted with Tutor.com for writing support and quantitative statistics tutoring. In the Moodle page of each course, students can follow a link to Tutor.com where they can choose to:

1. Chat online with a live tutor (available 24/7).
2. Schedule a virtual meeting to discuss questions.
3. Upload a paper for review and feedback.

Each student is allotted a total of three (3) hours of free support per academic year. A student who needs additional time should email Student Services at [StudentServices@iirp.edu](mailto:StudentServices@iirp.edu).

**Note:** Tutor.com is a third-party service provided as a convenience for students; it is not affiliated with the IIRP. Tutors can assist with writing style, grammar, and mechanics; they cannot assess subject content.

Our faculty is involved and interested in the development of each student and will do their best to help students who are having difficulty if they can. Students should reach out to their advisor for guidance.

The [Library](#) also has resources available to assist students in a variety of skills.

## Library

The [IIRP Graduate School Library](#) specializes in books, journals, and other resources related to restorative practices, and provides research and writing support services to students, faculty, and staff.

The IIRP provides online access to scholarly research via premium literature databases on [EBSCOhost](#) and ProQuest, as well a variety of [publicly-available resources](#); these include SocINDEX, ERIC, ProQuest Dissertations & Theses Global, Google Scholar, NJCRS, Restorative Justice Legislation Database, APA PsychNET, Open Access content, and much more. Any materials not available in the Library may be obtained through its [interlibrary loan service](#).

The Library provides support for [American Psychological Association \(APA\) writing style](#) with an original APA writing guide illustrated with examples drawn from the literature of restorative practices, as well as links to additional self-teaching tools.

The Library hosts a collection of instructions, forms, and tools for compliance with [Institutional Review Board \(IRB\) rules](#) for the use of human subjects in research.

The Library supports information literacy with a [collection of resources](#) to help students evaluate research information and to use it legally and ethically; in addition, it provides links to [free citation management tools](#) that can help users organize and share research content.

The [Library webpage](#) also offers public access to its online [catalog of print and digital holdings](#) and a variety other resources, as well as contact information for the Librarian.



Turnitin ("turn it in") is a tool that compares submitted writing with content found on the internet, in various published works, and in papers submitted by other students to determine how similar the texts are. Text that is similar to other work but is not correctly cited is a form of plagiarism.

Students may upload a draft of their paper anytime prior to the assignment deadline to view their Similarity report. If a student determines their paper requires corrections, they can upload a revised version of their work for grading. Using Turnitin is a way for students to feel confident that they have cited source materials appropriately in their academic papers.

Instructions for using Turnitin are provided with any assignments that have Turnitin enabled.

## Tuition and Fees

With our Transparent Tuition provisions, students who are admitted to the degree or certificate program are guaranteed that their tuition will never increase throughout the completion of their program.

Students who are admitted to the **Graduate Certificate** program are entitled to a total tuition cost of \$6,844 (effective 2023-24), discounted 8.35% from the full tuition.

Students who are admitted to the **Master of Science Degree** program are entitled to a total tuition cost of \$17,110 (effective 2023-24), discounted 8.35% from the full tuition. Students who are also approved for the **Thesis Option** will pay \$3,507 for the Thesis Research seminar.

Students who are admitted to the master's degree program and choose mid-program to add a specialization may need to take additional courses in order to fulfill their requirements. In those instances, students will receive their existing Transparent Tuition rate for those courses. Similarly, master's degree students who are admitted to the Thesis Option mid-program may need to take additional courses at their existing Transparent Tuition rate, in addition to paying \$3,507 for the Thesis Research Seminar.

Alumni who have earned a master's degree from the IIRP and who wish to continue taking courses will receive the current discounted rate of \$1,711 per course. Alumni with an IIRP master's degree who are approved to pursue the Thesis Option will also pay \$3,507 for the thesis research seminar.

A student enrolling in their first course at the IIRP will be afforded the benefit of discounted tuition of \$1,711 for that three-credit course.

Individuals who are not seeking a degree or certificate will pay the non-discounted rate of \$1,867 per three-credit course.

## *Tuition Costs Effective 2024-25*

Current students admitted prior to 2024-25 pay the discounted rate in effect at the time of their admission and/or approval to pursue the Thesis Option.

<b>Course/Program</b>	<b>Full Tuition</b>	<b>Admitted Students</b>
<b>Tuition</b> (per course)	\$1,867	\$1,711
<b>Graduate Certificate</b> (4 courses)	\$7,468	\$6,844
<b>Master of Science</b> (10 courses)	\$18,670	\$17,110
<b>Master of Science with Thesis Option</b> (10 courses, plus Thesis Seminar at a flat fee of \$3,507)	\$22,177	\$20,617

## *Fees*

- \$25.00 late registration fee
- \$50.00 course withdrawal fee
- \$75.00 Interest-Free Line of Credit start-up fee

We do not charge fees for course registration, materials, graduation, or transcripts. Students are responsible for the cost of textbooks and materials in each course. For more information, please refer to the IIRP's [financial aid webpage](#).

## **Financial Aid**

### *General Information*

In accordance with Pennsylvania Act 121 (2018), the IIRP will annually provide students with a summary of their total estimated student loan liability as of March 1. The summary will include information about the total amount of Non-Federal Student Loans (Interest-Free Tuition Payment Plan) borrowed at the IIRP. However, this estimate does not reflect any Federal or Non-Federal Student Loan debt a student may have incurred at other institutions previously attended. It is important to also note that the student loan summary provided does not include information on any student loan funds borrowed in the upcoming academic year.

## *Interest-Free Payment Plan*

We offer financial aid to all students who are admitted to either the Master of Science degree or Graduate Certificate program in the form of an interest-free line of credit with low monthly payments and zero interest. This plan extends 39 months for Graduate Certificate students, 97 months for Master of Science degree students, and 118 months for students pursuing the Thesis Option.

While many graduate schools administer loan programs, we have simplified the process by offering the same affordable plan to all students. There is no prepayment penalty. There is a one-time payment plan setup charge of \$75.

## *Scholarships*

Scholarship applications open on July 1 and must be submitted by August 1. Scholarships are not retroactive, and payments already made will not be refunded. For more information, please see our [Scholarship webpage](#).

### **Impact Scholarships**

Impact Scholarships provide full tuition for graduate students who demonstrate promise for greatly impacting their communities. This is a competitive scholarship based on three criteria:

1. Ability to make an impact, based on your commitment to and influence within your community.
2. The community you seek to serve faces hardships, experiences high needs, and/or has historical disadvantages.
3. Demonstrated and expressed financial need to pursue your studies at the IIRP.

The IIRP does not offer student visas to the U.S. Our program is designed to allow students to continue their studies from anywhere in the world without disruption.

You may begin your scholarship application by creating a [Student Portal](#).

Those students who are awarded an Impact Scholarship must complete and submit an application for admission no later than October 1 and plan to begin their studies in the Spring term, should they be admitted.

## **Shawn Suzch Scholarship**

The Shawn Suzch Scholarship is awarded to a student who has already been admitted to the master's degree program and who demonstrates outstanding spirit and drive worthy of Shawn's memory. Tuition for one course will be awarded in memory of Shawn, a young man who overcame adversity with courage and determination. The scholarship recipient will also be someone who expresses financial need to support their studies. The application and further details are available in your Student Portal.

## **Campus Location**

The IIRP's campus is located in the historic district of downtown Bethlehem at 544 Main Street, at the corner of Main and Walnut. The IIRP Graduate School library and offices are located across the street at 531 Main Street, Bethlehem, PA 18018.

### *Parking*

Parking is available at nearby municipal parking lots and metered street spaces. For more information about parking in Bethlehem, please consult the [Bethlehem Parking Authority website](#).

### *Food*

There are a number of reasonably priced restaurants within walking distance of the IIRP. A small refrigerator and microwave are available for those students who wish to bring food.

### *Lodging*

There are numerous hotels and motels in the Lehigh Valley area. Our website includes information about lodging and the Bethlehem area.

### *Lost and Found*

Lost and found items should be submitted or claimed in the IIRP office.

### *Phone Number*

The phone number for the IIRP office is 610-807-9221.



## In-Person Class Cancellation

Students are responsible for ascertaining the school's status during inclement weather.

In the event that in-person classes must be cancelled or delayed due to weather conditions, an announcement will be left on the IIRP voice mail system (610-807-9221) and on [our website](#). Select "Students" on our website, and the information will be noted there. It will also be displayed when you log in to your Student Portal.

## Health and Safety

We at the IIRP are concerned about the safety and security of our students. Safety is a shared responsibility. We urge all members of the campus community to use common sense and caution to protect themselves and their property.

### *Emergency Phone Numbers*

Agency/Service	Phone Number
Police, Fire, Medical Emergency	911
IIRP Office	610-807-9221
<a href="#">St. Luke's Hospital and Emergency Room</a>	866-STLUKES (866-785-8537)
<a href="#">Poison Control</a>	800-222-1222
<a href="#">Crime Victims Council of the Lehigh Valley</a> (Rape Crisis Center and other services for victims of crime)	610-437-6611 Emergency Hotline 610-437-6610 Non-Emergency
<a href="#">Network of Victim Assistance (NOVA), Bucks County</a> (for victims of sexual assault and other crimes)	800-675-6900
<a href="#">988 Suicide &amp; Crisis Lifeline</a>	988 (talk or text)

## *Medical Emergencies*

The IIRP does not have an on-campus medical facility. First-aid kits are located in classrooms and offices. In the case of a student medical emergency, students will be taken to the nearest medical facility. St. Luke's Hospital in Bethlehem is located within a mile of the IIRP campus. Emergency contact names, as provided by students and maintained in their student records, will be notified.

## *Health and Well-Being*

The IIRP faculty and staff care about you and strongly encourage anyone who may need assistance with any issue, including mental or physical health; drug, alcohol, or other addiction; domestic, sexual, or other violence; life events; or general stress, to seek appropriate support.

Taking courses at the IIRP is powerful and inspiring – but it can also be stressful, due to either competing demands on students' time or content presented in courses exploring issues of trauma or violence.

If this course is a significant source of stress for you, please contact your course faculty.

For all other areas of concern, the IIRP advises you to seek appropriate care providers and resources in your community or online.

## *Mental Health and Human Services Resources*

- [988 Suicide & Crisis Lifeline](#) (988 – talk or text, or chat online)
- [National Alliance on Mental Illness \(NAMI\)](#) (800-950-NAMI/6264; text "Helpline" to 62640)
- [Lehigh Valley Chapter of NAMI](#)  
(Northampton County 610-252-9060; Lehigh County 610-782-3127; text HOME to 741-741)
- [Veterans' Crisis Line](#) (988 then press 1; text 838255; chat online)
- [Northampton County Department of Human Services](#) (610-829-4500; 24-hour hotline: 610-252-9060)
- [Lehigh County Department of Human Services](#) (610-782-3200)
- [Lehigh County Department of Veterans Affairs](#) (610-782-3295)

This is only a partial listing support programs. The appearance of a program or service on this list is not to be construed as the Institute's endorsement of the identified agency.

## *Drug-Free Schools and Communities and Drug-Free Workplace*

In support of the national strategy to combat illegal drug and alcohol abuse, Congress has enacted the Drug-Free Workplace and the Drug-Free Schools and Communities Act Amendments, which require that "...as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education or state/local educational agency must certify that it has adopted and implemented a program to prevent the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by students and employees."

### **Standards of Conduct**

The unlawful manufacture, possession, use, misuse, abuse, or distribution of drugs and alcohol on institutional property or off campus while conducting any officially sanctioned institutional activity by any student or employee of the institution is strictly prohibited. If found in violation of these standards, students and employees will be subject to disciplinary action and may incur penalties prescribed by civil authorities.

Faculty and staff, as a condition of employment, must abide by the terms of this policy and report any convictions under criminal drug statutes for violations occurring on or off the premises while conducting business for the institution within five days of the conviction.

For students, sanctions imposed by the institution for violations of the above conditions may range from probation up to and including expulsion and referral for prosecution. Sanctions for violation of any of the aforementioned standards imposed on employees may vary from mandatory participation in rehabilitation programs to termination of employment and referral for prosecution.

### **Counseling and Treatment**

Students who abuse controlled substances or alcohol are encouraged to seek assistance and referral through Student Services. Employees who abuse controlled substances or alcohol are encouraged to seek assistance through the office of the Associate Dean of Administration. Many options are available in the Lehigh Valley and surrounding areas for employees and students in need of substance-abuse counseling. Some of these centers are noted below.

### **Intake and Referral**

- Northampton County Drug and Alcohol Intake Unit (610-829-HELP/4357)

## Support Groups

- [Alcoholics Anonymous](#) (610-882-0558; 24-hour hotline: 610-882-0558)
- [Narcotics Anonymous](#) (610-439-1998)
- [Narcotics.com](#) (800-861-9372)

## Residential Treatment

- [Caron Foundation](#), serves adolescents and adults (800-854-6023)
- [Livengrin Center](#) (215-638-5200)
- [Penn Foundation](#), adults only (215-257-6551)
- [White Deer Run Lehigh](#) (833-378-1091)

## Outpatient Counseling

- [Treatment Trends Allentown](#) (formerly Confront) (610-432-7690)
- [Livengrin Center](#) (215-638-5200)
- [Penn Foundation](#) (215-257-6551)
- [Mid-Atlantic Rehabilitation Services](#) (610-419-3101)

This is only a partial listing of the services and programs available in the greater Lehigh Valley and surrounding areas. The appearance of a program or service on this list is not to be construed as the Institute's endorsement of the identified agency.

Students or employees who do not reside in the Lehigh Valley can receive information and be referred to local agencies by contacting [SAMHSA](#) (Substance Abuse and Mental Health Services Administration) (877-SAMHSA-7; TTY 800-487-4889).

## *AIDS and HIV*

The IIRP recognizes the epidemic of Human Immunodeficiency Virus (HIV) infection at the global, national, and local levels. It is prudent, therefore, for the institute to adopt policies and practices that presume the possibility of HIV presence.

Specific safeguards are felt to be important for seropositive individuals. These safeguards, listed below, are built primarily around issues of confidentiality and non-discrimination.

- No student shall be denied enrollment and no individual shall be denied employment on the basis of HIV infection.

- Testing for seropositivity shall not be a requirement of admission or employment.
- Individuals who are seropositive, whether or not symptomatic, shall not be denied free and unrestricted access to all IIRP facilities, programs, and events.
- HIV infection shall not be used as a reason to restrict participation in any IIRP educational, recreational, or social activity.
- Any employee having questions regarding HIV infection and its relationship to employment or the workplace may address those questions to the Associate Dean of Administration. All such questions or concerns shall be kept strictly confidential.
- No individual shall be denied access to IIRP facilities nor otherwise isolated, restricted, or segregated on the basis of seropositivity.
- In accordance with the principle of confidentiality and current medical information, the IIRP has no obligation to inform co-workers, instructors, roommates, or others of anyone's HIV status.
- Individuals with AIDS shall be accorded the legal status of having a handicapping condition.
- Media, or other persons outside the IIRP community seeking information regarding the status of HIV infection on campus or the institution's response to such infection shall be directed to the President of the IIRP Graduate School or their designee.
- All students and employees of the IIRP shall utilize Universal Precautions when dealing with medical events.

The IIRP recognizes that, as information about AIDS is updated, periodic changes to its position and practices may be necessary.

Students and employees requiring information or assistance with regard to HIV/AIDS can contact these local agencies:

[HOPE at St. Luke's](#)

502 East Fourth Street  
Bethlehem, PA 18015  
484-526-2062

100 North Third Street, 2nd Floor  
Easton, PA 18042  
484-503-8010

[FACT](#) (Fighting AIDS Continuously Together)

P.O. Box 1028

Allentown, PA 18105

610-820-5519

[Sexually Transmitted Disease and Tuberculosis Clinic](#) at Bethlehem Health Bureau

10 East Church Street

City Hall, Second Floor

Bethlehem, PA 18018

610-865-7083

### *Smoking Policy*

Smoking is prohibited inside all IIRP buildings.

### *Facility Access*

Access to the IIRP facilities is restricted to students, employees, guests of the IIRP and of its members, and those attending designated public events.

### *Security in the IIRP Buildings*

In an emergency, call the police using 911 or press the “panic button” on the alarm system. All incidents that happen in IIRP buildings should be reported to the IIRP staff on duty or as soon as possible. Emergency exit routes are posted throughout the buildings.

### *Safety Precautions*

- When walking, stay in well-lit areas in the middle of the sidewalk.
- Avoid quiet side streets, alleys, entryways, parked cars, and bushes after dark.
- Walk with somebody or stay near other people whenever possible.
- Pay careful attention to your personal belongings.
- Students leaving the IIRP after dark are especially encouraged to walk in groups to cars. Students using the building during the evening hours should use the parking lot immediately adjacent to the building.

## *Student Right-to-Know and Campus Security Act*

The Associate Dean of Administration is the official assigned responsibility for receiving and resolving complaints relative to Act 73 and the Federal Student Right-to-Know and the Crime Awareness and Campus Security Act of 1990. A complainant also may file a complaint with the Office of the Attorney General of the Commonwealth and shall be given the address of this office upon request to the Associate Dean of Administration.

The IIRP annual security report includes statistics for the previous three years concerning reported crimes that have occurred on campus; in certain off campus buildings or property owned and controlled by IIRP; and on public property within or immediately adjacent to and accessible from the campus. IIRP policies concerning the reporting of criminal offenses, use of drugs, alcohol, weapons, and access to facilities are published in the Student Handbook and Catalog and the Organizational Manual (for employees).

This report is distributed to all current students and employees through appropriate publications and the [IIRP website](#). Applicants for admission or employment may request copies of the report from the office of the Associate Dean of Administration. Employees and students will be notified in a timely manner regarding crimes occurring at IIRP locations via email and on the IIRP website. Reportable crimes will be maintained in the Daily Crime Log and available for viewing within two business days of the incident. Forms for the reporting of crime can be found on our [Safety and Security webpage](#).

The IIRP will comply with all relevant requirements of the Student Right to Know Act. Enrolled or prospective students may obtain information on graduation rates through the office of the Associate Dean of Administration, appropriate publications and the IIRP website.

## *Sex Offender Registry and Access to Related Information*

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offenders, already registered in a state, provide notice to each institution of higher education in that state, as to where the person is employed, carries on a vocation, or is a student.

Pennsylvania's Megan's Law, 42 Pa.C.S. 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or been adjudicated delinquent of certain sex offenses. Additionally, the Pennsylvania State Police are required to make certain information on registered sex offenders available to the public through an internet website.

Information regarding registered sex offenders on the campus of the IIRP may be obtained from the [Pennsylvania State Police](#).

## Harassment, Sexual Harassment, and Stalking Policy

**Emergency situations should be reported to local law enforcement by calling 911.**

The IIRP is committed to providing a campus community in which all individuals are treated with respect and dignity and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Gender discrimination and sexual harassment within the community is unlawful, as is harassment based upon race, color, religion, national origin, disability, age, or membership in any other protected group. It is also unlawful to retaliate against a member of the campus community for filing a complaint of harassment or other inappropriate conduct, or for cooperating in an investigation of harassment under this policy. Examples of retaliation include, but are not limited to, the accused or others making physical threats, engaging in verbal harassment, and sending intimidating messages – including electronic messages and phone messages.

The institution will not tolerate harassment of or retaliation against its employees, students, or any other members of the campus community by anyone, including other members of the community. Furthermore, the institution will also attempt to protect its community members from harassment by other individuals who may be encountered within the community, such as vendors, customers, service employees, etc.

The policy prohibiting harassment and retaliation applies to all members of the community, which for purposes of this policy includes, but is not limited to, employees, students, independent contractors, consultants, leased employees, visitors, and others working at the IIRP's premises or with IIRP employees or students. The scope of this policy includes, but is not limited to, all settings in which members of the campus community may find themselves in connection with their employment, education, or other institutionally related activities, such as off-site meetings, conferences, social events, etc., including time spent traveling and socializing on the way to and from, and while at, such events. It also extends to other interactions between or among members of the campus community to the extent that a community member's right to a campus community free from harassment or other inappropriate conduct is involved.

The Associate Dean of Administration or their designee is responsible for overseeing the implementation of this policy in the case of administrators, support staff, and students. In the case of faculty, the President will provide oversight.

In all cases the IIRP, its staff, faculty, and administration will respond quickly, respectfully, and with appropriate support for victims of harassment.



## *Harassment*

The Institution will not tolerate harassment of any community member based upon membership in a protected class by any other member of the community or other individuals with whom community members interact in connection with their employment, education, or other institutionally related activities.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as race, color, gender, national origin, religion, disability, age, or any other basis prohibited by federal, state, or local law and which has the effect of interfering unreasonably with another's work or academic performance, or creating an intimidating, offensive, or hostile environment. A hostile environment is one that is permeated with discriminatory intimidation, ridicule, offensiveness, or insult that is sufficiently severe or pervasive to interfere with an individual's academic or work performance.

Harassing conduct includes but is not limited to: slurs; negative stereotyping; ethnic jokes; offensive written or graphic material; display of offensive objects; stalking or cyberstalking; threatening, intimidating, or antagonistic acts that denigrate or show hostility or aversion toward an individual or group because of membership in a protected group. This applies not only to actions that occur in person, but also to conduct that is perpetrated via phone, email, text messages, social media, websites, and by any other means or method of any kind.

Note that conduct as described above may not be sufficiently severe or pervasive to constitute harassment in the legal sense. However, the institution considers any conduct of this nature to be inappropriate within the campus community, and complaints concerning such conduct should be brought to the institution's attention as set forth below.

In addition to harassment on the basis of legally protected status, the IIRP prohibits harassment on any basis, which the institution defines to include persistent, severe, pervasive, unwelcome, or inappropriate conduct that actually or potentially interferes with a student's ability to work or learn. The institution reserves the right to take disciplinary action based on such conduct whether or not it meets the legal standards of discrimination or harassment.

## *Sexual Harassment*

Sexual harassment falls under the category of sexual violence. It is a form of sexual discrimination and is illegal. Sexual harassment can occur between people of the same gender or different genders and is prohibited, regardless of the sexual orientation and gender identity of the people involved. Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when: submission to such conduct is made, explicitly or implicitly, a term or condition of a community member's employment, education, or other participation in the community; submission to or rejection of

such conduct by a community member is used as the basis for decisions affecting the community member's employment, education, or other participation in the community; or such conduct has the purpose or effect of unreasonable interference with a community member's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

It is not possible to list all the circumstances that may constitute sexual harassment. However, the following are examples of conduct that, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its frequency or pervasiveness.

- Unwelcome sexual advances or propositions (whether or not they involve unwelcome physical touching).
- Explicitly or implicitly conditioning any terms of employment or education (e.g., continued employment, wages, evaluation, advancement, assigned duties, grades) on the provision of sexual favors.
- Inquiries into another's sexual experience, discussions of one's sexual activities, comments on an individual's body, or comments about an individual's sexual activity, deficiencies, or prowess.
- Sexual innuendo, sexually suggestive comments, or use of sexually explicit or vulgar language.
- Sexually oriented teasing or practical jokes; "humor" about gender-specific traits.
- Suggestive body language or gestures.
- Display or transmission of sexually suggestive objects, pictures, posters, cartoons, or other printed or visual material.
- Leering, whistling, or physical contact such as unwelcome touching, patting, pinching, or brushing against another's body.
- Continued requests to socialize, on or off duty, on or off campus, when a community member has indicated they are not interested.
- Continued writing of sexually suggestive physical or electronic messages, making phone calls, or leaving phone messages when it is known or should be known that the recipient does not welcome them.
- Derogatory or provocative remarks relating to an individual's gender, sexual orientation, gender identity, or gender expression.

The IIRP recognizes that sometimes in the conduct of courses and events there may be controversial or uncomfortable material presented that is appropriate in the context of the course or the event. The IIRP also reminds students that an isolated or stray remark or incident may be unwelcome but does not necessarily rise to the level of harassment or discrimination. It is, however, important to communicate that even stray remarks may be unwelcome and hurtful.

### *Stalking*

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer emotional distress. Stalking or cyberstalking may include repeatedly following, harassing, threatening, or intimidating someone, either in person or by telephone, mail, electronic communication, social media, or any other action, device, or method. Stalking may or may not be sexual in nature.

### *Complaints of Harassment or Retaliation*

Because the IIRP takes allegations of harassment, stalking, and retaliation seriously, it will respond swiftly to complaints of such behavior. The Institute strongly encourages any member of the community who believes they have been the target of harassment or inappropriate conduct to report the incident promptly, verbally or in writing, to any faculty member or any administrator. In addition, every member of the community is strongly encouraged to report, in writing, any such conduct observed, no matter who the target.

A timely report will enable the institution to respond rapidly in investigating the allegations and, where it is determined that harassment or inappropriate conduct has occurred, take the necessary steps to eliminate objectionable conduct or conditions and impose corrective action, where appropriate.

Should any community member believe that they are being harassed or subjected to inappropriate behavior, they may wish to notify the offender directly and immediately that the behavior is unwelcome and offensive and must stop. In many instances, such informal discussions successfully resolve the issue. However, if for any reason a community member does not wish to discuss the matter directly with the offender or if the discussion does not successfully end the behavior, it is the community member's duty to report the conduct immediately. The institution is committed to taking action if it learns of potential harassment or inappropriate conduct. The institution may be required by law to take such action, even if the aggrieved party does not wish to file a formal complaint.

All administration and faculty are prepared to deal with reports of harassment. All complaints must be reported to the Associate Dean of Administration, either directly by the complainant or through a member of the IIRP staff or faculty to whom the complainant reports the conduct.

If the accused is the Associate Dean of Administration, then the report will be made to the President.

Consistent with its name and mission, ideally concerns would first be addressed informally, through informal discussions or a restorative circle. If a solution is reached it should be put in writing, signed and dated by both parties, and copied to the Associate Dean of Administration. However, persons choosing not to do so should report the incident in writing to the Associate Dean of Administration.

### *Investigation*

A complaint of harassment will be investigated promptly and fairly. To the extent practicable, care will be taken to protect the identity of all parties to the complaint, consistent with a thorough and appropriate investigation.

Investigation will be completed as quickly as is practicable and will include private interviews with the person reporting the incident, any witnesses, and the person alleged to have engaged in the harassment or inappropriate conduct. Should any individual responsible for any task related to the investigation process have a conflict of interest, that person will be replaced by a neutral party. It is vital for all parties to the investigation to refrain from discussing any and all aspects of it, on or off campus. If the investigation determines that harassment or inappropriate conduct has occurred, the institution will act promptly to eliminate the offending conduct and impose corrective action where appropriate.

The person who filed the complaint and the person alleged to have committed the offense will be informed at the same time of the results of the investigation. However, the complainant may not be informed of the specifics of any disciplinary action imposed upon the perpetrator to the extent that this might invade their privacy.

False statements made by any party in connection with a complaint of harassment or inappropriate conduct or during an investigation will constitute the occasion for appropriate corrective action, up to and including termination of the person's relationship with the institution.

### *Corrective Action*

The person who filed the complaint and the person alleged to have committed the offense, consistent with the philosophy of restorative practices, will be offered the opportunity to participate in a restorative process before any decisions are made. This is especially appropriate if the offender has admitted to the offense. Participation by either party is strictly voluntary. If either party refuses participation before a decision, all parties will be informed of the decision when it is made and again offered the opportunity to participate in a restorative

conference. Should the complainant or offender refuse, there may still be a restorative process for the benefit of either party and others affected by the offense.

If it is determined that harassment or inappropriate conduct has occurred, corrective action may range from a written warning and disciplinary probation to expulsion and may include such other forms of corrective action as the institution deems appropriate.

This is a general statement of policy and no more. While this policy sets forth institutional goals of promoting a community free of harassment and other inappropriate conduct, it is not intended to limit the institution's authority to discipline or take remedial action for conduct it deems unacceptable. It does not constitute a term or provision of any contract of employment or implied contract of employment between the IIRP and an individual employee, nor does it create contractual obligations on behalf of the institution to any person. Likewise, it does not constitute a guarantee of continued student status to any person or otherwise create any obligation on the part of the institution.

### *Reporting Violations of the Harassment, Sexual Harassment, and Stalking Policy*

Reports, including anonymous reports, may be submitted online at any time using the IIRP's online Incident Reporting Form. Reports go directly to the Associate Dean for Administration.

## [Report an Incident](#)

## **Sexual Misconduct Policy: Rape, Sexual Assault, Dating Violence, and Domestic Violence**

**If you have been raped or sexually assaulted, go to a safe place.**

**If you are in danger or there is an ongoing threat, call 911 for the local police department. Contact the police in order to report a crime.**

Support agencies are available 24/7 to provide emotional support, as well as practical information regarding preserving evidence of the crime, getting medical attention, and understanding legal options.

### **Services for Victims of Rape and Sexual Assault**

- To report an offense, contact your local police department (911).

- The [National Sexual Assault Hotline](#) (800-656-HOPE/4673; chat online) provides support and information and can refer callers to local agencies.
- For support and information in the Lehigh Valley, contact the [Crime Victims Council](#) (610-437-6611 emergency hotline, or 610-437-6610 for non-emergencies).
- For legal referrals in the Lehigh Valley, call the [Attorney Referral and Information Service](#) (610-258-6333).
- St. Luke's University Hospital (Bethlehem and Easton) and Lehigh Valley Hospital have rape examination kits available. Early medical care is important.
  - [St. Luke's University Hospital](#) (866-STLUKES / 866-785-8537)
  - [Lehigh Valley Hospital/Muhlenberg](#) (610-402-8000)

### **Services for victims of dating violence and domestic violence**

- [National Dating Abuse Helpline](#) (866-331-9474; text LOVEIS to 22522; chat online)
- [National Domestic Violence Hotline](#) (800-799-SAFE/7233; text START to 88788; chat online)
- [Turning Point](#), Allentown, PA (610-437-3369; translation to other languages provided)

This is only a partial listing of support programs. The appearance of a program or service on this list is not to be construed as the Institute's endorsement of the identified agency.

### **Sexual Misconduct**

Sexual misconduct in any form or context can threaten the safety, well-being, educational experience, and career of students, faculty, and staff and will not be tolerated whatsoever. Sexual misconduct is a broad term encompassing sexual harassment, dating violence, domestic violence, sexual assault, rape, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person. These violations can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same gender or different genders.

An individual found to have violated the Sexual Misconduct policy will be subject to disciplinary action. This policy also prohibits retaliation against individuals for submitting complaints of sexual misconduct, or for cooperating with investigations of these crimes.

The IIRP will take disciplinary action against persons who attempt such retaliation. Those accused of sexual assault or retaliation may also be prosecuted under applicable local, state, and federal laws.

## Definitions

**Rape** is defined as forced sexual intercourse (vaginal, oral, or anal) that is perpetrated against the will of the victim. The assailant may be a stranger or an acquaintance. The type of force may include physical violence, coercion, or threat of harm to the complainant. Charges of rape also may be considered if the sexual offense involves penetration by a foreign object.

The legal definition of rape, according to the Pennsylvania Crimes Code, Section 3121, is as follows: "A person commits a felony of the first degree when he engages in sexual intercourse with another person . . . (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious; (4) who is so mentally deranged or deficient that such person is incapable of consent." The crime is punishable by a maximum penalty of 20 years' imprisonment or fine of \$25,000 or both.

**Sexual Assault** is defined as attempted rape, the unwanted removal of another's clothing, indecent exposure, indecent contact (i.e., the unwanted touching of intimate parts of another's body including, but not limited to, genitals, breasts, and buttocks), or causing another to have indecent contact with them.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence** includes felony and misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is or was residing in the same household as the victim, or any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Consent** is an informed, affirmative, knowing, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary and must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Even though consent does not necessarily need to be verbal, relying purely on non-verbal communication can lead to misunderstandings; a spoken agreement is the most clearly

indicated form of consent. Consent may not, in any way, be inferred from silence, passivity, lack of resistance, or lack of an active response alone; assuming that consent is given by the absence of a “No” is wrong. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if they are unconscious or coming in and out of consciousness. A person cannot consent if they are under the threat of violence, bodily injury, or other forms of coercion. A person cannot consent if their understanding of the act is affected by a physical or mental impairment. Consent must be given with rational and reasonable judgment, so if a person is physically incapacitated from the consumption of alcohol or drugs, unconsciousness, or any other kind of inability, consent cannot be obtained.

## *Reporting Violations of the Sexual Misconduct Policy*

**Emergency situations should be reported to local law enforcement by calling 911.**

Reports, including anonymous reports, may be submitted at any time using the IIRP’s online Incident Reporting Form. Reports go directly to the Associate Dean for Administration.

### [Report an Incident](#)

Students at the IIRP are encouraged to report any instance of a sexual offense to faculty or administration; employees should report offenses directly to the Associate Dean of Administration. If the complaint is against the Associate Dean of Administration, the report should be made to the President. Offenses to be reported include those perpetrated by students, faculty, staff, other members of the IIRP community, or non-members. Both men and women may be complainants of sexual offenses. Any person may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence and provide the victim with information regarding rights, options, and resources available under this policy and federal and state laws. Resources for assistance are provided in the Student Handbook and Catalog and the Organizational Manual.



In all cases the IIRP, its staff, faculty, and administration will respond quickly, respectfully, and with appropriate support for victims of rape, sexual assault, and other forms of sexual misconduct. Victims are encouraged to contact their local police department or support agencies for written information about their rights and options, including how to obtain a restraining order and other protective measures.

At the complainant's request, the IIRP will also assist them in notifying the local police department, if a victim elects to report the crime. Victims are not required to report to area law enforcement in order to receive assistance from or pursue options within the IIRP. Reporting sexual misconduct to the police does not commit the victim to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the victim does decide to proceed with criminal charges.

All IIRP instructors, staff, and administrators are categorized as Responsible Employees. Responsible Employees are required to immediately report any allegations of sexual misconduct to the Associate Dean of Administration. Any student or staff member who elects to share information about an incident of sexual misconduct to an IIRP staff or faculty member must understand that the information will be shared with the Associate Dean of Administration (or the President, if the complaint is against the Associate Dean of Administration).

If the complainant wishes to remain anonymous, every effort will be made to honor that request, as long as doing so does not compromise the integrity of the investigation process, as outlined below. The Institute will investigate sexual misconduct even without a formal complaint whenever it knows or has reasonable cause to believe that sexual misconduct in violation of this policy has occurred. All IIRP staff, faculty, and administration are expected to maintain confidentiality to the extent possible without compromising the integrity of an investigation.

Victims of sexual offenses always have the option to file a criminal report in addition to a report under this policy. In no case should a victim be dissuaded from reporting sexual misconduct to law enforcement. Regardless of whether a victim elects to file a criminal report, the Institute will conduct an investigation of its own consistent with this policy. Even if the accused is not affiliated with the IIRP, an investigation will be conducted. The Associate Dean of Administration may issue a No Contact order to an accused unless and until the accused is found not responsible. If the accused is a student or faculty from a visiting institution, the IIRP reserves the right to contact that institution for further investigation.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions to report "specified on-campus crimes that were reported to local police agencies or to any official of the institution with significant responsibility for student and

campus activities.” At the IIRP, these officials are the President, the Associate Dean of Administration, and their designated staff. When an incident is reported to any of these individuals, they are required to complete a form describing the incident, though they are permitted to preserve the anonymity of the victim. If the victim agrees to have their name released or if they opt to press charges, information about the incident and the name of the victim will be shared with the local police department and the local office of the district attorney. If the victim does not wish to have their name released and chooses not to press charges, information about the incident will be shared with these agencies using the designation of Jane or John Doe. The incident also will be counted for statistical reporting purposes, as required by law.

Completed incident forms are maintained in the administrative offices and used for mandatory compilation of annual crime statistics. The Northampton County District Attorney (or the district attorney from another county, if appropriate) will be notified of any felonies alleged to have occurred involving IIRP students, faculty, or staff.

### *Process and Penalties*

Sexual misconduct offenses are major violations of the Code of Conduct for students attending the IIRP, as well as for employees of the IIRP. Anyone charged with such an offense may be subject to IIRP disciplinary proceedings and possible sanctions. The choice of whether to pursue charges of a sexual offense within the confines of campus discipline parameters always resides with the complainant.

When offenses are adjudicated, complainant and alleged perpetrator are entitled to the same opportunities: to have others present during a campus disciplinary proceeding, to be informed of the outcome, and to appeal the findings.

No action of the IIRP shall be construed to limit a complainant’s right to initiate civil or criminal proceedings against the alleged perpetrator.

In keeping with the gravity of sexual misconduct offenses, sanctions considered in those cases brought before the IIRP will probably start at the level of suspension or expulsion.

The victim and the alleged perpetrator, consistent with the philosophy of restorative practices, may be offered the opportunity to participate in a restorative process before any decisions are made, except where this interferes with any criminal proceedings. This is especially appropriate if the offender has admitted the offense. Participation by either party is strictly voluntary. If either party refuses participation before a disciplinary decision, all parties will be informed of the decision when it is made and again offered the opportunity to participate in a restorative conference.

## *Investigation*

A complaint of sexual misconduct will be investigated promptly and fairly. To the extent practicable, care will be taken to protect the identity of all parties to the complaint, consistent with a thorough and appropriate investigation.

Investigation will be completed as quickly as is practicable and will include private interviews with the person reporting the incident, any witnesses, and the person alleged to have engaged in sexual misconduct. Should any individual responsible for any task related to the investigation process have a conflict of interest, that person will be replaced by a neutral party. It is vital for all parties to the investigation to refrain from discussing any and all aspects of it, on or off campus. If the investigation determines that sexual misconduct has occurred, the institution will act promptly to eliminate the offending conduct and impose corrective action where appropriate.

The person who filed the complaint and the person alleged to have committed the offense will be informed at the same time of the results of the investigation. However, the complainant may not be informed of the specifics of any disciplinary action imposed upon the perpetrator to the extent that this might invade their privacy.

False statements made by any party in connection with a complaint of sexual misconduct during an investigation will constitute the occasion for appropriate corrective action, up to and including termination of the person's relationship with the institution.

## *Corrective Action*

The person who filed the complaint and the person alleged to have committed the offense, consistent with the philosophy of restorative practices, will be offered the opportunity to participate in a restorative process before any decisions are made. This is especially appropriate if the offender has admitted to the offense. Participation by either party is strictly voluntary. If either party refuses participation before a decision, all parties will be informed of the decision when it is made and again offered the opportunity to participate in a restorative conference. Should the complainant or offender refuse, there may still be a restorative process for the benefit of either party and others affected by the offense.

If it is determined that sexual misconduct has been committed, corrective action may include suspension or expulsion and such other forms of corrective action as the institution deems appropriate.

## *Complainant's Rights*

Because of the physical and emotional trauma experienced by victims of sexual offenses, and because rape and sexual assault are intolerable acts, the following rights are afforded to the complainant:

- To report the rape or sexual assault to a primary provider of support.
- To have every effort made to provide confidentiality, except as set forth above with regard to anonymous reporting requirements, and as necessary to assure adequate care for the victim.
- To contact support agencies as appropriate.
- To have every effort made to provide freedom from intimidation or further harassment by the alleged perpetrator or others.
- To request a change of academic setting, subject to availability, while proceedings take place.
- To select a support person to accompany them through IIRP disciplinary processes. (The support person may not directly participate in the processes.)
- To protect against evidence of past sexual history, except as allowed by law.
- To remain present during any disciplinary proceedings.
- To be informed of the outcome of any such proceeding.
- To make up any academic work missed as a consequence of the trauma and the disciplinary or judicial proceedings.

## *Rights of the Alleged Perpetrator*

Similarly, the following rights will be afforded to the alleged perpetrator in all IIRP procedures:

- To have every effort made to provide confidentiality, except in areas of the Higher Education Act of 1998, as amended, or any other state or federal regulation that allows or requires disclosure; to take into account concerns about confidentiality in light of Institute, state, or federal regulations that would allow or require disclosure.
- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic setting, subject to availability, while proceedings take place.

- To select a support person to accompany them through IIRP disciplinary processes. (The support person may not directly participate in the processes.)
- To protect against evidence of past sexual history, except as allowed by law.
- To remain present during any disciplinary proceedings.
- To be informed of the outcome of any such proceeding.
- To make up any academic work missed as a consequence of the trauma and the disciplinary or judicial proceedings if it is determined that the alleged perpetrator was wrongfully accused.

This is a general statement of policy and no more. While this policy sets forth institutional goals of promoting a community free of sexual misconduct, it is not intended to limit the institution's authority to discipline or take remedial action for conduct it deems unacceptable. It does not constitute a term or provision of any contract of employment or implied contract of employment between the IIRP and an individual employee, nor does it create contractual obligations on behalf of the institution to any person. Likewise, it does not constitute a guarantee of continued student status to any person or otherwise create any obligation on the part of the institution.

## Grievance Policy and Formal Complaint Process

A grievance is a claim that action has been taken that involves a student, staff, faculty, or administration member's status or the specific terms or conditions of employment or academic study and which is believed to be inconsistent with the International Institute for Restorative Practices' (the IIRP's) policies and procedures, or a perceived circumstance of discrimination, harassment, or inequity.

The IIRP, consistent with its name and mission, will use restorative processes, whenever possible, in dealing with wrongdoing and conflict among students, staff, faculty, and administration. Restorative processes focus on repairing the harm done by conflict and wrongdoing. They are usually held in a circle format and provide every person with an opportunity to be heard and to express feelings in a safe and supportive environment.

Restorative processes bring together those who have been affected by an incident. When there are identifiable wrongdoers and victims, those individuals have the choice of participating voluntarily. Furthermore, their colleagues, optionally their friends and family members (depending upon the nature of the incident), and others in the institution who have been affected are also invited to come together to resolve the emotional consequences of the incident and to have a say in how the conflict or wrongdoing might be handled.

There may be instances where the nature of the grievance is such that the use of restorative processes may not be appropriate according to the sole discretion of the IIRP's President, who may confer with other professionals, including legal counsel and/or mental health professionals.

In the event the grievance is against the Director of Human Resources, the contact should be directed to the President throughout the outlined process. If the grievance is against the President, it should be directed to the Board of Trustees Chair throughout the outlined process.

Below are guidelines regarding the grievance resolution process.

**Step 1:** If possible, concerns that result in a grievance should first be addressed through discussions or a restorative circle. If a solution is reached, it should be put in writing, signed and dated by both parties, and provided to the Director of Human Resources within ten (10) business days, via email or hardcopy.

**Step 2:** If, after attempting resolution in Step 1, no solution is reached, the aggrieved party or parties may appeal the issue in writing within ten (10) business days to the Director of Human Resources via email or hardcopy. The Director of Human Resources must respond to the grievance in writing within ten (10) business days, beginning the business day following receipt of the written appeal.

**Step 3:** If the aggrieved party is not satisfied with the outcome of Step 2, they may appeal to the President, who will respond in writing within ten (10) business days beginning the business day following receipt of the written appeal. The President's response is the final step within the organization.

## **Reporting Violations of the Sexual Misconduct Policy; the Harassment, Sexual Harassment, and Stalking Policy; and the Nondiscrimination Statement**

**In an emergency, call 911.**

The IIRP's online Incident Reporting Form (link below) allows students and staff to provide information directly to the Associate Dean of Administration for any violation of the following:

- **Sexual Misconduct Policy** (rape, sexual assault, dating violence, domestic violence)
- **Harassment, Sexual Harassment, and Stalking Policy**
- **Nondiscrimination Statement**

### [Report an Incident](#)

The Associate Dean of Administration will reach out within 24-48 hours of when the institution is open to offer support and resolution options.

## Resolving Grievances or Complaints

In the spirit of restorative practices and a restorative environment, we urge you to try and resolve issues and concerns directly with faculty and staff before seeking a higher level of intervention.

## Complaints Related to the Equal Opportunity Statement

In the case of an alleged violation of the Equal Opportunity Statement, the complaint is to be brought to the attention of the Associate Dean of Administration in writing.

Melissa Ash  
Associate Dean of Administration  
International Institute for Restorative Practices  
531 Main Street, Bethlehem, PA 18018  
484-523-2688

If the Associate Dean of Administration is the alleged violator, submit your complaint to:

Linda Kligman, Ph.D.  
President  
International Institute for Restorative Practices  
531 Main Street, Bethlehem, PA 18018  
610-807-9221

## Civil Rights Violation

In the case of an alleged violation of Civil Rights, the complaint may be brought directly to the Office for Civil Rights:

Barbara Holland, Regional Manager, Office for Civil Rights  
U.S. Department of Health and Human Services  
150 S. Independence Mall West  
Suite 372, Public Ledger Building  
Philadelphia, PA 19106-9111

Customer Response Center: 800-368-1019; Fax: 202-619-3818;  
TDD: 800-537-7697; Email: [OCRMail@hhs.gov](mailto:OCRMail@hhs.gov)

## **FERPA Compliance Concern (Privacy of Student Records)**

### *Initial Contact*

Jamie Kaintz  
Dean of Student Services  
531 Main Street, Bethlehem, PA 18018  
610-798-1300

### *Escalated Contact*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-4605

## **Violation of the Americans with Disabilities Act**

Melissa Ash  
Associate Dean of Administration  
531 Main Street, Bethlehem, PA 18018  
484-523-2688

## **Student Right to Know and Campus Security Complaint**

Melissa Ash  
Associate Dean of Administration  
531 Main Street, Bethlehem, PA 18018  
484-523-2688

## **Appeal of a Grade**

### *Initial Contact*

Consult with the appropriate faculty member.

### *Escalated Contact*

Michael Valdez Raffanti, Ed.D.  
Provost  
531 Main Street, Bethlehem, PA 18018  
215-416-3723



## General Complaint or Grievance

### *Initial Contact*

Consult with the appropriate faculty or staff member.

**or**

Jamie Kaintz  
Dean of Student Services  
531 Main Street, Bethlehem, PA 18018  
610-798-1300

### *Escalated Contact*

Michael Valdez Raffanti, Ed.D.  
Provost  
531 Main Street, Bethlehem, PA 18018  
215-416-3723

**or**

Melissa Ash  
Associate Dean of Administration  
531 Main Street, Bethlehem, PA 18018  
484-523-2688

## Academic Calendar

Generally, the terms are as follows:

- Fall: September to December
- Spring: January to May
- Summer: June to August

### 2024

Date	Event
July 1	Registration for Fall 2024 Begins
July 1	Application for Fall 2024 Graduation Opens
July 10	RP 500 for Summer 2024 Begins
July 17	RP 532 for Summer 2024 Begins

<b>Date</b>	<b>Event</b>
July 21	Commencement for Classes of Fall 2023 and Spring 2024
July 31	Master of Science Application Deadline for Students Submitting an Impact Scholarship Application
August 1	Deadline to Register for RP 699 for Fall 2024
August 1	Deadline to Apply for Graduation for Fall 2024
August 7	Late Fee for Fall 2024 Registration Begins
August 28	Deadline for Registration for Fall 2024 Fully Online Courses
September 4	Fall 2024 Fully Online Courses Begin
October 1	Impact Scholarship Application Deadline
October 15	Impact Scholarship Awards Announced
October 15	Deadline to Drop Fully Online Courses for Fall 2024
October 23	Deadline to Register for RP 500 for Fall 2024
October 30	RP 500 for Fall 2024 Begins
November 1	Registration for Spring 2025 Begins
November 12	Fully Online Fall Courses End
November 12	Deadline to Drop RP 500 for Fall 2024
November 26	RP 500 for Fall Ends
December 4	Late Fee for Spring 2025 Registration Begins
December 20	Deadline for Registration for Spring 2025 Fully Online Courses (except RP 699)
December 30	Fall 2024 Degree Conferral

## 2025

<b>Date</b>	<b>Event</b>
January 8	Spring 2025 Fully Online Courses Begin (except RP 699)

<b>Date</b>	<b>Event</b>
February 1	Application for Spring 2025 Graduation Opens
February 11	Deadline to Drop Fully Online Courses for Spring 2025 (except RP 699)
March 1	Deadline to Apply for Graduation for Spring 2025
March 1	Deadline to Register for RP 699 for Spring 2025
March 18	Fully Online Spring Courses End (except RP 699)
April 1	Registration for Summer 2025 Begins
April 1	Shawn Suzch Scholarship Application Opens
April 1	Impact Scholarship Application Opens
April 2	Deadline to Register for RP 500 for Spring 2025
April 2	RP 699 for Spring Begins
April 9	RP 500 for Spring Begins
April 22	Deadline to Drop RP 500 for Spring 2025
April 29	RP 500 for Spring Ends
April 30	Late Registration Fee for Summer 2025 Begins
May 6	Deadline to Drop RP 699 for Spring 2025
May 21	Deadline for Summer 2025 Registration
May 28	Summer 2025 Fully Online Courses Begin
June 10	RP 699 for Spring Ends
June 30	Degree Conferral for Spring 2025
July 1	Registration for Fall 2025 Begins
July 1	Application for Fall 2025 Graduation Opens
July 2	Deadline to Drop Fully Online Courses for Summer 2025
July 2	Deadline to Register for RP 500 for Summer 2025
July 2	Deadline to Register for RP 532 for Summer 2025

<b>Date</b>	<b>Event</b>
July 9	RP 500 for Summer 2025 Begins
July 9	RP 532 for Summer 2025 Begins
July 20	Commencement for Classes of Fall 2024 and Spring 2025
July 23	Deadline to Drop RP 500 for Summer 2025
July 29	Deadline to Drop RP 532 for Summer 2025
July 31	Master of Science Application Deadline for Students Submitting an Impact Scholarship Application
August 1	Deadline to Register for RP 699 for Fall 2025
August 1	Deadline to Apply for Graduation for Fall 2025
August 5	RP 500 for Summer Ends
August 5	Fully Online Summer Courses End
August 7	Late Registration Fee for Fall 2025 Begins
August 26	RP 532 for Summer Ends