

## IV. STUDENT RIGHTS & RESPONSIBILITIES

### MISCONDUCT REPORTING TIP LINE

Mount St. Joseph University's mission as a Catholic University emphasizes values, integrity and social responsibility. This distinct focus reflects the University's Catholic roots, Sisters of Charity heritage, and a commitment to a culture of ethical conduct. Our Statement of Ethical Conduct contains general guidelines for conducting University business with the highest standards of ethics. Additionally, our employee and student handbooks contain policies that address appropriate standards of conduct for those members of our community, such as the Student Life Standards and Disciplinary Policy and Procedures, the Equal Opportunity and Nondiscrimination Policy, and the Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy, to name a few. In addition to the reporting options set forth in any University policy, misconduct of any nature may be reported to the University using the tip line.

#### REPORTING MISCONDUCT

The tip line is a comprehensive and confidential reporting tool to assist our Mount community to address potential misconduct while cultivating a positive academic and work environment. When you observe any behavior that you believe violates our Statement of Ethical Conduct or other University standard or policy, we expect you to report it using the reporting methods set forth in the applicable policy or the University's tip line. If you are unsure about whether a violation has occurred, you can report a potential violation in good faith and/or request clarification of policy using the same reporting methods set forth in the policy or the tip line.

#### **To contact the Mount St. Joseph University tip line:**

- **call (513) 244-TIPS;**
- **text 244-TIPS; or**
- **Email 244TIPS@msj.edu.**

For conduct matters addressed in another policy, such as those listed below, please first consider reporting in accordance with the procedures set forth in those policies. If, however, you are not comfortable reporting the issue in that manner or where clarification of University policy prior to reporting is desirable, you are expected to report using the tip line.

Policies with specific reporting instructions include, but are not necessarily limited to, the following:

- Equal Opportunity and Nondiscrimination Policy
- Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy
- Protection of Minors Policy
- Missing Persons
- Student Complaint Policy
- Drug & Alcohol Policy and Guidelines
- Residence Hall Policies
- Antihazing Policy
- Campus Emergency Procedures

#### UNIVERSITY RESPONSE

The University takes all reports seriously and will investigate and/or take other appropriate responsive action when misconduct is found to have occurred. When a complaint falls within the scope of another policy or procedure, the University will follow the investigation, grievance and/or disciplinary procedures set forth in the relevant policy. Otherwise, reports of misconduct may be addressed using the University's

This information is part of Mount St. Joseph University's Student Handbook.

Student Complaint Policy or as otherwise determined appropriate by the University. Retaliation against any person because of their good faith report or cooperation with the University's response to a report pursuant to this policy is strictly prohibited.