



**Ursinus College Student
Handbook
2011-2012**

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To the Students:

Learning to live as responsible adults entails learning to live together. For Ursinus College to become a learning community, all of us must be involved in cooperating with and helping one another. Moreover, to enable us to live together, we need some basis of common understanding, some guidelines and some rules.

This Student Handbook is your guide to the policies and procedures that we use to govern ourselves. One of the particularly enriching aspects of a residential liberal arts college is the number of opportunities that arise for us to learn from one another. For such learning to occur, we must respect the rights of others and appreciate that we all have a stake in maintaining a civility that underscores our mutual respect for the dignity of every individual at Ursinus.

At the same time, for us to grow and learn, we need chances to pursue ideas and opportunities. This Handbook is your introduction to many such opportunities; it is designed to meet your needs and to work to your benefit. Careful study of the handbook should prove rewarding.

Finally, the Handbook is the result of an ongoing dialogue among students and staff. I invite you to join in that dialogue. With your participation in the conversation about how to make this a better college, we will succeed at two goals—adding to our education and strengthening Ursinus as a place for living and learning.

Cordially,

Dr. Bobby Fong
President

Ursinus Student Government Association

The Ursinus Student Government Association (USGA) gives students a chance to be involved with and have an influence on the campus. At weekly meetings, they discuss and make plans for issues from parking to the curriculum and class requirements. USGA is open to all students at Ursinus who want to be a part of it. Elections for officers are held at the close of each academic year, but students do not need to be an officer to be an active member. Members work with the faculty and administration in specialized committees, and at the weekly meetings. USGA is the pulse of the campus and motivated students are at the organization's heart.

2011 - 2012 USGA President Jervis Hudson '12

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Academic Life

REGULATIONS AND RESPONSIBILITIES

Students must abide by the rules and regulations as stated in the 2011-2012 College catalog. Students must follow the academic requirements of the catalog in effect at the time of their matriculation. When academic requirements are changed after students have begun college, they may choose to follow either the requirements of the catalog in the year in which they enter or the requirements that are in effect in the academic year in which they graduate but not a combination of the two sets of requirements. Please refer to the catalogue for academic policies.

REQUIREMENTS FOR GRADUATION

The requirements for the degree of Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) are:

1. The completion of 128 semester hours, of which no more than 12 may be from courses with numbers lower than 100, and all the courses required by the faculty, including the courses required for a major; and
2. A GPA of C (2.00) or above for all courses taken at Ursinus College.

To qualify for the degree of Bachelor of Arts or Bachelor of Science, a student must have successfully completed a minimum of 64 semester hours of credit at Ursinus. Half of the semester hours of credits required in the major department must be taken at Ursinus; exceptions may be granted by the dean of the College. A degree from the College requires that a student spend the two semesters of the senior year as a full-time student (this regulation does not apply to students receiving a degree from the Center for Continuous Learning).

A full-time student may not take fewer than 12 semester hours per semester. The normal load for a term is 16-18 credits. It is recommended that students normally take no more than 16 credits per semester. Students may register for up to 18 credits with the approval of their advisers. They may not register for more than 18 credits in any semester without special permission from the dean of the College. Students carrying fewer than 12 hours are not permitted to remain or to become residents of College residence halls.

All requirements for graduation must be satisfied before the end of the last day of examination week preceding commencement. Each student must bear responsibility for fulfilling the requirements for graduation.

Degrees

Ursinus College confers the degrees of Bachelor of Arts and Bachelor of Science. The Center for Continuous Learning at Ursinus College also confers a Bachelor of Business Administration. For specific requirements of the curricula leading to each of these degrees, see departmental requirements and the catalogue of the Center for

Continuous Learning. Degrees are conferred only at commencement in May of each year and candidates must present themselves in person.

A student in good standing who has earned a minimum of 96 semester hours of credit and who withdraws from the College to enter an accredited graduate or professional school may, with the approval of the faculty, receive a baccalaureate degree from Ursinus after earning any doctoral degree from an accredited institution.

The College may confer the honorary degrees of Doctor of Divinity, Doctor of Humane Letters, Doctor of Pedagogy, Doctor of Science, Doctor of Letters, and Doctor of Laws on persons whose distinguished ability and service have been deemed worthy of such recognition by the faculty and the Board of Directors.

Second Bachelor's Degrees

Ursinus discourages students working toward a second bachelor's degree. For those who do desire a second degree, the following applies: Students who hold a bachelor's degree from another institution may be admitted to degree candidacy at Ursinus as transfer students. The student must satisfy all degree requirements at Ursinus, including completion of a minimum of sixty-four (64) semester hours work at Ursinus. Students who hold a bachelor's degree from Ursinus will not be awarded a second degree of the same type (B.A., B.S., or B.B.A.). They may be admitted to candidacy in a second degree area. The student must satisfy all requirements and must complete at least thirty-two (32) additional semester hours beyond what was required for the first degree.

Choice of Studies

At matriculation, students designate possible areas of academic interest. In the second semester, first-year students may declare a major field to study in depth. Students who have not decided on a major by the end of the second semester will retain their first-year advisers. In the fourth semester, students must designate a major field. The chairpersons of the students' major departments will assign their academic advisers. The approval of the adviser is necessary before a student may register for or enter any course of study, or discontinue any work.

Registration

First-year students register for the fall semester in consultation with their advisers on freshman orientation days held during the summer. Returning students register for the fall semester during the spring registration period published by the Registrar. Registration for the spring term is completed for all students during the fall registration period published by the Registrar.

Before the registration period published by the Registrar, students must consult with their advisers to prepare schedules of courses for their college careers. Students must remember that they alone are responsible for making sure they have completed College requirements and departmental requirements. When students change their majors, they must fulfill the requirements of the most recent major department in order to be graduated.

Students may add or drop courses at any time during the first two weeks of classes. No course may be added after the second week of classes. Courses dropped after the

second week of classes but before the midpoint of the course will be designated by a W on the student's record. Students who withdraw after the midpoint of a course will receive a grade of WF. Students who withdraw from a course without permission will receive a grade of F. The midpoint dates of a course or the semester are published by the Registrar.

Class Attendance

In keeping with a strong liberal arts tradition that encourages active learning and complete participation in the education process, the college expects students to attend class. Specific attendance policies are set by individual instructors and indicated on the course syllabus at the beginning of each term. Academic warnings will be issued by instructors for all students failing to meet the stated course attendance policies. Excessive absences by first year students and students on academic probation will be reported to the Dean's Office. Students may be dropped from a course with a grade of F for failing to meet the stated policy.

Grades of Scholarship

When a course is completed, the standing of the student is expressed by one of the following grades: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F; or, if the course is a Satisfactory/Unsatisfactory (S/U) course, the student's standing is expressed by the grade S or the grade U.

Letter grades have the following equivalence assigned:

Grade	GPA	Numeric Grade
A+	4.00	98.33
A	4.00	95.00
A-	3.67	91.67
B+	3.33	88.33
B	3.00	85.00
B-	2.67	81.67
C+	2.33	78.33
C	2.00	75.00
C-	1.67	71.67
D+	1.33	68.33
D	1.00	65.00
D-	0.67	61.67
F	0.00	45.00

The mark of S signifies that a student has earned the course credits in an S/U course at the B (3.00) level or higher; this mark is not included in the computation of a student's average. The mark of U in an S/U course is calculated into the student's average as F (0.0).

The mark of W signifies that a student withdrew from the course prior to the midpoint of a course, and is not calculated into a student's average. The mark of WF signifies that a

student withdrew from the course after the midpoint of the course, and is calculated into the student's average as an F (0.00). The mark of I, which may be given only with the written permission of the dean, is reserved for cases of incomplete work, due to documented physical incapacitation or other extenuating circumstances beyond the student's control. A plan and schedule for completing the remaining work, agreeable to student and professor, must accompany the request for an I. If the mark of I is not removed within one month after the end of the semester in which the I was given, the grade F will be assigned for the course.

Dean's Honor List

All full-time students achieving an average of 3.50 for a semester are announced six weeks after the end of that semester as members of the Dean's Honor List. It is an Ursinus tradition to publish the names of those students who have been carried on the Dean's Honor List for the preceding two semesters at the Ursinus Day Academic Convocation.

Commencement Honors and Graduation with Distinction

Two commencement honors are assigned: one, the Valedictory, to the person attaining the highest standing in the graduating class; the other, the Salutatory, to the person attaining the next highest standing.

Members of the graduating class who have shown great proficiency in their study at Ursinus College may be graduated with distinction if, in the opinion of the faculty, their credentials warrant such honors. These distinctions, Summa Cum Laude, a cumulative average of 3.85 or above, Magna Cum Laude, 3.67 but less than 3.85; and Cum Laude, 3.5 but less than 3.67, are given only for unusual excellence in all subjects pursued by the candidate. Graduation honors will be calculated at the end of the fall term. If as a result of work done in the spring semester a student should merit distinction or a higher distinction, such honors will be awarded *ex post facto*.

Grade Appeal

Faculty must follow practices of fairness and objectivity when assigning student grades. Since it is assumed that the final grade is obtained after a careful evaluation of a student's entire academic performance in a class, the course syllabus must contain a clear statement of how a final grade is computed. Even though grading may be considered to be inherently subjective, it does not follow that grading is an arbitrary or capricious practice. Normally, no grade appeal will be accepted unless there is an error in computation or there is evidence of prejudice or caprice.

Grade Appeal Procedure

1. A student who wishes to appeal a final grade must contact the instructor and attempt to resolve the issue.
2. If, upon consultation with the instructor, there is no resolution, the student contacts the chair of the department in which the course is offered or in the case where there is no chair, the Dean of the College. The chair attempts to resolve the conflict by discussing the issue with the instructor involved. Every effort should be made to resolve the conflict at the departmental level.

3. If there is still no resolution, the student contacts the Dean of the College, and in writing, describes the nature of the complaint. The Dean discusses the matter with the chair and the instructor and makes a recommendation to the instructor.

4. If there is still no resolution, the Dean will bring the issue to the Academic Standards and Discipline Committee and/or appoint an ad hoc committee of three faculty to make a recommendation to the instructor. The committee will be composed of members acceptable to both the student and the faculty member.

Time Frame

Students must initiate the grade appeal no later than two weeks after the start of the next semester. The appeal process should take no longer than four weeks from the student's initial contact with the instructor to the final recommendation of the ad hoc committee.

Repeating Courses

Students may retake any course, but they shall receive credit only once for the same course. Although a course may be retaken as many times as necessary to receive a passing grade, students may repeat only once courses they passed on the initial try. All grades for courses taken at Ursinus will appear on the transcript, but the last grade earned will replace the previous grades for the purpose of calculating the GPA. Credits earned elsewhere and accepted as transfer credits will not alter the GPA or serve as a replacement grade.

Academic Probation

Any students who have a GPA below C (2.00) at the end of any semester or who have a semester GPA below 2.00 will be placed on academic probation by the Academic Standards and Discipline Committee or by the faculty. Students on academic probation may be restricted in their extracurricular activities. On-campus employment and Ursinus College financial aid may be restricted for a student whose average for the preceding academic year is below C (2.00).

Dismissal

Students will be dismissed from the College if at the end of their first semester their GPA is below 0.67; if at the end of their second semester their GPA is below 1.33; if at the end of their third semester their GPA is below 1.67; if at the end of their fourth semester or 64 semester hours (including transfer credits), or any subsequent semester, their GPA is below 2.00. Students will also be dismissed if they achieve a semester average below C (2.00) for more than two successive semesters, regardless of their cumulative average. Students who earn a semester average of zero will also be dismissed. Exceptions to the above policy must be approved by the faculty, or by the Academic Standards and Discipline Committee acting for the faculty. The action of the faculty, or the Academic Standards and Discipline Committee acting for the faculty, in all cases is final. Students who have been dismissed are not eligible to take courses in the Center for Continuous Learning at Ursinus College.

Any student may be dismissed from the College for academic violations such as cheating or plagiarism, regardless of the student's academic average. Non-academic reasons for dismissal are outlined in the Student Handbook.

Readmission

Students who have been discontinued for academic reasons may apply for readmission. Unless there are unusual circumstances, applications for readmission will not be considered unless one academic year has passed before the readmission date. Readmission is not automatic. To be considered for readmission, students must demonstrate that they are able and prepared to return to the College for serious academic work. They should take courses at an accredited institution and obtain at least a B (3.00) average. They may work or engage in community service or other volunteer activities that will demonstrate a seriousness of purpose.

Application for readmission is made to the Admissions Office. Students' previous academic performance and social activities at Ursinus will be important factors in the readmission decision. The faculty or the Academic Standards and Discipline Committee must approve readmissions.

Withdrawal

Students who seek to withdraw from the College must notify the dean of the College in writing of this intention and its effective date, and must satisfy all obligations (including bills, the return of keys, equipment, and other College property). Failure to meet any such obligation will render the student liable to dishonorable dismissal.

Study Elsewhere

Students are permitted to earn credit toward graduation from Ursinus College from another accredited college or approved study abroad program in a semester, interim or summer program if they have been granted permission by their academic advisers and the Registrar or the Dean or the Committee on Academic Standards and Discipline Committee. Required courses in the department of a student's major should be taken at Ursinus. Approval to take such courses elsewhere will be granted by Registrar or the Dean or the Academic Standards and Discipline Committee only with the approval of the chairperson of the major department and if special or mitigating circumstances exist. Credit, but not grades, for approved courses taken elsewhere will be transferred upon successful completion of the course with a grade of C (2.00) or better and upon receipt of an official transcript from the other college. It is recommended that students take these courses at a four-year institution. Students planning to study abroad for a semester, interim or summer program must consult with the study abroad office and receive approval from the International Education Committee. All courses must be approved before the start of the courses at another college or program.

CONFIDENTIALITY OF STUDENT RECORDS

In compliance with the Family Educational Rights and Privacy Act of 1974 (known as the Buckley Amendment) the following constitutes Ursinus College's policy, which informs students in the procedures available to provide appropriate access to personal records while protecting their confidentiality. The complete Act is available for inspection in the Registrar Office, as well as online.

Definitions

- I. Certain definitions and principles contained in the law are explained below:
 - A. "Student" is defined as one who has attended or is attending Ursinus College and whose records are in the files of the college.
 - B. "Educational Records" are those records, files, and documents relating to students and maintained by the college or an agent of the college. All such records and a log of the request for these records are maintained by college administrative personnel in the course of performance of assigned duties. Only college officials who have a legitimate educational interest shall have right of access to a student's "educational record."
 1. "Educational Records" include Admissions applications and transcripts maintained by the Registrar Office including:
 - a. Ursinus College academic record maintained by the Registrar Office;
 - b. Student file maintained by Dean of Students regarding judicial and disciplinary decisions;
 - c. Student file maintained by financial aid offices;
 - d. Record maintained by Career Services Office;
 - e. Student records maintained by the Pre-Medical Committee;
 - f. Student records maintained by the Pre-Law committee;
 - g. Student records maintained by the Business Office;
 - h. Student records maintained by the library.
 2. The term "Educational Records" does not include:
 - a. Personal files of faculty and administrators, which are not accessible to any other person;
 - b. Records of parents' financial status;
 - c. Medical, psychiatric or psychological records created and used for the treatment of a student and available only to those providing the treatment. These records can be reviewed by a physician or appropriate professional of the student-patient's choice.
 - d. Employment records, which relate exclusively to students as employees and are not used for other purposes;
 - e. Confidential statements and letters placed in the files prior to January 1, 1975;
 - f. Confidential letters and statements to which students have waived a right of access;
 - g. Records and documents maintained by Campus Safety;
 - h. Information or data collected by the Alumni and Development Offices about graduates;
 - i. Directory information confirming the following information about individual students: full name, address, phone, major field of study, dates of attendance, admissions or enrollment status, class year, degrees and awards, most recent previous institution attended, roster of member of athletic teams, participation in officially recognized activities.

C. "Record" means any information or data recorded in any medium including but not limited to: handwriting, print, tapes, file, microfilm, microfiche, and computer file.

II. Privacy and Disclosure of Student's Educational Record

A. Normally, educational records can be released, or access given to third parties (i.e., anyone not a member of the faculty or staff with legitimate access to the student's record) only at the written request of the student. Grades are sent to the students at their college address at midterm if they are freshmen or on probation and at home at the end of the semester.

B. However, releases to third parties without student permission may be given only as follows:

1. To parents and guardians of dependent students: Release of student grades and official college correspondence is permitted under the IRS code of 1954; notification of alcohol and drug violations of all students. This is permitted under the 1998 Warner Amendment.

Note: Students who are financially independent and who do not wish to have grades or official college correspondence released to parents and guardians must provide evidence of their status within the first week of the fall semester, within the first week of the spring semester if the student is a transfer, and within the first two days of a summer session. The test of dependency is determined by the Internal Revenue Code current at the time of the request.

2. To Federal officers as prescribed by law;

3. As required by state law;

4. To research projects on behalf of educational agencies for test norms, improving instruction, etc. (provided that the agencies guarantee no personal identification of students);

5. To accrediting agencies carrying out their function;

6. To respond to a judicial order or lawfully issued subpoena (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made);

7. At the time of emergency if the information is necessary to protect the health or safety of the student or other persons;

8. As required by state law requiring disclosure before January 1, 1976.

III. Release of Directory Information

Directory information about a student may be released at the discretion of the appropriate official. Students who object to the release of any or all "Directory Information" must express their objection in writing within the first week of the fall semester, within the first week of the spring semester if the student is a transfer, or within the first two days of a summer session. The Registrar Office administers the procedure annually and monitors the information.

IV. Procedures for access and review of the Educational Record by a student

A. Students have the right to inspect their own educational records, subject to reasonable restrictions as to time, place and supervision. Records must be made available for review within 45 days.

- B. Students have the right to challenge any part of their educational record, which they believe to be incorrect. They should point out the discrepancy to the faculty or staff member involved. The Dean of the College (or a designee) is the hearing officer appointed to resolve any disagreements, which cannot be settled directly. The Dean (or designee) is available for informal meetings on such matters at any time. If the matter is not resolved through informal means, the matter will be referred to the Committee on Academic Standards whose decision is final. If the student does not agree with the decision, he or she may submit a letter to be included in his or her educational record expressing the student's explanation or interpretation of the official record.

Note: It is not the intention of the Buckley Amendment to provide a forum for challenging course grades, decisions by the committees on Academic Standards, the Judiciary Board or any other committee or officer of the college assigned the responsibility to make judgments. Rather it is the intention of the Act and the college's procedures to make known to students the informational base upon which decisions included in the educational record are made and to allow corrections of that information or the inclusions of explanatory statements by the student.

- V. Record of Access and maintenance of files.

A notification of releases made to third parties (i.e., anyone not a member of faculty or staff with legitimate access to the student's record) must be kept in the student's record.

ACADEMIC HONESTY

Statement On Academic Honesty

Ursinus College is a small community, which functions on a social contract among students, faculty, administration, and alumni. In order for the spirit of community to endure and thrive, this agreement, based upon shared values and responsibilities and a sense of mutual respect, trust, and cooperation, must be preserved. Students have an obligation to act ethically concerning academic matters and the faculty has a responsibility to require academic honesty from students and to be vigilant in order to discourage dishonesty.

Lying, cheating, stealing, plagiarism, and other forms of academic dishonesty violate this spirit of mutual respect and collaboration and corrode the atmosphere of openness and free inquiry upon which the educational process is based. Such activities are demeaning and potentially damaging to those who undertake them. Moreover, academic dishonesty is damaging to the student body as a whole, in that it cheapens the achievements of the honest majority of students and subverts the integrity and reputation of the institution with which they will be identified for the rest of their lives.

Students should be aware that there are many legitimate sources of help available on campus. Several departments provide help sessions. There is a writing center run by the Department of English, and the Library provides research help. Tutorial Programs are organized through the Unity House, while all disciplines and peer mentoring services are arranged by the Dean's Office. The student body, faculty, and administration of Ursinus College therefore unanimously condemn academic dishonesty in all its forms and affirm

that it is the responsibility of all members of the college community to prevent such activity.

Statement On Plagiarism

Plagiarism is the act of taking the ideas or words –written or spoken—of someone else and passing them off as one's own. You are plagiarizing if you copy exactly a statement by another and fail to identify your source. You are plagiarizing if you take notes from a book, an article, or lecture, express those materials in your own words, and present the result as your work without identifying your source. You are plagiarizing if you copy part or all of a paper written by a friend, another student, or a writing service and offer it as your own work.

You are plagiarizing if you take material verbatim from a source (even though the source is acknowledged) without identifying it as quoted material by means of quotation marks. Plagiarism is easy to avoid by using common sense and following the advice and directions for acknowledging sources. Such forms and methods are available from professors and style sheets provided by departments as well as by a composition textbook. Never take notes verbatim or in your own words without using appropriate quotation marks and noting exact sources, including page number of the material.

For example, you are cheating if you:

1. Copy answers or use information from a fellow student's paper during a quiz, test, or examination.
2. Divulge answers or information, or otherwise give improper aid to another student during a quiz, test, or examination or accept such aid.
3. Relay or receive any improperly obtained or confidential information concerning a quiz, test, or examination. (Example: if one sees the test before it is to be given and transmits information concerning its contents or whereabouts to other students.)
4. Use or refer to any unauthorized notes, books, calculators, and/or problem solving aids such as "cheat sheets" during a quiz, test, or examination.
5. Collaborate improperly with another student on an open-book or take-home quiz, test or examination; or obtain information from an unsuspecting fellow student during such an exercise.
6. As a proctor or student assistant, divulge confidential information or aid any student in an improper manner during a laboratory exercise, quiz, test, or examination.
7. Commit an act of plagiarism in any form.
8. Borrow under false pretenses, steal or otherwise improperly obtain lecture or research notes, laboratory data, or any information gathered by another student and present it as your own work (examples: term papers; laboratory reports or experimental yields; computer programs or assignments; English composition themes), or knowingly collaborate with another student by making such material available to him/her.
9. Falsify laboratory data, notes, results, or research data of any type in any course and present it as your own work.

10. Steal or intentionally damage or destroy notes, research data, laboratory projects, library materials, computer software (including the intentional passing of a computer virus), or any other work of another student (or faculty member), out of malice, or for the purpose of sabotaging that person's work and thereby gaining an unfair advantage to yourself.
11. Knowingly and willingly violate any special rules concerning research procedures, group assignments, or inter-student collaboration, which may be established by an instructor in any course.
12. Submit the same work including oral presentations for different courses without the permission of the instructors involved. Since it is expected that different courses offer different learning experiences, students are depriving themselves of an educational opportunity by submitting the same or similar work for more than one course. Examples include but are not limited to submitting a partial or complete paper previously handed into another class, superficially reworking one assignment for submissions to another class. (Example: submitting a sociology paper as an English 100 paper.)
13. Misrepresent yourself to an instructor or an administrator for the purpose of gaining special favors or extensions for academic work missed. Examples include but are not limited to lying about your health or the health of a relative, forging doctor's notes.
14. Forge signatures on forms, documents, or letters pertinent to College business. This may include but is not limited to course of study sheets, drop/add forms, or doctor's notes.

You are an accessory to cheating, and penalties may be applied, if you:

1. Witness or have direct knowledge of any of the aforementioned forms of cheating and fail to inform an authorized person (faculty member, administrator, proctor, or student assistant).
2. You bring unauthorized materials into a testing area and fail to or refuse to remove them when instructed to do so.
3. You fail to or refuse to comply with admonitions from a faculty member or authorized proctor to cease any activity, which might aid other students in cheating.

The above has been adapted from, and credit is given to: Millward, *Handbook for Writers*, pp. 354-355.

PROCEDURES FOR SUSPECTED ACADEMIC HONESTY VIOLATIONS

If a faculty member suspects you of committing an academic honesty violation of any kind, he or she should confront you with the evidence.

- If you admit guilt, the faculty member should inform the Dean of the College of the violation and your confession. After consultation with the Dean of the College, the faculty member will impose a penalty of either a zero (0) on the work in which you were dishonest or a failure (F) in the course in which the dishonesty took place. If you have previously been found guilty of a violation of academic honesty of any kind, the Dean of the College will impose additional penalties. Normally, for the second offense, you will be suspended, be asked

to withdraw from the College, or be permanently dismissed. If it is a third offense, you will be permanently dismissed.

- If you maintain innocence, or if the faculty member or the Dean of the College requests it, the case will be immediately referred to the Committee on Academic Standards and Discipline. The procedure is as follows:

The Subcommittee on Academic Discipline of the Committee on Academic Standards and Discipline will amass evidence and hear testimony regarding the case. The Subcommittee is composed of two students selected by the USGA and three-elected Faculty from the Committee on Academic Standards and Discipline. Alternate Faculty may be chosen from the faculty at large by agreement of the parties. The chair is selected by the Subcommittee from within the Subcommittee. This committee will then hear evidence in the case. The Faculty member will present his/her evidence to the committee in your presence and then you may present your defense in the presence of the Faculty member. The hearing will be closed, but you may have a campus friend with you during the proceedings. Members of the committee may question any parties involved in the case. The committee will then deliberate and judge your guilt or innocence in the case.

In the event of a guilty verdict, the Faculty member will impose a penalty of either a zero (0) on the work in which you have been dishonest or a failure (F) in the course in which the dishonesty took place. If you have been found guilty previously of an academic dishonesty of any kind, the Dean of the College will impose additional penalties. Normally, for a second offense you will be suspended, be asked to withdraw from the College or be permanently dismissed. If it is a third offense, you will be permanently dismissed.

Decisions of the Committee on Academic Discipline or the Dean of the College may be appealed to the President. The President's decision is final.

PROCEDURES FOR RECORD-KEEPING IN CASES OF ACADEMIC HONESTY VIOLATIONS

1. The Dean of the College will keep a record of all cases of academic dishonesty reported to him or her by individual faculty members and of all cases, regardless of their outcomes, which are adjudicated by the regular three-person committee process.
2. These records will not be kept in the regular academic files of the students involved, but in a special records section. Accused students may view their records at any time.
3. Records are to be preserved until such time as students named therein are graduated or leave the College for other reasons. At such time, these records are to be destroyed, unless the individual student has been dismissed for disciplinary reasons relating to academic dishonesty or has withdrawn from the College while the circumstances of a charge of academic dishonesty against the student are still under investigation. If a student voluntarily resigns from the College after the conclusion of a case involving a charge of academic dishonesty against that student, the record will be expunged.

UNAUTHORIZED USE OF COPYRIGHTED MATERIAL AND UNAUTHORIZED FILE SHARING

In compliance with H.R 4137, the Higher Education Opportunity Act (HEOA), Ursinus College hereby gives notice that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

1. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

2. Unauthorized peer-to-peer file sharing will be handled in accordance with established college practices, policies, and procedures, confirmation of inappropriate use of Ursinus College Information Technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action deemed appropriate. Information Technology will, when necessary, work with other College offices such as Residence Life, the Judicial Board, the Deans' office, Campus Safety, relevant law enforcement agencies, and any other appropriate authority in the resolution of violations.
3. The HEOA also requires that all colleges and universities offer legal alternatives to unauthorized downloads. You are encouraged to visit the [Ursinus website](http://www.ursinus.edu) for legal alternatives to unauthorized downloads:
<http://www.ursinus.edu/netcommunity/HEOA#alt>

For further information see the college's website for [copyright information](#) and [Responsible Use Guide](#)

<http://www.ursinus.edu/netcommunity/copyright>

<http://www.ursinus.edu/netcommunity/responsibleuseguide>

Student Life

REGULATIONS AND RESPONSIBILITIES

The experience of living and learning with other students at Ursinus provides an educational opportunity that should parallel and enhance each individual's academic work. Students join with the faculty and staff of the College to form a community of learning. This community will only be as meaningful as its members choose it to be. Each community member should use mature reflection in balancing the varied, and sometimes competing, interests of personal rights and advancement with the rights and advancement of the community as a whole. Making the balancing of varied interests even more complex, the governing authorities of the Borough of Collegeville, the Commonwealth of Pennsylvania, and the United States have great influence over some important aspects of the Ursinus community. In addition, the interests of the citizens of Collegeville must be respected.

To foster a cooperative and educationally meaningful atmosphere on campus, the President, Board of Trustees, Faculty, as well as the Ursinus Student Government Association have established the procedures and regulations described below. While the College will do its best to adapt to the personal life-style of each student, the individual is responsible for adopting these procedures and regulations as a part of the creative task of living with others in the academic environment.

It is important for each student to understand that attendance at Ursinus is a privilege, not a right. The ultimate right to determine who should attend Ursinus rests with the College. The College reserves the right to amend all procedures and regulations at any time.

STUDENT CONDUCT

Any activity or behavior that infringes upon the rights, safety, property or privileges of others or which impedes the normal operation of the College is unacceptable. Specifically, the use or possession of illegal drugs or drug paraphernalia; assaulting, striking, or in any way threatening or causing physical harm to another; gambling; theft; cheating; misrepresentation; unauthorized entry or occupation of college buildings; the possession or use of explosives, chemicals, weapons, or any mechanical device which propels projectiles; destruction or vandalism of personal or college property; and failure to comply with the directives of college officials acting in the performance of their duties are considered serious offenses against the campus community and will lead to disciplinary action.

The student conduct code is in effect on and off campus; therefore, students must display behavior that reflects favorably on them, the College, and the community.

Students charged with violations of state law committed off campus shall be subject to College disciplinary proceedings if the action poses a threat to the mission of the College or to the health and safety of its members. This may include an involuntary leave of absence until the case has been resolved. After legal resolution, the College may take further disciplinary action.

The use of the internet and other forms of electronic communications (which includes but is not limited to Instant Messenger, e-mail, Facebook, MySpace, etc.) is a freedom and a privilege that comes with a heightened level of responsibility. Students are reminded that all policies listed in the Student Code of Conduct also apply to the virtual environment.

While students are encouraged to express their personal opinions, harassment is contrary to the mission of the college. Harassment occurs when an individual acts or employs words, pictures, or symbols in a manner commonly understood and intended to demean, intimidate, stigmatize, or otherwise create a hostile environment. This may include, but is not limited to discriminatory harassment. Harassment, which focuses on another person or group of people on the basis of race, national origin, gender, religion, sexual orientation, or physical differences, is discriminatory harassment.

Harassment is punishable when it employs "fighting words." Fighting words occur when one individual specifically targets another individual or small group of individuals by means of words, pictures, or symbols meant to convey hatred or contempt in a direct and visceral way. Because "fighting words" intend to harass, insult, or threaten others, they tend to provoke an immediate and violent response when directed at a person of average sensibility.

Persons in the following positions are available to provide counseling and assistance to the victims of harassment, hazing, and ethnic intimidation: Resident Advisors, Resident Directors, campus counselors, and members of the Student Life staff. If the instance of harassment, hazing, or ethnic intimidation is of significant degree or cannot be informally resolved, it should be discussed with the Dean of Students, who will investigate as set forth elsewhere in this Handbook under "Judicial Process."

In addition to the regulations of the College, students are residents of the State of Pennsylvania and the Borough of Collegeville and, as such, they must obey state and local laws.

POLICIES AND PROCEDURES FOR SEXUAL MISCONDUCT

I. Policy Statement

Ursinus College considers [Sexual Misconduct](#) to include [Assault](#), [Harassment](#), [Stalking](#), and [Relationship Violence](#) of a sexual nature. These acts will not be tolerated within this community that emphasizes dignity and works of all members and visitors. Ursinus College will not tolerate violence toward or abuse of any member of the community by another. All members of the [College](#) community and visitors to campus are strongly urged to report incidents of Sexual Misconduct. The College will provide support to Complainants to seek criminal prosecution under the Pennsylvania Crimes Code. Any student charged with such an offense will be subject to judicial action. Persons charged with such offenses may also be prosecuted under Pennsylvania criminal statutes (<http://www.pcar.org/policy/statutes.html>). Any faculty or staff member

charged with such an offense by a student will be subject to the rules and procedures outlined in this policy. Otherwise, the Faculty Handbook or the Staff Personnel Policies Handbook shall be used when dealing with Sexual Misconduct cases involving faculty or staff. Ursinus College is firmly committed to providing immediate care and support to all [Complainants](#). The College will take immediate action to eliminate existing Sexual Misconduct, prevent its recurrence, and address its effects.

Ursinus College does not discriminate in its educational programs, in accordance with Title IX. Inquiries concerning the application of Title IX may be referred to the [Title IX Coordinator](#) (Assistant Dean of Students, Kim Taylor, 610-409-3333, ktaylor@ursinus.edu).

II. Sexual Violence Education

Ursinus College provides [Sexual Violence](#) prevention and risk-reduction programs to the campus community and educates about the relevant resources.

Through educational programming, Ursinus College encourages students, faculty, and staff to examine their attitudes and challenges them to refuse to condone Sexual Violence of any kind. The Student Affairs staff is a valuable resource for students who have experienced Sexual Violence or who are interested in learning more about how Sexual Violence affects their campus and the society in which they live.

More information on education, programming, and available resources is available on the Ursinus website.

III. Rights

All Students Have the Right:

- To report the Sexual Misconduct to the [Dean of Students](#)' Office, Campus Safety, or to the Crisis Response Team.
- To be afforded all rights as defined under the student [Code of Conduct](#).
- To consideration of academic needs (make-up privileges, etc.) which may result.
- To have access to the College Wellness Center and Campus Safety.
- To consideration of a trained support person to accompany him/her through the College and/or criminal court proceedings.
- To a safe environment which may include a change of College residence until proceedings have been completed.

Complainants and Alleged Perpetrators Have the Right:

- To be present or absent during the College judicial proceedings.
- To be notified of the outcome of the College adjudicative process.
- To consideration of a trained support person to accompany him/her through the College and/or criminal court proceedings.
- To request confidentiality.
- To be free from intimidation, harassment, and retaliation.

Complainants Have the Additional Right:

- To protection from any reference to past sexual history in the College proceedings.
- To maintain control of the extent to which he/she wants to pursue College proceedings.

IV. Initial Steps

1. **Intake Meeting:** Allegations of sexual misconduct are to be reported to the [Crisis Response Team](#) (610-409-3344), to the Title IX Coordinator (Assistant Dean of Students, Kim Taylor, 610-409-3333, ktaylor@ursinus.edu), or to the Dean of Students' (Dean of Students, Deborah Nolan, 610-409-3590, dnolan@ursinus.edu). A member of the Crisis Response Team is available 24 hours to respond to calls. A lead [Administrator](#) will be designated to coordinate an intake meeting with the Complainant in order to provide a general understanding of this policy and to identify forms of support or immediate interventions available to the Complainant, including referrals to appropriate law enforcement agencies, referrals for medical treatment and/or counseling at Wellness Center, and/or the Victim Services Center of Montgomery County. The intake meeting will include a discussion of any accommodations that may be appropriate for the Complainant's academic, College housing, and/or College employment arrangements. The Administrator will notify, update, and consult with the Title IX Coordinator throughout the process.
2. **Adjudication and Confidentiality:** At the initial intake meeting with the Complainant, the Administrator will determine how the Complainant wants to proceed, i.e., whether the Complainant wants to pursue Formal Adjudication, Informal Adjudication or does not want to pursue adjudication of any kind.
 - a. If the Complainant wants to proceed with either Formal or Informal Adjudication, the appropriate section below will be followed.
 - b. If the Complainant does not want to pursue Formal or Informal Adjudication and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the Complainant's request. The Administrator will inform the Complainant that the College's ability to respond may be limited. In such cases, Title IX requires the College to evaluate the Complainant's request(s) that the complaint not be adjudicated or remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Administrator may conduct a preliminary investigation into the alleged Sexual Misconduct and will weigh the Complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct and whether there have been other complaints of Sexual Misconduct against the same individual if the information is maintained by the College as an "educational record" under [FERPA](#). The Administrator will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the alleged perpetrator

because the Complainant insists on confidentiality or that the complaint not be adjudicated, Title IX nonetheless requires the College to take prompt and effective action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence. The Administrator reserves the authority to issue a "no-contact" order and the other interim measures described below.

3. **Interim Measures:** In all cases of alleged Sexual Misconduct, regardless of whether the Complainant wishes to pursue Formal Adjudication, Informal Adjudication or no adjudication of any kind, the College will undertake an appropriate inquiry and take immediate and effective action to support and protect the Complainant before the final outcome of the investigation and hearing. Accordingly, the Administrator may impose a "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Administrator also may take any further protective action that he or she deems appropriate concerning the interaction of the parties including directing appropriate College officials to alter the students' academic, College housing, and/or College employment arrangements. Title IX requires that, when taking such steps to separate the Complainant and the alleged perpetrator, a school must minimize the burden on the Complainant and thus should not remove the Complainant from his or her classes or housing while allowing the alleged perpetrator to remain. Violation(s) of the Administrator's directive may lead to additional disciplinary proceedings as outlined in the Student Handbook.

V. Investigation Procedures:

1. If the Complainant determines that he/she wants to proceed with College adjudication, the College will proceed with a full investigation.
2. The alleged perpetrator will be contacted and scheduled for an appointment with the Administrator.
3. At the time of this meeting the Administrator will:
 - a. Inform the alleged perpetrator of his/her rights under the student Code of Conduct.
 - b. Inform the alleged perpetrator of the possible legal ramifications resulting from Adjudicative proceedings.
 - c. Present the allegations and provide the alleged perpetrator the opportunity to respond.
 - d. Give the alleged perpetrator the opportunity to provide a written statement to contest the allegations within three calendar days. This statement is optional and, if submitted, becomes part of the case file and is available during judicial proceedings.
 - e. Assess if the alleged perpetrator's continued presence on campus appears dangerous to property, to the student him/herself, or to any other member of the College community. If so, the alleged perpetrator may be subjected to suspension.

- f. Instruct the alleged perpetrator to refrain from any contact with the Complainant.
 - g. Schedule a follow-up appointment to discuss the status of the case.
4. Any person identified by the Complainant or alleged perpetrator who has facts pertinent to the allegations will be contacted by the Administrator and asked to provide information about the incident.
5. The Administrator will meet with the Complainant and discuss the results of the investigation. With the consent of the Complainant, formal charges may be initiated.
6. The Administrator will contact the alleged perpetrator and discuss both the investigation results and steps moving forward.

VI. Informal Adjudication

A Complainant who wishes to file a formal complaint with the Dean of Students' Office but who does not wish to pursue Formal Adjudication may request a less formal proceeding, known as "Informal Adjudication." Informal Adjudication is an adjudicative process; it is not mediation.

1. **Purpose of Informal Adjudication:** Informal Adjudication provides an opportunity for the Complainant to confront the alleged perpetrator in the presence of and facilitated by a presiding officer, as described below, and communicate his or her feelings and perceptions regarding the incident, the impact of the incident and his or her wishes and expectations regarding protection in the future. The alleged perpetrator will have an opportunity to respond.
2. **Campus Friend:** Both the Complainant and the alleged perpetrator may each choose one member of the College Community (faculty, staff, or student) to accompany them throughout the hearing as their Campus Friend.
3. **Presiding Officer:** The Assistant Dean of Students or designee will act as Presiding Officer, and may elect to be assisted by another member of the JBoard or Dean of Students staff.
4. **Outcome of Informal Adjudication:** Informal Adjudication cannot result in a formal sanction involving suspension or dismissal of the alleged perpetrator. Informal Adjudication may, however, result in the imposition by the Dean of Students of protective actions agreed upon by the parties. Without such agreement, the Presiding Officer may impose protective actions based on information derived from the proceedings, taken together with any other relevant information known to the College at the time of the Informal Adjudication.
5. **Election of Formal Adjudication:** The College or the Complainant may, at any time prior to the conclusion of the Informal Adjudication, elect to end such proceedings and initiate Formal Adjudication instead. In such cases, statements or disclosures made by the parties in the course of the Informal Adjudication may not be used as evidence in the Formal Adjudication (although nothing in this policy precludes any such statements or information

disclosed in the Informal Adjudication from being considered by the Administrator the imposition of protective actions).

6. **Confidentiality of Informal Adjudication:** In order to promote honest, direct communication, information disclosed during Informal Adjudication will remain confidential while the Informal Adjudication is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.
7. **Timeline:** The Investigation and Informal Adjudication typically conclude within sixty (60) days.

VII. Formal Adjudication

Ursinus College's Formal Adjudication process will use the disciplinary procedures found in the Student Handbook. Under Normal Disciplinary Procedures, the [Judiciary Board](#) will oversee the Formal Adjudication process, using its usual rules and procedures, as amended below.

1. **Recording:** The Chair will arrange for the hearing to be recorded and may arrange for the preparation of any transcript of the recording that he or she deems appropriate or which a party requests (upon prompt payment by the requester of the transcription fee). Such recording will be arranged through the Dean of Students' Office.
2. **Campus Friend:** Both the Complainant and the alleged perpetrator may each choose one member of the College Community (faculty, staff, or student) to accompany them throughout the hearing as their Campus Friend.
3. **Presence:** Both the Complainant and the alleged perpetrator may be present throughout the hearing.
4. **Evidentiary Standard:** The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence means that the conduct in question "more likely than not" occurred.
5. **Determination Letter; Memorandum Opinion:** Following the hearing, the Board will issue two documents to the alleged perpetrator and the Complainant: a determination letter and a memorandum opinion. Each such document will be issued concurrently to the alleged perpetrator and the Complainant.
 - a. The determination letter will contain only the following information: the name of the alleged perpetrator; whether the alleged perpetrator has been found responsible or not responsible for Sexual Misconduct; and the sanction imposed, if any. As guaranteed by Federal law, both the alleged perpetrator and the Complainant have a right to this information.
 - b. The memorandum opinion will contain an explanation of the Board's reasoning for its determination. The memorandum opinion is both an educational record and private record of the hearing and may not be disclosed without the written consent of the parties and the College, except where disclosure is authorized or required by law.

6. **Timeline:** The Investigation and Formal Adjudication together typically conclude within sixty (60) days of receiving the first complaint.

VIII. Faculty/Staff Proceedings

When a faculty or staff member is the alleged perpetrator, the following procedures apply. Allegations of Sexual Misconduct are to be reported to the Crisis Response Team, the Title IX Coordinator, or the Dean of Students. A lead [Administrator](#) will be designated to coordinate an intake meeting with the Complainant in order to provide a general understanding of this policy and to identify forms of support or immediate interventions available to the Complainant, including referrals to appropriate law enforcement agencies, referrals for medical treatment and/or counseling at Wellness Center, and/or the Victim Services Center of Montgomery County. The intake meeting will include a discussion of any accommodations that may be appropriate concerning the Complainant's academic, College housing, and/or College employment arrangements. The Administrator will notify and update the Title IX Coordinator throughout the process.

Informal Adjudication with Faculty/Staff

A Complainant who wishes to file a formal complaint but who does not wish to pursue Formal Adjudication may request a less formal proceeding, known as "Informal Adjudication." Informal Adjudication is an adjudicative process; it is not mediation.

1. **Purpose of Informal Adjudication:** Informal Adjudication provides an opportunity for the Complainant to confront the alleged perpetrator in the presence of and facilitated by a presiding officer, as described below, and communicate his or her feelings and perceptions regarding the incident, the impact of the incident and his or her wishes and expectations regarding protection in the future. The alleged perpetrator will have an opportunity to respond.
2. **Campus Friend:** Both the Complainant and the alleged perpetrator may each choose one member of the College Community (faculty, staff, or student) to accompany them throughout the hearing as their Campus Friend.
3. **Presiding Officer:** The Title IX Coordinator or designee will act as Presiding Officer, and may elect to be assisted by another College administrator.
4. **Outcome of Informal Adjudication:** The outcome may include protective actions agreed upon by the parties. Without such agreement, the Presiding Officer may impose protective actions based on information derived from the proceedings, taken together with any other relevant information known to the College at the time of the Informal Adjudication.
5. **Election of Formal Adjudication:** The College or the Complainant may, at any time prior to the conclusion of the Informal Adjudication, elect to end such proceedings and initiate Formal Adjudication instead. In such cases, statements or disclosures made by the parties in the course of the Informal Adjudication may not be used as evidence in the Formal Adjudication (although nothing in this policy precludes any such statements or information

disclosed in the Informal Adjudication from being considered by the Administrator the imposition of protective actions).

6. **Confidentiality of Informal Adjudication:** In order to promote honest, direct communication, information disclosed during Informal Adjudication will remain confidential while the Informal Adjudication is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

Formal Adjudication with Faculty/Staff

In the event the Complainant or College wants to proceed with formal adjudication, the Title IX Coordinator will constitute an *ad hoc* committee of three members. The *ad hoc* committee will consider the complaint, hear from both parties, consider other pertinent evidence, and will issue findings of facts and recommendations in writing.

1. **Recording:** The Chair will arrange for the hearing to be recorded and may arrange for the preparation of any transcript of the recording that he or she deems appropriate or which a party requests (upon prompt payment by the requester of the transcription fee). Such recording will be arranged through the Dean of Students' Office.
2. **Campus Friend:** Both the Complainant and the alleged perpetrator may each choose one member of the College Community (faculty, staff, or student) to accompany them throughout the hearing as their Campus Friend.
3. **Presence:** Both the Complainant and the alleged perpetrator may be present throughout the hearing.
4. **Evidentiary Standard:** The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence means that the conduct in question "more likely than not" occurred.
5. **Determination Letter; Memorandum Opinion:** Following the hearing, the *ad hoc* committee will issue two documents to the alleged perpetrator, the alleged perpetrator's supervisor, and the Complainant: a determination letter and a memorandum opinion. Each document will be issued concurrently to the alleged perpetrator and the Complainant.
 - a. The determination letter will contain only the following information: the name of the alleged perpetrator; whether the alleged perpetrator has been found responsible or not responsible for Sexual Misconduct. As guaranteed by Federal law, both the alleged perpetrator and the Complainant have a right to this information.
 - b. The memorandum opinion will contain an explanation of the Board's reasoning for its determination. The memorandum opinion is both an educational record and private record of the hearing and may not be disclosed without the written consent of the parties and the College, except where disclosure is authorized or required by law.
6. **Outcome:** The supervisor, after consultation with the *ad hoc* committee, will inform both parties in writing of the outcome on the complaint.

7. **Timeline:** The Investigation and Formal Adjudication together typically conclude within sixty (60) days of receiving the complaint.

IX. Jurisdiction; Timing; Retaliation; Criminal Proceedings

1. Jurisdiction:

- a. **Personal Jurisdiction.** Any person may file a complaint of Sexual Misconduct against a student under this Policy. However, the adjudication procedures outlined in this document may only be utilized by students.
 - b. **Geographic Jurisdiction.** This Policy applies to any allegation of Sexual Misconduct against a College student, regardless of where the alleged Sexual Misconduct occurred. Although there is no geographical limitation to invoking this Policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate.
2. **Timing of Complaints:** Students are strongly encouraged to report alleged Sexual Misconduct immediately in order to maximize the College's ability to respond promptly and effectively. The College will in no circumstances allow an impending graduation to compromise its adjudicative process. The conferral of a degree may therefore be held, if necessary, until proper resolution of any Sexual Misconduct charges, provided that a hearing opportunity is scheduled for the earliest practicable date that can accommodate the parties and their witnesses.
 3. **Retaliation:** It is a violation of College policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, "retaliation" includes intimidation, threats or harassment against any such Complainant or third party. Retaliation should be reported promptly to the Campus Safety or the Administrator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.
 4. **Effect of Criminal Proceedings:** Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. The filing of a complaint of Sexual Misconduct under this Policy is independent of any criminal investigation or proceeding, and the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the Complainant and the College community, if necessary.

X. Appendix I - Definitions:

- **"Administrator"** means the designee of the Title IX Coordinator.
- **"Code of Conduct"** means the College's policies, as outlined in the Student Handbook.
- **"College"** means Ursinus College.

- **“Complainant”** refers to the individual against whom the alleged perpetrator demonstrated unwanted sexual conduct.
- **“Crisis Response Team”** means the student affairs professionals trained to manage sexual assault and sexual misconduct cases.
- **“Dean of Students”** means the Dean of Students (Deborah Nolan, 610-409-3590, dnolan@ursinus.edu) (“DOS”) or designee.
- **“Effective Consent”** means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the actor knows or reasonably should have known of such Incapacitation. Effective Consent is also lacking when the activity in question exceeds the scope of Effective Consent previously given.
- **“FERPA”** means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.
- **“Force”** means physical force, violence, threat, intimidation or coercion.
- **“Incapacitation”** means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol or other drugs are involved, Incapacitation is a state beyond drunkenness or intoxication, and is defined with respect to how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.
- **“Judiciary Board (JBoard)”** refers to the standing group of students and faculty composed according to the standards outlined in the Student and Faculty Handbooks.
- **“Non-Consensual Sexual Contact”** means Sexual Contact that occurs without Effective Consent.
- **“Non-Consensual Sexual Intercourse”** means Sexual Intercourse that occurs without Effective Consent.
- **“Relationship Violence”** means a pattern of abusive behaviors by one or both parties in an intimate relationship.
- **“Sexual Assault”** is a broad term that includes rape, Non-Consensual Sexual Intercourse, among other forms of forcible Sexual Intercourse.
- **“Sexual Contact”** means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person's intimate parts.
- **“Sexual Exploitation”** means taking sexual advantage of another person without Effective Consent, and includes, without limitation, causing or attempting to cause the Incapacitation of another person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly exposing someone to a sexually transmitted infection.

- **“Sexual Harassment”** is unwelcome conduct of a sexual nature. It includes unwanted sexual advances, requests for sexual favors, gender-based harassment, and other verbal, nonverbal, electronic, or physical conduct of a sexual nature.
- **“Sexual Intercourse”** means penetration by a penis, tongue, finger, or an inanimate object.
- **“Sexual Misconduct”** is a broad term encompassing “Sexual Exploitation,” “Sexual Harassment,” “Sexual Violence,” “Non-Consensual Sexual Contact,” and “Non-Consensual Sexual Intercourse,” as defined in this Policy. Sexual Misconduct 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 or different sex.
- **“Sexual Violence”** includes rape, sexual assault, sexual battery, and sexual coercion.
- **“Stalking”** means to harass or persecute someone with unwanted and obsessive attention.
- The **“Title IX Coordinator”** for the purposes of this policy is the Assistant Dean of Students (Assistant Dean of Students Kim Taylor, 610-409-3333, ktaylor@ursinus.edu).

ALCOHOL POLICY

In compliance with Pennsylvania law, the College does not allow those under the age of 21 to possess liquor or malt or brewed beverages on the property of the College. At the same time, the College recognizes that the use of alcohol by those under 21 is a pervasive feature of current United States society. Through a combination of counseling, discipline, and educational programming, the College endeavors to provide students with meaningful and responsible assertions about the use of alcohol.

Ursinus College does not have a duty to protect its students or their guests from criminal or civil liability or personal injuries, which may result from their decisions to violate state law. The College specifically rejects such a custodial relationship because it would produce a repressive and inhospitable environment, inconsistent with the objectives of a modern college education and the mission of Ursinus.

Pennsylvania State Law prohibits the purchase, possession, or consumption of liquor or malt or brewed beverages by those under the age of 21. The State law provides for very significant penalties for violations of these and other provisions. Although the college is not responsible for enforcing the laws of Pennsylvania, the student is responsible for being aware of and abiding by all laws of the state, both on and off campus.

Alcohol is a drug; a depressant that can reduce physical coordination and mental alertness, making certain activities, such as sports or driving, dangerous. Larger doses of alcohol can cause staggering, slurred speech, double vision, sudden mood swings, unconsciousness, and even death. In case of an alcohol emergency, call 911 or Campus Safety at 610-409-3333 or at extension 3333. For assistance in managing alcohol, contact the Wellness Center at 610-409-3100, or at extension 3100.

In addition to the provisions of the Pennsylvania law, students should be aware of the following college regulations governing the use of alcoholic beverages:

1. Those under 21 years of age may not possess or consume alcoholic beverages on the property of the College. Alcoholic beverages may be consumed by students of legal age only (1) inside individual student rooms, suites, and residence houses, and (2) at other locations, such as Wismer Center, with the permission of the Office of Leadership Development/Student Activities.
2. Students who use alcoholic beverages are expected to do so in a way, which does not discredit themselves or the College, or interfere with the rights and freedoms of others.
 - a. Inappropriate behavior related to the consumption of alcoholic beverages —e.g., behavior which disturbs others, causes embarrassment, personal injury, or property damages; driving an automobile or motorcycle under the influence of alcohol; and any effort to induce or force a student to drink against an expressed desire—shall be considered serious offenses.
 - b. If an individual, following excessive consumption of alcohol at an on-campus function, destroys property, violates noise guidelines in college housing, or is involved in other acts which inhibit the goals of the College, the sponsor or sponsors who served him or her alcohol and the individual(s) shall both be responsible for the infraction. Students are responsible for the conduct of their guests and for making them aware of the provisions of the Pennsylvania Law and the regulations of the College.
3. In addition to other statements in this Handbook, the following actions are considered improper use of alcohol by an Ursinus student and will result in appropriate disciplinary action(s):
 - a. public intoxication;
 - b. providing alcoholic beverages to a person who is intoxicated and/or underage;
 - c. serving alcohol without sufficient quantities of non-alcoholic beverages & food.
4. Alcohol, including beer, wine, liquor, and mixed drinks, when being consumed, must be in a container of 16 ounces or less in size. The presence of or use of grain alcohol is prohibited. When alcohol is being transported to or stored on Ursinus College property, it must be in containers of less than one-gallon in size. Alcohol can only be consumed if its original container is less than one gallon in size. This prohibits the presence of alcohol in and the consumption of alcohol from kegs, beer balls, beer bong, trashcans, gallon jugs, or alcoholic punch on College property. In addition, the presence of kegs, beer balls, beer bong and other binge drinking paraphernalia on campus are prohibited. Violations of this policy will result in a \$500.00 fine for each illegal item, as well as appropriate disciplinary action. Disciplinary action may include alcohol counseling through an online alcohol education course, the cost of which will be the responsibility of the student, and other disciplinary sanctions as deemed appropriate. These sanctions could include Judiciary Board review, which could potentially result in loss of housing privileges, loss of squatter's rights, and parental notification. Parents or legal guardians will be notified of sanctioning for alcohol offences of students under the age of 21.

Residents of a given living area are responsible for actions of visitors to that area who violate this policy. If an alcohol policy violation occurs in a room, suite, hall, house, or on College premises under circumstances which lead the College to conclude that some or all residents in that area had, or should have reasonably had knowledge of the violation, appropriate disciplinary action will be taken against those residents as well as other persons present.

ILLEGAL DRUGS

The possession, use, manufacturing, trafficking, or distribution of illegal drugs is not permitted at Ursinus. Unauthorized use of controlled substances is also not permissible. Paraphernalia associated with drug use is also prohibited, and will result in a \$250 fine for each drug-related item found. Students found to be possessing or using illegal drugs, or against whom there is strong evidence of possession or use, must face judicial procedures. For those deemed guilty, the Judicial Board is empowered to order educational and disciplinary actions that may include community service, counseling, rehabilitation, probation, restrictions of other rights or privileges, or dismissal.

Parents or legal guardians will be notified of sanctioning for drugs of all students and alcohol offences of students under the age of 21. (See page 13)

SOCIAL EVENTS

The enjoyment of a variety of social events is an important part of a student's college experience. The planning and execution of these events offers the opportunity for student leaders to develop a reservoir of insight, experience, and skill, upon which they can draw for a lifetime. Rather than attempt to entertain students, the College seeks to provide expertise and financial support to student leaders as they plan these events.

The responsibility for organizing social events, for overseeing adherence to state and local laws and college policies, and for ensuring the appropriate conduct of students and guests rests with the students involved. Students holding social events will do so with full recognition of the rights and reasonable expectations of others living on and off campus. At all times, social events in residence halls and houses must comply with policies dealing with noise. Social events may be held no later than 12:01 a.m. Monday through Friday, and 2:00 a.m. Saturday and Sunday. Social events are only permitted in Reimert, Keigwin, Maples, Olevian, Omwake, Todd, Shreiner, and Duryea.

At all social activities, the following guidelines will apply:

1. The sponsoring group will name individuals to serve as social hosts, who will be responsible for planning the event, overseeing adherence to state and local laws and college policies during the event, and ensuring that proper cleanup procedures are followed after the event. Two social hosts are required in Reimert and three social hosts are required in the Main Street Houses; one social host must be at least 21 years of age.
2. If alcohol is present at the event, the following guidelines will apply:
 - a. Alcohol may only be consumed by persons 21 years of age or over.
 - b. College funds money may not be used to purchase alcohol.
 - c. A sufficient quantity of non-alcoholic beverages and food must be provided.

- d. Advertising or promotion of the event may not include any reference to drinking or to the availability of alcoholic beverages.
3. Students must present a current Ursinus ID to enter any social event.
4. Visitors must present a copy of the guest registration form to social hosts in order to enter any social event. Visitors must be escorted to the social event by their hosts.
5. Occupancy maximums have been established for each location. Residents and social hosts are responsible for adherence to capacity limits, set forth by the Police and Fire Department.

SOCIAL HOST EVENTS

A social host is a trained student who takes full responsibility for a social event held on-campus. Students who would like to be a social host and/or sponsor a social event must follow the following procedures:

1. Attend social host training, which occurs at the beginning of each semester. At training, deadlines and social host responsibilities will be explained in great detail.
2. Complete a social event host registration form (online).
3. The social hosts will need to fill out a social event registration form for either Reimert or an approved Main Street house. There is a limit to the number of social events that may occur on any given evening. Residence Life will have discretion on approving or denying all social events.

Social hosts must follow all social host procedures. These procedures will be distributed and explained at social host training. Questions regarding social hosting or social events should be directed to Residence Life.

VISITORS

Persons not currently enrolled at Ursinus College may visit upon the specific invitation of a person enrolled at the college and according to the following provisions:

1. The campus host and guest must go to Campus Safety to register the visitor. The registered visitor must carry a copy of the registration form on his person while on campus.
2. Visitors are responsible for following all college policies and procedures, and are required to comply promptly with directives of college officials.
3. Visitors must be in the company of their campus hosts at all times.
4. The campus host is responsible for the visitor's behavior.
5. A visitor invited by a person enrolled at the college is not a guest of Ursinus College and the college owes no legal duty to such a person as a guest or invitee.
6. A person enrolled at the college may not invite more than 5 visitors to campus at any one time without the express written consent of a Residence Director, Duty Dean, or Director of Campus Safety.
7. Each resident student may permit up to two visitors to remain overnight in that resident's college room with the permission of the roommate. Visitors may not remain overnight for more than two nights per month.

A college official, a Resident Advisor, House Coordinator, or Social Host may require a visitor to present proper identification and a visitor registration form. Visitors must present their registration forms to attend certain campus events and to enter certain campus buildings.

SMOKING

Tobacco represents a definite health hazard. While the decision to smoke rests with the individual, the conditions where and when individuals may smoke on campus are determined by the College. Smoking is not permitted in any public building, residence hall or house on-campus. Anyone who smokes outside these buildings, residence halls or houses is asked to be considerate of non-smokers.

MOTOR VEHICLES

The Ursinus College campus is private property, and the College determines all motor vehicle regulations. All vehicles brought on campus must be registered with Campus Safety in Wismer Hall within the first week of classes, or within twenty four (24) hours of arrival during the semester. First-year students must submit written requests to the Campus Safety Parking Division for permission to have automobiles on campus. Parking for first-year students is very limited. To register cars, students must have their Ursinus College ID and the vehicle registration. Unregistered vehicles may be towed at the owner's expense. The registration fee is \$100.00 per vehicle (including motorcycles). If approved, the registration fee will be applied to the student's account.

To help maintain the beauty of the campus, students must abide by all Ursinus College traffic and parking regulations. These regulations are provided in detail on the Vehicle Registration form. Special parking areas are marked. Yellow lines indicate staff parking only. Students must also adhere to all state and local parking ordinances. A system of fines has been established to respond to violations of Ursinus parking regulations. Fines may be assessed to student accounts at any time once ownership of a vehicle is determined. Repeated violations of 3 or more tickets may result in a tire boot being placed on the vehicle until the issue is resolved. Additional tickets in an academic year will result in the vehicle being towed at the owner's expense, and possible disciplinary action.

Parking Guidelines for Ursinus College

There are enough parking spaces to accommodate the number of cars on campus. All members of the college community are expected to adhere to the following parking regulations:

1. All cars must be parked on paved or conditioned surfaces (e.g. macadam, blacktop, or stone). There is no curbside parking on campus. Vehicles must park in a designated spot, indicated by white lines.
2. No parking is permitted on grass, dirt, or wedged in between trees.
3. All campus driveways are considered fire lanes (regardless of markings). Therefore, parking in driveways is strictly prohibited, and vehicles may be towed without warning.

4. All cars must be registered with Campus Safety. Stickers are not transferable to other cars. Faculty/Staff may register their cars with Human Resources, located in Corson Hall.
5. All visitors to campus must register their cars with Campus Safety, and obtain a temporary permit. This pertains to visitors who are on campus for more than three (3) hours and who do not park in the Corson Visitor's lot for college business.
6. Parking stickers must be displayed on the driver side of the car in either the rear window or on the rear bumper.
7. Students with vehicles will be issued one of the following parking permits:
 - Residential Village Permit – This permit will be available only to Junior and Senior students living in a Main Street house. This sticker is valid in all student lots. No other vehicles may park in the Main Street house lots at any time. Parking at most Main Street house locations is limited, and a space is not guaranteed. Students not able to park at a Main Street location are required to park in one of the larger lots located throughout campus.
 - Main Campus Permit – This permit will be available to all commuting and upper-class students living in Reimert, Richter/North, New, BWC, or BPS. This permit is only valid in student spaces in the following lots: West Lot; Wismer Lot; Ritter Lot; both gravel lots. The parking lots behind Corson and the Unity House will only be available for student parking after business hours and on weekends.
 - First-year Permits will be granted by permission only. Pre-approved first year students must park in designated spaces to be determined by Campus Safety. First-year students may not park in any other location on campus at any time.

Students with valid permits may only park in lots designated for that sticker. Parking in any other lot is strictly prohibited and may result in revocation of parking privileges.

8. Student parking is designated by white lines. Yellow lines indicate spots designated for Staff/Faculty parking. Vehicles parked outside of designated areas will be ticketed.
9. Students, faculty, or staff may not park in the Corson Visitors lot during business hours (8:00 am – 5:00 pm). Visitor's spots are clearly marked with a VISITOR designation.
10. Vehicles may be towed without warning if they are parked improperly. This may include but is not limited to vehicles: blocking parking lot entrances, fire lanes, loading docks, dumpsters or recycling bins; parked in driveways; parked on the grass; or parked in handicapped spaces without handicapped tags or badges. Vehicles without proper state inspection or registration may not be stored on the Ursinus campus. In addition, vehicles that are not in working order and/or vehicles that cannot be properly secured must be removed from campus

immediately. Vehicles not removed may be towed without warning. All towing and storage charges are the responsibility of the vehicle owner.

11. Vehicle violation appeals must be submitted via an online form within 10 days of the violation. The appeal form can be found online under Campus Safety. Appeals received after 10 days will not be considered for any reason.
12. Repeated violations will result in disciplinary action, which may include but is not limited to: revocation of campus parking privileges, immobilization or towing. A \$75 fee will be assessed for removal of the immobilization device.
13. A campus parking permit is a privilege that can be lost if failed to adhere to the parking policies of Ursinus College.

If there are any questions concerning these guidelines, please contact the Director of Campus Safety for student concerns (extension 3333) or the Vice President of Finance & Administration for faculty/staff concerns (extension 3797).

Some of the parking violations and fines include, but are not limited to:

Parked in faculty/staff area	\$25.00
Parked improperly	\$25.00
Permit not valid in parking area	\$50.00
Parked in handicapped space	\$100.00
Parked in front of a dumpster	\$65.00
Parked on grass/lawn	\$35.00
Parked on sidewalk	\$35.00
No decal/unregistered	\$100.00
Improper location of decal	\$10.00
Parked in fire lane/campus driveway	\$100.00
Removal of boot from vehicle	\$75.00

A more inclusive list of parking violations and additional information about parking on campus is available at Campus Safety.

BICYCLES

Students may have bicycles on campus. Cyclists are asked to ride on roads and sidewalks and to wear helmets. Since the College cannot be responsible for theft or damage to bicycles, bring security devices and note the bike's serial number. Bicycle storage is the personal responsibility of the owner. They should not be stored in hallways, reception rooms, or stairways. Bike racks are available outside most academic buildings and residence halls.

The College's UCGreen BikeShare Program is another option for students, faculty and staff who would like access to a variety of bicycles during the school year. For a minimal fee, Ursinus community members can become a member of the Program. We have mountain bikes, around-town bikes, and road bikes as well as a tandem bicycle. Members sign out the bikes at Campus Safety and are allowed to borrow the bicycles for up to 24 hours at a time. Members are responsible for using the bikes

responsibly and will be charged for damage to or loss of the bike they have checked out. Any questions can be directed to ucbikeshare@ursinus.edu.

I.D. CARDS

In order to provide for the identification of individuals in the Ursinus community, students, faculty, and staff are given identification cards. Students should carry these cards at all times as they may be required to access certain College buildings, services and events. In addition to identification, these cards may have monetary value assigned to them by Dining Services as part of the meal plan obtained by the card holder; thus all members of the Ursinus community should report a lost or stolen I.D. card immediately to protect this value. In addition, a bar code printed on the I.D. allows students to check out books in the Myrin Library, and gain access to the Athletic Complex.

To obtain a replacement I.D., students must go to the Technical Support Center in the Myrin Library, and present some other form of photo I.D. with a signature. The cost of the replacement card is \$10.

Presentation of a valid I.D. card is required for access to the Dining Hall and Athletic Complex.

STUDENT MAIL SERVICES

General Information

Each new student will be assigned a keyed mailbox and a permanent Mail Stop Code (MSC) number. Returning students keep their previous numbers. Students will keep the same mail key throughout the years, returning the key at the termination of the student's college career.

Student mailboxes are located outside of Wismer Hall, directly outside of Zack's, adjacent to the Love Statue, and are accessible 24 hours a day. Mail is sorted to the boxes Monday through Friday, and normally, all mail is sorted by late afternoon each day. Inclusion of Name and MSC_number on all letters and packages is an integral part of the timely delivery of these items. Mail is delayed without an MSC number. Please note: There is no weekend mail or package service.

If students lose the mailbox key, contact Facilities Services at 610-409-3598, extension 3598 for a replacement key as soon as possible. The mailroom encourages students to check mailboxes at least one time per week.

The Ursinus College Mail Center is located in the Facilities Services Building, off of Fifth Ave, near the tall smoke stack. To directly contact the Mailroom, use extension 3483, or e-mail at mailcenter@ursinus.edu. The Mail Center is open Monday – Friday, 8:00 A.M. to 4:15 P.M.

Inbound Mail & Packages

All mail received Monday through Friday will be sorted to mail boxes by 5:00 PM the same day.

When a student receives a package, Mail Services sends a notification e-mail. To obtain the package, go to the Mail Center and present the Ursinus College I.D, which is scanned as proof of receipt of your package. If you arrive for the package, and do not have your Ursinus I.D., the student must have a photo I.D., such as a Driver's License. Students will also be asked to sign as receipt of the package, if students do not have an Ursinus I.D.

Small packages will be sent to the Student Mail Room. Please note that the package may not be in the mail box until 5:00 PM the day it is received. Students will receive a package notification e-mail for any packages sent to the Student Mail Room that have a tracking number. Tracking number confirmation for the United States Postal Service (USPS) may indicate a package has been "delivered". However, for the USPS, "Delivery" indicates that the package has been delivered to the Collegeville Post Office. Because Mail Services receives mail and packages only one time per day (8:00 A.M.), Ursinus may not be in possession of a student's package until the next day.

If students have been notified about receiving an important or costly package or mail, Mail Services recommends that you use a guaranteed shipping service such as United Parcel Services (UPS) or Federal Express (FedEx). If students choose to use the U.S. Postal Service, please consider the usage of "Signature Confirmation" in order to assure safe receipt of the package. See "Package and Mail Liability" policy below for further information.

Outbound Mail & Packages

Although Mail Services does not sell stamps, Ursinus can apply postage to outgoing mail. However, Outbound Parcels may be shipped as well, but students should have the parcel ready for shipment prior to the Mail Center. The Mail Center cannot package items for students. Please limit package weight to 50 pounds. The Collegeville Post Office-located at W. 3rd St.-can ship packages weighing between 50 and 70 pounds. The Office does not ship via UPS, FedEx, or DHL.

Outbound International Package Shipments (This policy applies to packages weighing between 4 and 44 pounds. A simple customs form may be required for packages weighing less than 4 pounds).

- Mail Services uses the USPS (The Post Office) for international shipping.
- All packages will be shipped by USPS International Priority Mail.
- Insurance is not available through Ursinus College Mail Services.
- Please come to Mail Services at least 2 days in advance of shipment in order to obtain the necessary forms and labels.
- All customs forms and address labels must be completed when package(s) is/are delivered to the Mail Center for shipment.
- Packages must be sealed and ready for shipment upon arrival.
- Packages must not weigh more than 44 pounds.
- Please schedule a time with Mail Services for the delivery of the packages to the Mail Center for shipment. To do so, please stop by the Mail Center, or call extension 3483.
- Payment is due at the time of mailing, by cash or check.

Failure to comply with these procedures will result in a delay in the shipment of the packages. The U.S. Post Office located on Third Ave offers full-service international shipping, including insurance options.

Address Formats

For mail and postal packages:

(Student name) MSC# (Student number)
Ursinus College
P.O. Box 8000
Collegeville, PA 19426-8000

For UPS, Fed. Ex., etc.:

(Student name) MSC# (Student number)
Ursinus College
601 E. Main St.
Collegeville, PA 19426-8000

Intra-Campus Mail

If students wish to send mail to faculty, staff, or other students, the student should use intra-campus mail system. To do so, deliver the mail to the Mail Center or to a departmental secretary. All student mail must include the student's name and MSC number. If students have numerous pieces of student mail to send, sort them numerically, and place a rubber band around them. Mass-distributions (like-items for each mail box) are no longer sorted to student mail boxes. Mass distributions may be placed on the Distribution Table in Lobby B, Wismer Hall. After one week, please remove and properly dispose of such items.

Perishable food items will not be sorted to student mail boxes.

Mail intended for faculty or staff should be addressed with the person's name and the department where that person receives his or her mail.

Mail Forwarding (First Class Mail and Magazines Only)

Mail is forwarded to the student's home address during winter and Summer Vacations. If students would like the mail forwarded somewhere other than the home address or on Campus during break, notify us the Mail Center by calling extension 3483. The change is valid only for that specific break.

All mail being "held" during Winter Vacation (Spring Break and Thanksgiving Recess mail is not forwarded, and is "held" here as well) is sorted to the student mail boxes each day. Summer "hold" mail must be picked up at the Mail Center.

Please note that any mail sent to your home address by Ursinus College will continue to be sent to that address.

For students with international addresses, the first class mail will be forwarded to the home address during Summer Vacation. Winter Vacation mail will be held on Campus until the students return.

Students studying abroad will be automatically forwarded mail to the home address.

For graduates and those not returning to Ursinus, mail will be forwarded for up to 6 months. Magazines will be forwarded for 2 months as per USPS regulations. Please notify regular mail and magazine senders of the new address as soon as possible!

DO'S AND DON'TS

Do's:

- Include the name and MSC # on all of mail and packages.
- Use Signature Confirmation (tracking) on packages sent via USPS.
- Visit mail boxes regularly.
- Show the Ursinus College ID and package slip when picking up packages.
- Request a guaranteed delivery service such as UPS or Fed Ex when ordering or receiving important or costly packages or mail.

Don't:

- Send or receive cash through the mail.
- Request Saturday or Sunday delivery of packages or mail (Those services are not available).
- Conduct a business through the Ursinus Mail Center (Please use the Collegeville Post Office located only a few blocks away on Third Ave).
- Shove anything back into the mail box in order to push it into the Student Mail Room.
- Use the US Post Office for delivery of important or costly packages or mail. (Use Fed Ex, UPS, etc. instead)

Mail and Package Responsibility Policy

Ursinus College Mail Services' goal is to provide efficient and satisfactory service to our customers. Our guideline is to have mail sorted to mailboxes by 5:00 P.M. every day. All packages are available upon completion of inbound processing.

In order to assure timely receipt of mail and packages, please use the proper address formats (see *Address Formats* above). The Office fully expects to deliver every piece of mail to mailboxes, and have each package available for pickup at the Mail Center. The Office can guarantee receipt of only those mail pieces and packages addressed properly and with a delivery signature attached. Examples of such services are: *Federal Express (FedEx)*, *UPS*, *DHL*, *U.S. Postal Service-Signature Confirmation*, *U.S. Postal Service-Express Mail*, and *U.S. Postal Service-Certified Mail*.

To that end, the Office will assume responsibility for any lost mail or packages received on Campus (according to tracking information), addressed properly, and with a delivery signature attached. The Mail Service assumes no liability for any items received here without a delivery signature. Always request a "guaranteed service with delivery signature" for all important or valuable mail or packages!

For more information about Mail Services, please visit our website at <http://info.ursinus.edu/facilities/mailexpressguide.htm>. If you have any questions, e-mail mailcenter@ursinus.edu , or call at 610-409-3483.

WELLNESS PROGRAM AT URSINUS

The Wellness Program at Ursinus is designed to encourage students to develop a life-long commitment to mental, physical, and spiritual well-being. The Wellness Center Staff, the College Chaplain, the Department of Exercise and Sports Science, and the Student Life Staff are all active in the Wellness Program.

Students are encouraged to come to the Wellness Center with any health/lifestyle questions. The Wellness Office is located at 789 Main Street, and is open from 9 A.M. – 5 P.M. every Monday, Tuesday, Wednesday, and Friday, and from 9 A.M. – 6 P.M. every Thursday, when the semester is in session.

Students seeking medical treatment should follow these steps:

For Emergencies: Call an ambulance - 911.

For Non-emergencies: Medical services may be obtained through the Wellness Center, 610-409-3100 or campus extension 3100, on weekdays, during normal business hours, by appointment only. During the Fall and Spring semesters, these services are offered by Dr. Paul Doghramji of Collegeville Family Practice. Dr. Doghramji and a Physician's Assistant offer routine medical and gynecological services during scheduled appointments at the Wellness Center.

Dr. Doghramji is on call for Ursinus students at 484-300-2541.

- It is important that students use prescription medications only at the specific direction of a Physician or Physician's Assistant.
- All hospital care and all medical tests are charged directly to the student by the provider.

All students are required to provide proof of health insurance and must complete the Online Insurance Enrollment/Waiver Form. An optional Student Accident and Sickness Insurance policy is available through the College. Information about the insurance available through the College may be obtained through the Wellness Center

Medical History Forms must be completed with up-to-date immunization records. Students who do not submit this information will not be permitted to register. The medical records from the Wellness Center will be kept for seven years beyond expected graduation date.

Students who become ill or have an accident must report this promptly to the Wellness Center, to Campus Safety, or to the Resident Advisor on duty in their residence hall. Students who leave college because of illness must report to the Wellness Center, the Resident Advisor on duty in their residence hall, and the Dean's Office before leaving and again after returning to campus.

RELIGIOUS LIFE POLICY

Mission Statement For Ursinus College Religious Life

Members of Ursinus College Religious Life hold the conviction that there is an integral relationship between religious faith and sound learning. Religious Life seeks to provide students with a means to express their faith, if they wish to do so, in a safe, respectful, and open manner. The Chaplain's Office and various religious campus organizations

provide students with the opportunity to enrich their spiritual lives and fellowship with one another. Through Religious Life guidelines and covenant, those involved in religious activities uphold respect for, and cooperation with fellow students and faculty seeking a fulfilling religious, as well as academic, experience here at Ursinus College.

Religious Student Group Registration Process

Religious groups or organizations wishing to be active on campus must complete an application, which is available through the Chaplain's Office. Basic requirements for forming a new religious group on campus are:

1. Have at least five (5) student members
2. Have a student sponsor
3. Have a faculty sponsor
4. Be a religious group with some religious tradition

Maintaining a relationship with the Chaplain's Office is beneficial to both the student group and Chaplain's Office. Students often request information from the chaplain about religious organizations on campus. As a registered religious student group, the organization can be publicized by the Chaplain's Office to interested students. Registration of religious student groups with The Chaplain's Office also ensures that organizations engage each other with mutual respect and adhere to guidelines of conduct.

Guidelines For The Conduct Of Religious Organizations

If religious groups engage in practices or behaviors that are detrimental or injurious to students and others in the College, or are clearly and demonstrably contrary to the essential purposes for which the College exists, the College has the right and duty to intervene to stop such activity. When a person's or group's actions adversely affect public welfare, health, or safety on the campus, such actions or behavior must not be allowed to continue. The following list is intended to supply guidelines for practices and behavior related to religious organizations and their representatives and members on the Ursinus College campus.

Prohibited activities and behaviors include any action or behavior that is harmful to the health, safety, or welfare of members of the Ursinus College community, including but not limited to:

- Actions that adversely affect the academic or vocational pursuits of students or the professional functioning of employees.
- Engaging in false or deceptive promotions and advertising concerning a group and/or its activities. (Posters and other methods of publicity are subject to the guidelines promulgated by the Student Government guidelines, which include indicating the name of the sponsoring group.)
- Failure to honor the freedom of students, staff and faculty to investigate various belief systems and to make their own decisions about those beliefs as well as their freedom to decline invitations to such investigation.
- Intruding, through unwanted visits, phone calls or mailings, into residence halls, where students should properly expect freedom to perform their duties without undue interference.

- Sending mailings to campus mailboxes or e-mail accounts that the recipient has clearly indicated that s/he does not wish to receive; persisting in personal invitations of any kind to a group's meetings or activities or to private meetings with members of a group after the invitee has clearly expressed a desire not to participate in that group's life or activities.
- Soliciting membership for a religious organization by seeking to force or coerce any person, either physically or psychologically, into affiliation with a religious organization or community.
- Failure to identify the group's and/ or representatives' religious affiliation and purposes to College officials, group members, and/or potential members.
- Actions that by force or coercion (physical or psychological) cause students or employees to be absent from campus.
- Engaging in behaviors that meet the definitions of sexual harassment and assault, as defined by the College's policies and all applicable state and federal laws; failure to abide by the College's regulations and policies as published in official College documents.

Religious Advisors

Religious advisors serving on the Ursinus College campus must be registered with the Chaplain's Office. The Chaplain's Office supports the work of all religious advisors by offering administrative support and serving as a communications link with the college community. Religious advisors are accountable to the chaplain for upholding the Religious Life guidelines. Religious advisors are asked to gather each semester with the chaplain to reflect on campus life and issues pertaining to the religious and spiritual well-being of the college community.

RESIDENCE LIFE

Living within a community involves many obligations and responsibilities. Residents are expected to show consideration for fellow residents, to respect college property, and to assume responsibility for their personal conduct as well as that of their visitors. Residents are responsible for familiarizing themselves with all the policies and procedures of the residence halls.

Ursinus College students are encouraged to become responsible, respectful and accountable members of the campus, city and global community. It is important for Ursinus students to take responsibility for their actions, opinions and beliefs. Students who do not abide by the residence hall or college policies, or do not comply with staff requests, are subject to disciplinary action.

2011-2012 RESIDENCE HALL OPENING AND CLOSING DATES AND TIMES

Please note these times and dates will be strictly followed and any exceptions to these dates and times must be individually arranged with the Director of Residence Life and/or the appropriate Residence Director.

<u>Date</u>	<u>Time</u>	<u>Event</u>
Thursday, August 25, 2011	8 a.m.	Residence Halls open for first-year students
Sunday, August 28, 2011	8 a.m.	Returning students may arrive and check in
Tuesday, November 22, 2011	5 p.m.	Residence Halls close for Thanksgiving Break
Sunday, November 27, 2011	12 p.m.	Residence Halls re-open
Saturday, December 17, 2011	5 p.m.	Residence Halls close for Winter Break
Sunday, January 15, 2012	12 p.m.	Residence Halls re-open
Friday, March 2, 2012	5 p.m.	Residence Halls close for Spring Break
Sunday, March 11, 2012	12 p.m.	Residence Halls re-open
Thursday, May 10, 2012	5 p.m.	Residence Halls close for non-graduating seniors for the End of the Year
Saturday, May 12, 2012	3 p.m.	Residence Halls close for graduating seniors

OPENING PROCEDURES OF RESIDENCE HALLS

Upon arrival, residents will find a completed room inventory form in their room that lists the condition and contents of the room. It is the student's responsibility to review the room inventory form and contact their Resident Advisor (RA) if there are discrepancies. Failure to discuss room inventory discrepancies with the RA, or Residence Director, at the beginning of the academic year means the student forfeits his/her right to appeal end of the year room fines and damage.

BREAKS AND STAYING OVER BREAKS

During break periods, the residence halls are closed and students will not be permitted to enter the residence halls for any reason. Housing over the break is provided for International students and those affiliated with an approved College-sponsored program. Students requesting to stay over break must contact Residence Life two weeks prior to that specific break. Students approved to stay on campus during a break may be required to consolidate into another building. Any student found in the residence halls without prior permission will be required to leave campus immediately, receive a minimum of \$100 fine and face possible judicial action.

CLOSING PROCEDURES OF RESIDENCE HALLS

Rooms may not be occupied:

1. By new students prior to the date specified in the Orientation Program.
2. By returning students before check-in on the day preceding the first day of classes.
3. During breaks by students who have not received prior permission from the Residence Life Staff for college-sponsored activities.
4. At any time other than while the college is in session.

When checking out of a room, students must perform a pre-checkout with their RA. Failure to complete a pre-checkout with the RA may result in a fine. If personal

belongings remain in the room after a student has checked out, the college reserves the right to confiscate or discard them. Please be aware that RAs do not assess room damage. The RA is responsible for discussing potential damages with the resident prior to checkout. Student(s) will be held accountable for any discrepancies between the checkout form and actual condition of the room. The room will be inspected by a professional staff member following the closing of the residence halls to assess damage fines. Students will be billed for damages and missing items.

When leaving the residence hall for short closings, the student is responsible for doing the following:

1. Closing and locking windows; drawing shades
2. Unplugging all electrical equipment
3. Turning off lights; locking door
4. Removing perishable items and trash from individual rooms and common areas

ENTERING STUDENT ROOMS

Each student has a right to privacy in his/her room. Under certain circumstances, this right to privacy is waived. When school is in session these include: 1) instances when a student requests that work be done in the room, 2) the college needs to repair, inspect and/or maintain facilities, 3) when the College or its representatives reasonably fear harm to life, safety, health, property, illegal activity, (4) or when the college is closed. College personnel have the right to enter student rooms for routine maintenance and inspection.

LIVING IN RESIDENCE HALLS

Residence Hall Lounges and Common Areas

Students are encouraged to use residence hall lounges as social and study areas. Lounges can be reserved for specific dates and times by contacting the appropriate Residence Director. Residence Hall lounges and common areas should not be used for overnight sleeping or hosting non-Ursinus students. Please contact the appropriate Residence Director for questions or concerns.

Noise Policies

Courtesy and consideration for the reasonable expectations of others are essential if a harmonious atmosphere is to be maintained in a residential setting. While Resident Advisors, Residence Directors, and Campus Safety officers will act to stop unreasonable noise, the primary responsibility for keeping noise at a reasonable level rests with each individual student. Appropriate college authorities should be notified if noisy situations persist. College policies as to noise levels vary by hour and location, as set forth below. Violations of these policies will result in disciplinary action.

- **Courtesy Hours:** During these hours it should be possible for the average person to study in the residence hall, house, or suite. Noise should not be audible outside the hall, house, or suite. Courtesy hours are in effect in a residence hall, house, or suite whenever approved social events or quiet hours are not in effect.
- **Quiet Hours:** During these hours, noise should not be audible outside the individual room. Quiet hours are in effect in every residence area from 12:00AM to 9:00AM Monday through Friday and from 2:00AM to 9:00AM on Saturday and

Sunday. Certain residence areas have more restrictive quiet hours set by the college or by the residents. Common rooms, lounges, and other relatively isolated areas are recommended for larger group activities. Stereos, radios, musical instruments, and televisions should be played at reasonable times and at a volume that will not interfere with the study or sleep of other students.

Items Not Permitted In Residence Halls

Students must follow all municipal, state, and federal fire safety procedures/laws including not tampering or using any safety or fire equipment such as alarm systems, fire extinguishers, etc., except in an actual emergency.

The following items are prohibited from the residence halls:

- The use or possession of any flammable substances, flame emitting articles, open coiled/flamed items, or candles
- Halogen lamps
- The use of heat-generating electrical equipment such as electric heaters
- Exterior radio and television aerials (prohibited in, on, or about the residence halls/houses or rooms)
- Firearms, ammunition, fireworks, incendiary or toxic chemicals, explosives, and weapons
- Public signs, dining hall, and laboratory equipment
- Waterbeds and swimming pools of any kind
- Animals, except fish. (Violations involving animals will include mandatory fines for clean-up costs, currently set to the cost of labor)
- Alcohol is strictly prohibited in all first-year centers (Beardwood, Paisley, Stauffer, Brodbeck, Wilkinson, and Curtis).
- Formal and/or informal athletic activities that should be confined to the proper playing fields or gym.
- Students are not permitted on the roof tops of any residence halls or academic buildings at any time.
- All buildings, including all residence halls, are strictly smoke-free.

Additionally, no solicitors or photographers are permitted in any residence hall without authorization from the Director of Residence Life. Motorcycles must be parked in designated campus areas only and are not permitted inside the residence halls.

Items Permitted In Residence Halls

- Small portable refrigerators (3 cubic ft. maximum) are permitted.
- Air conditioners (110-volt) are permitted. Only one air conditioner is permitted in each student room. Air conditioners are not permitted in Reimert, Richter/North, or New Hall.

Facilities in the Residence Halls

- All residence hall rooms are provided with a cable TV connection. There is no additional charge for Cable/Satellite services. No premium channels/services are available. Information on channel line-ups may be found on the Ursinus College

web site. For more information contact the Technology Support Center in Myrin Library at x3789 or techsupport@ursinus.edu.

- Wired telephone connections in residence hall rooms are available for activation upon request. On-campus and local calling services only are available. There are no additional charges for these basic telephone services. There is, however, a fully refundable deposit required for an IP telephone which can be provided by Information Technology. Regular home phones will not work on the system. Calling cards for long distance calls are available for purchase in the Campus Barnes and Noble bookstore and surrounding area stores. When dialing another campus telephone, use the 4 digit extension number only. To request telephone services in your residence hall room or for more information contact the Technology Support Center in Myrin Library at x3789 or techsupport@ursinus.edu.
- Washing machines and dryers are located in residence halls and are provided as a convenience for resident students. Service calls regarding inoperative equipment should be directed to Residence Life at 610-409-3590. Residents will be held responsible for damage to laundry equipment.

ROOM SELECTION/LOTTERY

Room selection for returning students occurs during the spring semester. All bills must be reconciled with the Business Office in order to participate in the Room Lottery and Selection process. Rooms are selected through a lottery system. Separate lottery pools are used for each class, with preference given first to current juniors, then to current sophomores, and then to current freshmen. Class year is determined by date of entry to the College. Specific information about room selection policies and procedures is distributed to all resident students during the spring semester.

Room Occupancy Policies

- A student who is no longer enrolled at the college or found not attending classes must remove all personal effects from the residence halls within 24 hours.
- Rooms shall not be occupied by fewer or more than the number of students stipulated by the college. If a student is living in a room that is not completely filled (has a vacant bed), the Residence Life Office may fill this vacancy at any time.
- Only students who are enrolled full-time at the college may occupy a room.
- Students agree to refrain from using or permitting the use of any portion of the premises for any purpose other than as an orderly study and living area, to keep the premises in a clean and sanitary condition, and to comply with all College policies, police regulations, laws and health procedures with respect to the premises.
- There will be no refund of room charge to a student who withdraws, is suspended, or is dismissed from college during a term or to a student who remains in college but changes from resident to commuter status.
- The college reserves the right to change or cancel room assignments of students in the interest of health, security, discipline, improvement of the educational environment, or the general welfare of students.

ROOM ASSIGNMENTS & ROOM CHANGES

Room changes for resident students will be considered on an individual-need basis. Room changes may not occur during the first and last two weeks of each semester. Any students requesting a room change must first discuss their need for change with their Resident Advisor (RA). The RA will attempt to resolve any conflict occurring between the student and his or her roommate(s). If a need persists, the student should contact the appropriate Residence Director. A \$100 fine will be charged to all students involved in an unauthorized room change, and “squatter’s rights” will be forfeited. A second offense of the Room Change policy will result in a \$150 fine plus loss of all privileges to participate in the next year’s Room Lottery and Selection Process. Any change made without permission and written confirmation from the Residence Life Office will be considered an unauthorized room change.

Key Replacement

An exterior building key, MSC key, and individual room key will be issued to residents of each hall as appropriate. If a student loses a key, he/she should report it immediately to the Service Response Desk at Facilities Services. There will be a \$15 replacement charge (per key). At the end of the academic year, students must return room and exterior building keys, but keep MSC keys. The only students who will turn in MSC keys at the end of the year are graduating seniors, students changing their residency status to commuter or off campus, and students permanently leaving the college. If room and exterior building keys are not returned at the close of the academic year (last day residence halls are open) or within three days of moving out of a room, the student will be charged key replacement fees as appropriate.

FIRE SAFETY

Fire Regulations

Students must follow all municipal, state, and federal fire safety laws including not tampering with or using any fire safety equipment. This includes, but is not limited to, alarm systems, smoke detectors, fire extinguishers, and sprinkler heads.

The following activities are prohibited on campus due to fire safety:

1. Playing with fire
2. Possession/lighting of fireworks, smoke bombs, explosives, or corrosive or flammable chemicals
3. Propane tanks of any size
4. Disposing of cigarettes negligently
5. Burning candles
6. Overloading electrical sockets
7. Tampering with fire extinguishers, smoke detectors, fire alarms, and sprinklers (keep 18" clearance around sprinkler heads)
8. Possession and use of halogen lamps
9. Space heaters
10. Open flames, including pit fires, hibachis, chimeneas, and bonfires
11. Barbecue grills must be at least 20 feet from any building. BBQ grills are not permitted in Reimert Courtyard (including individual floors or balconies) or on

- the BPS front lawn area. Allow grills to cool down after use, but do not leave them outside, or they will be discarded. When using grills, please be safe.
12. Students may not have live trees or wreaths in their rooms, in common areas, or on ledges or porches. Artificial trees and wreaths are permitted.

Evacuation Procedures

In the event that a fire occurs in a building, the following procedures will apply for all residence halls/houses:

1. Immediately place a call to the Fire Department by calling 911 –dial 9-911 from a campus phone—and provide the location of the fire by building and floor.
2. Sound the alarm to notify the residents of the residence hall. If there is no visible alarm in the building, warn the other occupants by knocking on doors and shouting.
3. Rooms should be closed, not locked.
4. Leave the building in an orderly manner and evacuate through the nearest available exit. Use the nearest stairway. Do not use elevators.
5. Only use a fire extinguisher if the fire is very small and you know how to safely use it. If you cannot put the fire out, leave immediately. Make sure Campus Safety (extension 3333) has been contacted -- even if you think the fire is out.
6. The Resident Advisor or Residence Director should stand by to give information to the fire company.
7. Do NOT go back into the building until the fire department or a college official says it is safe to do so.
8. If students are not permitted back in the building, instructions will be given to the students for temporary housing assignments.

If You Get Trapped:

- Keep the doors closed – If all exits from a floor are blocked, go back to your room, close the door, and seal cracks and vents if smoke comes in. If you are trapped in a room and there's no smoke outside, open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air.
- Signal for help – Hang an object at the window (a bed sheet, jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call the fire department and report that you are trapped. Be sure to give the name of your building and your room number. Sometimes it is safer to stay in place. Stop, drop and roll – If you are on fire, stop, drop, and roll, wherever you are. Rolling smothers the fire.

If You Have Physical Limitations or Disabilities:

- Learn about fire safety.
- Plan ahead for fire emergencies.
- Be aware of your own capabilities and limitations.
- The staff will notify the fire department of residents with disabilities to help them find you.
- Look for "areas of refuge", like stair enclosures or the other side of corridor fire doors. Most elevators are designed to stop operating when the alarm is sounding and are not safe during fires

- Sometimes it may be safer to stay in your room
- Follow the advice for being trapped

Fire Sprinkler Information (for Residence Halls and throughout campus)

- Besides prevention, fire sprinkler systems are the most effective way to avoid property loss, injuries, and fatalities that result from fires.
- Studies have shown that 90-95% of all fires are extinguished or controlled by sprinkler systems in structures equipped with them.
- Sprinkler systems are individually heat activated – at approximately 165°F, the liquid-filled glass bulb will shatter to open a sprinkler head, releasing water directly over the source of heat.
- Only sprinkler head(s) in the area of the fire will discharge water, not the entire system.
- Once activated, a sprinkler sprays about 20-25 gallons of water *per minute* in a uniform pattern throughout the room.
- The water in the sprinkler pipes is often dark and has a foul odor when first released from the system.
- An outside company regularly tests Ursinus College's sprinkler systems.

Preventing False Sprinkler Activations

- Never hang anything from the sprinklers (no clothes, decorations, etc).
- Never perform pull-ups using the sprinkler pipes.
- Never throw Frisbees, footballs, soccer balls, or other objects that could activate a sprinkler head if hit in the vicinity of fire sprinklers.
- Do not store anything within 18 inches of the sprinkler heads – doing so will affect the spray projection.
- Significant water damage to your room and personal property, as well as the property of your neighbors, may occur from a single false sprinkler activation.

Fines related to Fire Safety and Equipment

- You are personally liable for any expenses associated with the damage and clean up from a sprinkler activation caused by your negligence.
- Tampering with any life safety device such as a sprinkler head, smoke detector, heat detector, or fire extinguisher is a violation of PA State building codes.
- At a minimum, students found to have intentionally tampered with a fire sprinkler will face judicial charges.
- False Fire Alarm is classified as a misdemeanor of the first degree, and the maximum sentence is up to 5 years in prison and/or a \$10,000 fine.

PROPERTY LOSS/DAMAGE

The College shall not be directly or indirectly liable during the academic year or during vacations, for loss or theft of any personal property of students or their guests or for damage or destruction of such property by fire, water, or any other natural cause. Occupants of all residence halls are advised to procure personal insurance against such eventualities. Each student should keep a record of the identifying serial numbers carried on all personal property. Large sums of money should be deposited in a bank account.

Any loss or theft should be reported immediately to Campus Safety. In the case of theft, students should notify the police, and file a report.

Common Area/Building Damages & Repairs

The exterior of buildings and other public areas may not be decorated without permission from Residence Life. Residents shall be held liable for repair to buildings and furnishings in public areas beyond that due to ordinary wear. Charges will be made upon determination of the cost of repairs or replacement and will be levied as follows: to an individual who accepts responsibility for the damage; or to the occupants of the room where the damage occurred and when direct responsibility is not placed; or to all occupants of a floor or hall for damages to corridor walls, doors, closets, and bathrooms on that floor or hall, except when direct responsibility is placed. Periodic inspections are conducted by the Residence Director of each area.

Room Decorating & Damage

- The placing of decorations in a room must not damage ceilings, walls or woodwork. Nothing must be pasted, glued, or nailed in any way to the walls, ceiling or furniture. Students should be careful about potential damage when decorating walls.
- No student shall (a) remove from the room any furniture, equipment or property belonging to the College, (b) remove furniture from lounges for room use, (c) alter or tamper with the installed heating or electrical systems, or (d) alter the floor, walls, ceiling or doors of the room.
- Students may not paint their rooms. The suite doors of Reimert may not be painted or altered in any way.
- Repairs needed in the residence halls should be reported to the RA or to the Residence Director.
- The resident is responsible for all furnishings supplied for the residence halls by the college at the time of occupancy. Charges will be made for loss or damage to the room or to its furnishings.
- Students should use caution and not overload electrical sockets. Use surge protectors or power strips.
- All light strings and extension cords should be UL (Underwriter's Lab) approved – look at the tag attached by the plug of the light string.
- Outdoor lighting and extension cords must be rated/tagged for outdoor use. Check the tag by the plug.
- Do not cover cords with walk off mats or carpet – cords can be damaged from the friction of people walking on top of them.

Damages in Houses and Reimert Hall

If \$1,000 in damage accrues (cumulative, at any point, during the academic year) in a house/suite (including all common areas, kitchens, bathrooms, lounges, hallways), all students who live in the house or suite will be billed for the total damages and may be immediately relocated to any available location on campus. If more than \$2,000 in damage accrues (cumulative), all students in the house or suite will pay for damage, may

be relocated, may lose squatters rights, and/or may lose eligibility to live in a college house or suite for up to one academic year. If a student(s) takes immediate responsibility for all damage and fines, relocation may be reconsidered. If any house or Reimert suite damage is considered vandalism, additional judicial charges may be pursued.

Tampering With Exit Systems

There should be no tampering with the exit system, including interfering with the alarm and/or lock mechanisms, and/or propping doors. Tampering with exits, locks, or doors jeopardizes the safety and welfare of individuals in the affected living unit. Students found tampering with the exit system will be fined \$100 and may face additional judicial sanctions.

Fixed Repair Rates

Replace thermostat	\$60.00
Tampering with heating valves	\$50.00
Desk chair	\$115.00
Desk	\$330.00
Bed frame & spring.....	\$250.00
Mattress	\$105.00
Dresser	\$400.00
After Hour Cleaning Charges (call-in)	\$120.00
Replace missing drawer.....	\$50.00
Repair lock.....	\$50.00
Replace lock.....	\$150.00/\$415 Reimert suite doors
Replace door strike	\$40.00
Replace door knob	\$50.00
Replace interior door.....	\$250.00
Replace exterior door.....	\$350.00
Replace double door panic bar.....	\$500.00
Replace closet door	\$250.00
Replace single door panic bar	\$250.00
Repair panic bar.....	\$70.00
Replace wooden door jamb.....	\$100.00
Refinish door-strip & refinish.....	\$250.00
Replace peep hole	\$25.00
Repair hole in wall 12"x12"	\$100.00
Repair hole in wall over 12"x12"	\$150.00
Repair mail box	\$40.00
Repaint wall	\$125.00
Repaint room	\$200.00
Open clogged sink trap.....	\$25.00
Open clogged toilet	\$50.00
Replace missing switch covers.....	\$20.00
Clear/remove excessive trash	\$150.00
Clean/remove moderate trash.....	\$100.00
Clean/remove minor trash	\$50.00
Clean off door excessively damaged.....	\$25.00
Remove non-college furniture (1 pc).....	\$25.00
Replace missing receptacle covers.....	\$20.00
Clean refrigerator	\$50.00

Clean walls or adhesive removal	\$25.00
Replace carpet in student room or common (per sq. yd.)	\$30.00
Clean excessively dirty carpet	\$50.00
Replace baseboard heat unit.....	\$75.00
Replace broken shower head	\$25.00
Replace broken light fixture or glass	\$80.00
Replace shade	\$35.00
Replace broken single pane glass window up to 12" x 12"	\$40.00
Replace broken single pane glass window over 12" x 12"	\$60.00
Replace broken tempered door glass	\$200.00
Replace window lock.....	\$60.00
Replace window shade.....	\$35.00
Replace thermal window glass (room)	\$159.00
Replace paper towel dispenser	\$30.00
Replace Campus pole and light.....	\$1800.00
Assemble bed (student disassembled)	\$50.00
Replace broken or missing desk drawer	\$50.00
Replace broken or missing mirror	\$60.00
Replace bathroom mirror	\$100.00
Replace toilet partitions (per piece).....	\$200.00
Replace toilet tissue holder.....	\$25.00
Replace broken toilet.....	\$250.00
Replace broken sink.....	\$200.00
Replace faucet handles	\$20.00
Replace single lever faucet.....	\$100.00
Replace missing shower curtain bar	\$25.00
Replace broken light switch	\$25.00
Tampering with or discharging fire extinguishers, smoke detectors, fire alarm pull boxes, minus any contractors'	\$250.00
Lounge Furniture – Sofa.....	\$720.00
Chair	\$370.00
Love Seat	\$550.00
EndTable	\$150.00
Coffee Table	\$200.00
Round 5' table	\$240.00
Replace Vacuum.....	\$275.00
Broken Cable/Data Outlet.....	\$50.00
Rehang closet door	\$50.00
Replace thermostat	\$60.00
Replace mechanical door closures	\$75.00
Exit Sign.....	\$125.00
Exit Sign for Richter/North and New Hall	\$185.00
Return college furniture/items to room (1 pc)	\$25.00
Replace discharge vent on air conditioning/heat Unit.....	\$50.00
Replace passage set on door	\$50.00
Graffiti removal charge	\$50.00
Touch-up paint due to vandalism.....	\$75.00
Replace towel bar	\$15.00
Tampering with door alarms.....	\$100.00
Replace recycling bin.....	\$15.00
Replace fire escape ladder.....	\$250.00

Note: Labor charges are based upon the Facilities staff salaries each year. These include, but are not limited to: carpenters, plumbers, HVAC, locksmiths, and supervisory charges.

Carpenters - \$36.21/hour day - \$54.32/hour OT (2 hr. minimum)

Plumbers – same

HVAC - \$38.56/hour day - \$57.84/hour OT (2 hr. minimum)

Locksmith – same

Supervisor - \$36.01/hour day - \$54.01/hour OT (2 hr. minimum)

CAMPUS SAFETY

Campus Safety is located in Wismer Hall on the Olin Plaza and provides services and protection for the Ursinus community 24 hours a day, 7 days a week. Campus Safety Officers are trained in appropriate areas of security procedures to include emergency response, CPR, AED, First Aid and crisis intervention.

Campus Safety works with the Collegeville Police Department and the PA State Police to protect the campus community and property while remaining sensitive to the educational objectives of Ursinus College. Officers perform comprehensive and frequent patrols, respond quickly to safety problems, and keep current, accurate records of activities affecting the welfare and safety of the Ursinus College community. A personal safety escort is available 24 hours a day. Campus community members are encouraged to promptly report any crime or unusual or suspicious incidents to Campus Safety. An officer is dispatched to the scene to evaluate the situation and contact the appropriate authorities. Ursinus College safety officers are familiar with criminal law and procedures; however, they do not make arrests. Collegeville Police, Lower Providence Township Police, and Pennsylvania State Police have full arrest authority on campus.

Telephone Numbers

Medical or Police emergency: 911

Campus Safety: 610-409-3333 (ext. 3333 from a campus phone)

EMERGENCY PROTOCOL FOR ACTIVE THREAT— EVACUATION/SHELTER-IN-PLACE PROCEDURES

If it is possible to do so safely, exit the building immediately when you become aware of a threatening incident, moving away from the immediate path of danger, and take the following steps:

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from the danger, and take protective cover. Stay there until assistance arrives.
3. Call 911 and the Ursinus Campus Safety Department at 610-409-3333 providing each dispatcher with the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. IDENTIFICATION OR DESCRIPTION OF SHOOTER(S)
 - e. Number of persons who may be involved
 - f. Your exact location

- g. Injuries to anyone, if known
- 4. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door.
3. Turn off the lights
4. Seek protective cover.
5. Keep quiet and act as if no one is in the room.
6. Do not answer the door.
7. Notify 911 and Ursinus Campus Safety if it is safe to do so, providing each dispatcher with the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of shooters (if known)
 - d. IDENTIFICATION OR DESCRIPTION OF SHOOTER(S)
 - e. Number of persons who may be involved
 - f. Injuries if known
8. Wait for local police or security to assist you out of the building.

The Collegeville Police Department (CPD) is trained to respond to an emergency incident of this nature. Upon notification, CPD will activate the Ches-Mont Emergency Response Team (CMERT). CMERT is a specially equipped team of officers trained to respond and assist during “high risk” situations. During the initial phase of the incident, the CPD along with Ursinus representatives will evaluate the situation to determine the best course of action for the safety of the Ursinus community. Once CPD and CMERT respond to campus, they will be responsible for all tactical operations.

INFORMATION ABOUT THE URSINUS EMERGENCY NOTIFICATION SYSTEM

Ursinus College has augmented the existing emergency notification system with a text messaging service that will instantly and simultaneously distribute brief messages in situations posing imminent physical threats to the college community. By using Short Messaging System (SMS) technology, the system can convey messages to registered mobile phones, Blackberries, wireless PDAs, smart phones and satellite phones even in times when traditional phone and e-mail networks are congested due to increased volume.

In order to benefit from this new service, you must register your cell phone with the notification system. Instructions can be found on the Campus Safety web page. Most cell phones are already SMS-enabled; those that are not may still receive the messages, but may incur a small fee for each message received.

Registration instructions will be sent to all Ursinus community members via email. Step-by-step instructions are also available on the Ursinus Campus Safety webpage. Please make sure you have your cell phone on hand before registering.

If you have any trouble with the registration process, please contact the Technology Support Center at 610-409-3789 (from campus phones, dial x3789).

Frequently Asked Questions about the Emergency Alert System:

1. What is the Ursinus Emergency Alert System?

Ursinus has partnered with the Montgomery County ReadyNotifyPA system to provide emergency text alerts and other notifications to you quickly. Montgomery County ReadyNotifyPA can send these to your cell phone, pager, BlackBerry, PDA and/or E-mail account. Montgomery County ReadyNotifyPA is a Ready Region service provided by the Southeastern Pennsylvania Regional Task Force and the emergency management coordinators of Bucks, Chester, Delaware, Montgomery, and Philadelphia counties.

2. What types of alerts will be sent?

You will receive emergency alerts. You may also choose to get other alert options available in your county, such as weather, transportation delays, and crime information.

3. What is a Montgomery County ReadyNotifyPA account?

Your Montgomery County ReadyNotifyPA account is a record that contains your contact information, such as your name, cell phone numbers and E-mail addresses where you would like to receive emergency alerts and other messages. You control this information and can change it at any time.

4. How many devices and E-mail addresses can I sign up?

You can add as many devices and E-mail addresses to your Montgomery County ReadyNotifyPA account as you need to. Alerts can be sent to all devices listed in your account.

5. Who sends the alerts?

Only Ursinus College officials will send alerts regarding the college community. If you sign up for other groups (weather alerts, etc.), you may receive notification from other county officials. All group membership is voluntary.

6. Will my cell phone work?

Montgomery County ReadyNotifyPA uses the text messaging feature of your cell phone to deliver alerts. The alerts come across like a page on a pager. ALL cell phone carriers and paging companies offer text messaging. Nearly all phones purchased within the past few years can get text alerts. If you are unsure about your phone, contact your carrier to ask about getting text messages.

7. What is text messaging and how do I sign up for it?

Text messages are short messages sent to your phone, similar to receiving a page. Each message contains between 100 and 160 characters, or about 10 words, depending upon your carrier. An example of a text message is the notification you receive on your phone when you have new voicemail. Many carriers activate the service automatically. You should check with your carrier to make sure your text messaging is active.

8. Will this service cost me anything?

It is free to sign up for Montgomery County ReadyNotifyPA, and you can choose the types of alerts you want to get. Your wireless carrier may charge you a fee to get messages on your cell phone or wireless device. Contact your carrier to find out how much these messages may cost you with your current plan. You can choose to stop getting messages at any time.

9. What times of day will alerts be sent?

Emergencies can happen at any time and it is our goal to send you critical information as quickly as possible 24 hours a day, seven days a week. The alert system will be tested at various times throughout the year.

JUDICIAL SYSTEM

The Judicial System of Ursinus has the goals of 1) supporting the academic and student life programs of the College, and 2) providing a beneficial educational experience to the person accused and to other participants in the judicial process.

A call to appear before the President, the Judiciary Board, the Dean of Faculty, the Dean of Students, Residence Life, Duty Deans, Campus Safety, or the Faculty of Ursinus College takes precedence over all other duties. Students must respond promptly to such a call.

Disciplinary Authority

All authority for discipline is vested in the Board of Trustees of Ursinus College, which has delegated full and final authority and responsibility for disciplinary action to the President of the College. Because Ursinus is a private college in which disciplinary authority rests with the Board of Trustees, significant differences exist between college judicial process and state or federal judicial process. Because of the educational role of the disciplinary process, it is important that careful attention be paid to the validity of evidence and to the protection of those affected by violations of college policy. However, only those judicial rights and processes specifically set forth in the Student Handbook are extended to students by the College.

The Charter and By-laws of Ursinus College and the contractual relationship mutually agreed upon by Ursinus College and each student authorize the College to establish, interpret, and administer disciplinary rules and procedures.

The judicial process includes both normal and abbreviated procedures as set forth below.

Normal Disciplinary Procedures

Unless abbreviated disciplinary procedures are deemed by the President to be appropriate, disciplinary decisions will be reached by the Dean of Students or designee and the Judiciary Board. Prior to the execution of normal disciplinary procedures, the President may, if circumstances warrant, direct a student to leave the campus and return only on conditions defined by the President.

1. The Dean of Students or designee is responsible for the accumulation of the facts pertinent to all disciplinary situations, for the presentation of these facts to the Judiciary Board, and for deciding on disciplinary action when so directed by the executive committee of the Judiciary Board. In this fact-finding process, all students, including the accused, are expected to participate candidly and responsibly. The purpose of this fact-finding process is to produce an accurate statement of those matters relevant to the possible infraction and to the disciplinary responses, which could be made.
2. The Judiciary Board, a faculty-Ursinus Student Government Association (USGA) joint committee, is responsible for overseeing the disciplinary fact-finding of the Dean of Students or designee and, through its executive committee, for deciding whether a given disciplinary decision should be made by the Board or the Dean of Students. The faculty of Ursinus College elects three primary and three alternate faculty members to the Judiciary Board. The USGA elects three primary and three alternate student members to the Judiciary Board. The faculty elects one additional faculty member to chair the Judiciary Board. The chairperson votes only in the case of a tie.
3. The Dean of Students or designee will discuss disciplinary cases with an executive committee comprised of three members of the Judiciary Board whom were selected by the Board. Both faculty and students must be represented on the executive committee. This discussion is designed to provide the Judiciary Board with the opportunity to hold a hearing if it deems this to be advisable. The executive committee will either (a) instruct the Dean or designee to proceed to make and carry out a disciplinary decision or (b) will call a full hearing of the Judiciary Board.
4. If a majority of the members of the Judiciary Board executive committee so desire, or if requested by the Dean of Students, or if requested by the accused, the Judiciary Board will hold a hearing to examine the evidence presented by the Student Life staff member and the accused and make an appropriate disciplinary decision.
5. A Judiciary Board Hearing shall be held only after the accused has had at least 24 hours to review and respond to the charges and an additional 24 hours to prepare for the hearing. An extension of time may be granted by the Chairperson of the Judiciary Board. Notification of the charges by the Dean of Students shall be in person and in writing and in the form of a statement of sufficient specificity and clarity that the student is reasonably able to understand the nature and extent of the allegations being made. This notification of charges must include the time and place of the hearing, a statement that encourages the accused to seek counsel from the Executive

Board of the USGA, and a list of witnesses and documents to be presented at the hearing. The Dean of Students' staff will distribute the charges and the response to the Judiciary Board before the hearing.

Closed Hearing

Hearings shall be closed. A closed hearing is attended by the Judiciary Board, the accused, the campus friend (see below for further information), the Dean of Students or designee, and one other Student Life staff member. Witnesses attend only for the limited time in which they give testimony.

Right of Challenge

The student may challenge the presence of any member of the Judiciary Board on the basis of bias or preformed judgment. Such challenge shall be presented in writing to the Dean of Students or the Chairperson of the Judiciary Board 24 hours before the meeting of the board. If the party concurs with the challenge, the party withdraws from the board. If the party does not concur with the challenge, remaining members of the board decide whether the party should remain on the Judiciary Board. Any member who withdraws or is removed from the Board will be replaced by an alternate from the list of faculty or students as appropriate.

In addition to challenge for bias, the student may challenge one member of the board with no stated reason. This challenge will be transmitted in writing to the Dean of Students or the chairperson 24 hours before the Board meets in order for an alternate be called.

Campus Friend: It is the right of the student to have a member of the campus community present at the hearing. The campus friend, while not a defense counsel is (a) a person with whom the student can discuss the situation with complete confidence; (b) moral support to the student at the hearing; (c) a witness to the observance of these procedures and the general fairness of the hearing; and (d) an observer whose opinion the President may consider in case of appeal.

The campus friend must be a current student, faculty or staff member, or administrator at Ursinus College and may speak on the student's behalf to whatever extent the student and the campus friend agree is necessary to present the student's case and to protect the student's interest. The conduct of the campus friend must accord with the procedures and rulings of the authority hearing the case.

Evidence: The Dean of Students, or a designee, and the accused, or the campus friend are authorized to present evidence to the board. The Judiciary Board shall receive all evidence presented which it deems relevant to the case. Members will weigh all evidence carefully to determine its reliability.

False Statements: Persons knowingly making false statements or misrepresentations to the Judiciary Board will be subject to severe disciplinary action in accordance with these judicial system procedures.

Participation of the Dean of Students and the Accused: It is the right of the Dean of Students or designee, and the accused to be present during the part of the proceedings where charges are being heard and evidence is being presented. The Dean of Students or designee and the accused may question any statements made or witnesses and documents presented. When the Judiciary Board debates and votes upon the charges and the penalty to be assessed, no non-members may be present.

Conduct of the Chairperson: The Chairperson of the Judiciary Board shall allow only evidence that can be shown to be relevant to the factual issue at hand.

Hearing Agenda: Judiciary Board hearings are not designed to be bound by complex rules and regulations. The following outlined agenda will serve to guide participants, but may be modified in appropriate situations at the discretion of the Judiciary Board.

1. Statement of charges by the Dean of Students or designee.
2. Comment on charges by the accused.
3. Presentation of fact-finding report and any witnesses and documentary evidence by the Dean of Students or designee.
4. Presentation of a statement, witnesses, and documentary evidence by the accused.
5. Summary statement by the Dean of Students or designee.
6. Summary statement by the accused.
7. The Judiciary Board will then recess the hearing and meet privately to reach a decision as to guilt or innocence. The board should seek a consensus whenever possible. In the event of a tie vote, the board will discuss the matter before taking a second vote. If the tie persists, the Chairperson of the Judiciary Board will then vote.
8. If a finding of guilt is made, the board shall reconvene the hearing and hear evidence from the Dean of Students and the accused regarding appropriate disciplinary action. A recommendation as to penalty may be given by the accused and/or the Dean of Students.
9. The Judiciary Board will then adjourn the hearing and meet privately to make its decision regarding disciplinary action. Voting procedures will follow those set forth in #7 above.
10. The Judiciary Board will notify the President, the accused, and the Dean of Students of the decision as soon as possible. Written sanctions shall be given within four days.

Appeals: Disciplinary decisions of the Judiciary Board may be appealed to the President by either the accused or the Dean of Students. Decisions of the Dean of Students may be appealed to the President by the accused. Appeals must be made in writing within seven days of the original decision. The President's decision is final.

Abbreviated Disciplinary Procedures

In general, disciplinary actions should be taken according to the normal disciplinary procedures set forth above. Under some unusual circumstances, however, the

President may find it necessary to abbreviate normal disciplinary procedure. While it is not possible to make a definitive statement of all situations which might be deemed by the President to require an abbreviation of normal procedures, the following are examples of some such situations: violations which pose a danger to the violator or to others, violations of federal, state, and/or local laws, and violations which occur when the regular Fall or Spring semesters are not in session.

Whenever possible, these abbreviated procedures should include (a) advising those accused of the charges and discussing the facts with them, (b) informally discussing the findings of fact and proposed penalties with the Judiciary Board, with the hope but not the requirement for agreement between the Judiciary Board and the President, (c) reaching a decision by the President within 48 hours of formally advising the accused of the charges.

Pending resolution of both the abbreviated and the normal disciplinary procedures, the President may direct a student to leave campus and to return only on conditions defined by the College through the President.

Disciplinary Penalties

All disciplinary penalties should be designed to protect the welfare of other students and the integrity of the College's academic and social programs, focus the attention of the offender upon the unacceptable nature of the infraction, and provide the best chance for the offender to reform her or his pattern of conduct. Parents or legal guardians will be notified of sanctioning for drug or alcohol offenses of all students.

The following are descriptions of some of the more common disciplinary actions, which may be taken; other appropriate sanctions, however, may be chosen.

Disciplinary Warning: Indicates by written notification that a student's behavior is in violation of college regulations. Further misconduct may result in more serious action, which could be suspension or dismissal from Ursinus. This disciplinary action may be used in combination with others.

Disciplinary Probation: Indicates a stringent written warning issued in response to more serious or frequent violations of college regulations. Probationary status is issued for a stated period of time. While on probation, the student may not represent the college in public events (e.g. intercollegiate athletics, musical organizations, etc.), hold office in any college organization, participate in student teaching or study abroad. Scholarships received from Ursinus College will be reviewed by the College Scholarship Committee. Other specific restrictions or disciplinary actions may be determined. Any further disciplinary problems may result in suspension or dismissal.

Suspension from Residence Halls: Prohibits the student from residing in any college residence hall on either a temporary or permanent basis. In the event that this action is for a stated period of time, the student may reapply for college housing. Specific additional restrictions in relation to residence halls may also apply.

Suspension from the College: Separates the student from the College for a stated period of time. Such separation prohibits attendance of any classes, social events, or other functions, or visiting the college grounds or buildings except by written permission from the Dean of Students. The student will receive Fs for all of his/ her classes during the affected semester. The student may not return to the college until the stated period of suspension is completed.

Dismissal: Separates the student from the College. Such separation prohibits the student's presence on college grounds. The student will receive Fs for all of his/ her classes enrolled in during the affected semester. This action is part of a student's permanent record.

Restitution: Reparation will not substitute for punitive action. The hearing officer or body may also require restitution for damages or other payment for expenses incurred as a result of the student's behavior.

Service Project: If agreed to by the offending student or student organization, a college or community service program of activities may be arranged.

Constitution, Charter, or By-law: If a student organization is found to have violated college regulations, disciplinary action may include the modification, suspension, or revocation of the group's constitution, charter, or by-laws, in addition to other appropriate sanctions against the group or its members.

Restrictions of Activity: Prohibits the offender from engaging in specified activities or actions. Disciplinary action may be taken against organizations as well as individual students.

In the case of students involved in intercollegiate athletics, the condition of "representing the college in public events" could include but is not limited to the following:

- No participation - no practice, games, or involvement with team activities. The student is considered "off the team" for the duration of the sanctions.
- Limited participation – student may only practice with the team and be a part of off-field team functions (including community service events, team building activities, etc.). The student may travel to but cannot participate in games or pre-game activities, and may wear travel gear but no uniform.
- Athletic restrictions will have a predetermined time period (non-traditional season, remainder of playing season, a certain number of games, etc...).
- Revocation of leadership positions – i.e. captainship, leadership council/group

Sanctions take effect immediately.

Failure to Adhere to Disciplinary Sanction(s): Students are expected to complete any sanctions issued in a judiciary board or administrative hearing according to the timeframe outlined in the hearing paperwork.

If a student does not fulfill the sanction(s) according to the outlined timeline, the college may conduct further proceedings to determine additional sanctions. While these proceedings may include: a new judiciary board hearing, or administrative review.

The student may present any evidence or witness statement(s) that may substantiate legitimate reason for not completing the sanction(s) in the outlined timeline.

DINING SERVICES

Ursinus College Dining Services welcomes your comments & suggestions.

The Market Place Main Dining Room – Hours of Operation

Monday - Friday

Breakfast.....	7:30 a.m. – 10:15 a.m.
Lunch	11:30 a.m. – 1:30 p.m.
Dinner.....	4:30 p.m. – 7:00 p.m.
Dinner – Fridays only	4:30 p.m. – 6:00 p.m.

Saturday & Sunday

Brunch.....	11:00 a.m. – 1:30 p.m.
Dinner.....	4:30 p.m. – 6:00 p.m.

Unless otherwise announced, the first meal served following vacations or breaks will be dinner the day before classes begin. The final meal served will be lunch the day classes or examinations end.

Casual Meal Rates

Guests are always welcome. Guests who are not on a valid meal plan are required to make a cash payment to the Cashier before entering the Dining Room.

Breakfast.....	\$6.50
Lunch / Brunch.....	\$9.00
Dinner.....	\$11.00

Alternatively, students with valid meal plans may pay for Guest Meals with Dining Dollars, Flex Dollars, or Guest Meals. Guests who pay with Flex dollars are entitled to a 10% discount off the published rates at the point of sale.

Meal Plans

All first-year students are automatically assigned the 19 meal plan for their first academic year. Upper classmen are able to change their meal plan each semester before the last day of drop-add, via the Blackboard site or the link provided from the Dining Services Web Page: <http://foodservices.ursinus.edu>

I.D. Cards

Students are required to present their I.D. Card for all meals. This Policy will be strictly enforced in order to protect the Students' meal plan balances.

Replacement I.D. Cards

Replacement I.D. cards may be obtained at the Tech Support Help Desk, located in the basement of the Myrin Library between the hours of 8:30 a.m. and 6:00 p.m., Monday through Friday. In order to obtain a replacement I.D. Card, you must present some other form of photo I.D. with your signature on it. The cost of the replacement card is \$10, which may be billed to your student account.

Commuting Students

Commuting Students may purchase any of the available meal plans or set up a Flex Dollars account through the Business Office.

Guest Meals

The 19 meal plan includes two guest meals per semester. Your Guest Meals may be used to pay for a guest at The Market Place in Wismer or in Zack's for any amount up to the Meal Credit amount. Any amount over the Meal Credit amount may be paid using Dining Dollars, Flex Dollars or Cash.

Bag Meals

Any student or group of students on the meal plan may request a bag meal by filling out the request form available in the Dining Services Office. All names and signatures need to be submitted five business days prior to the event. The students meal balance will be reduced by one meal and the meal card will not work for the meal that was replaced with a bag meal.

Dietary Needs

The dining service is able to provide for most special dietary requirements. Contact the Dining Service Office for information. Refunds are not available because of missed meals or student abstinence from certain foods, except when illness necessitates a student's absence from the campus over a continuous period exceeding four weeks, in which case a resident student is allowed a pro-rated refund.

Birthday Cakes

Birthday cakes may be ordered directly through the Dining Service Office, seven business days in advance of delivery date. An assortment of cakes are available to meet your needs.

Catering

Reservations for banquets and special food service must be made in writing and menu selection must be made two weeks in advance with the Catering Director. A Faculty Advisor of a student organization is required to make arrangements with the Dining Service Office for Catered Events.

Table Flyers

Any flyers or announcements placed on dining room tables must have prior approval from the Food Service Office before printing. All flyers must be printed with black ink on white paper and may be placed on the tables not more than 1/2 hour prior to the start of the meal. There is a limit of 3 flyers per table. All flyers will be removed after each meal. All flyers for Greek Organizations must be approved by Student Activities. All flyers for Residential Hall space must be approved by the Residence Life Office.

Dining Hall Regulations

- Students are required to present I.D. Cards for all meals. This Policy will be strictly enforced to protect the Students' meal plan balances.
- Everyone must carry trays and tableware to the designated tray return area at the completion of the meal. Dining room property, such as dishes, trays, pitchers, silverware, kitchen equipment and furniture equipment, must not be removed from the dining room.
- No food or beverages are to be removed from the dining hall. All food and beverages must be consumed in the dining hall, with the exception of one piece of fruit, or one ice cream cup or cone.
- Neither smoking products nor alcoholic beverages are permitted in any dining facility.

Failure to comply with any of the above rules will result in disciplinary action.

ZACK'S PLACE

Zack's Place is a food court located in the lower level of Wismer. Grilled sandwiches, pizza, subs, salads, baked goods, specialty coffees and frozen drinks, as well as a wide variety of grab & go items complete the menu offerings. The layout of the dining room is designed to encourage people to gather, relax and enjoy a meal together.

Monday - Friday.....11:00 a.m. – 8:30 p.m.
Saturday & Sunday.....Closed

The dining program allows students to choose between Zack's or The Market Place Main Dining Room during certain meal hours and days of the week. If students choose to eat in the Main Dining Room, they will continue to enjoy the privilege of choosing to eat whatever they would like and as much as they would like. If students choose to dine in Zack's, they will be given a Meal Credit allowance, which may be used to plan a personalized menu or opt for one of the "combo meals" offered daily.

The intent of offering this flexibility is to provide a change of pace and a convenience for those times when a student's schedule or athletic event doesn't leave enough time to utilize the Main Dining Room during regular hours. Zack's is not intended to serve as a second board plan dining facility, but as a supplement to the primary dining experience in the Main Dining Room.

Meal Credit Hours in Zack's for Meal Plan Participants

Monday - Friday

Lunch 11:00 a.m. – 3:00 p.m. \$5.50 Meal Credit
Dinner 3:01 p.m. – 8:30 p.m. \$5.50 Meal Credit

Dining Dollars

In addition to enjoying a Meal Credit in Zack's, students gain even more flexibility by using Dining Dollars. Dining Dollars is a declining cash balance program, included with each meal plan, which allows students to purchase food from Zack's or either Jazzman's location (at Zack's or in the Myrin Library), at any time during regular operating hours.

At the beginning of each semester, all meal plan participants will receive a set amount of Dining Dollars as part of their meal plans. These funds are meant to be used to pay for the price differential above the Meal Credit amount allowed in Zack's. These funds work in conjunction with meals and are intended to allow for more variety and purchasing power.

At the time of purchase, the amount spent will be deducted from the cash balance on the meal card. The participant will be able to deposit additional funds onto the card in the form of a Flex Dollars Account at any time. These funds may also be used for guest meals.

Jazzman's Café in the Myrin Library

Jazzman's is an in-house coffee shop offering fresh brewed coffee, coffee drinks, smoothies and fresh baked pastries. Jazzman's is a great place for a quick cup of coffee on-the-go, or to hang out with friends. Jazzman's accepts Dining Dollars, Flex Dollars or cash.

Hours of Operation

Monday – Thursday	8:30 a.m. – 4:00 p.m.
.....	7:00 p.m. – 10:00 p.m.
Friday	8:30 a.m. – 2:00 p.m.
Saturday	Closed
Sunday	Closed

Jazzman's Café in Zack's

Jazzman's in Zack's offers all of the favorites available in Myrin with the addition of salads and sandwiches. Additionally Jazzman's at Zack's accepts Meal Credits at the following times:

Hours of Operation

Monday – Friday	7:30 a.m. – 8:30 p.m.
Saturday & Sunday	Closed

Smart Market Convenience Store

Monday – Sunday	11:00am – 11:00pm
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For more information please visit the website at <http://foodservices.ursinus.edu>.

STUDENT ACTIVITIES

The Leadership Development and Student Activities Office offers assistance to all students who are interested in planning events for the campus, clubs, or Greek organizations. The staff can provide information on how to start a new club, how to apply

for funds through the Activities Fee Allocation Committee (AFAC), and how to advertise your event.

Rules and Regulations

1. A student organization must have its constitution and by-laws approved by the Ursinus Student Government Association (USGA) and the Student Activities and Services Committee (SASC). Any subsequent amendments to the constitution or changes in the by-laws must be approved by USGA and SASC. The proceedings of all student organizations must be open at all times for faculty inspection. A student organization must have an adviser approved by the Leadership Development and Student Activities Office. The faculty may dissolve an organization of students, which it deems detrimental to the interests of the College.
2. Locations and times of all regular meetings and formal on-campus activities of student organizations must be approved by the Leadership Development and Student Activities staff. In order to avoid conflicts, the use of Wismer Hall facilities by organizations must be scheduled through the Leadership Development and Student Activities Office. All other facilities scheduling must be made with Linda Korenkiewicz at 610-409-3591. Groups or individuals not associated with Ursinus College must obtain permission to use college grounds, buildings, and/or other property.
3. No student shall prepare or cause to be prepared, or publish or cause to be published, any paper, whether a single issue or a periodical, on which the name of the responsible author is not stated. Permission for the mailing of any paper must be obtained from the President, or from the faculty adviser to whom the authority has been delegated, before the paper is mailed.
4. Participation in any extracurricular activities may be restricted at the discretion of the Dean of the College or as a disciplinary penalty.
5. The responsibility for student behavior at any student activity, on or off campus, belongs to the individual student's participation in that activity. Students and their guests participate in these activities at their own risk. While college employees may participate in various aspects of some student activities, the College and its employees do not stand in loco parentis in any sense. The College will take appropriate action against students, their guests, or trespassers who violate college regulations or disobey directions from proper college authorities.

STUDENT ORGANIZATIONS

Becoming an Ursinus Student Organization

Students are encouraged to petition for recognition as a student organization if there is ample interest in a specific topic or activity. In order to put forth such petition, the student must follow the procedure outlined below:

1. Setup an appointment with the Director or Assistant Director of the Leadership Development and Student Activities Office (LD/SAO).
2. Begin your application process by reviewing the Intent to Organize Form and Student Organization Constitution Model and Guidelines found on the LD/SAO website.

3. Create an organizational constitution using the above mentioned model and guidelines.
4. Choose an organizational advisor. The advisor must be a full-time faculty or staff member of Ursinus College.
5. Submit application materials to the Leadership Development & Student Activities Office for consideration for advancement to the next stage.
6. The application materials will be presented to USGA. Members of USGA will have an opportunity to review and discuss the application. The application will then be presented for a vote at the next regularly scheduled meeting.
7. If the application is approved by USGA, the application will be presented to the Student Activities and Service Committee (SASC) for final approval. When approved by SASC, the organization will need to register with the Leadership Development and Student Activities Office.
8. If the application is denied by either USGA or SASC, the applications will be returned to the student petitioning the request. The group will be allowed to reapply for recognition at a later date to be determined by the Leadership Development & Student Activities Office. All groups will be notified by email, phone or in person concerning all decisions.

For additional information on the process of becoming a student organization or to learn more about student clubs & organizations, please visit the Leadership Development & Student Activities website.

Activity Fund Allocation Committee (AFAC)

The Activities Fund Allocation Committee is a student appointed committee responsible for the distribution of funds to approved, open membership clubs & organizations. Qualified clubs & organizations may submit a yearly request for assistance in funding campus events, attending conferences, contracting speakers/performers, etc. Applications for funding will be completed in the spring semester prior to the start of the next academic year. In addition, groups may make one special activity request per academic year.

Additional information as well as electronic submission forms for AFAC requests can be found on the Leadership Development & Student Activities website under Student Clubs & Organizations.

Fundraising Guidelines

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational project. Fundraising for both Ursinus College and non-college affiliated charitable organizations is permissible provided all guidelines are followed.

All student organizations, college departments and course sanctioned groups must complete a request form and obtain approval of the fundraising activity from the Fundraising Approval Board (FAB). FAB is comprised of student and staff representatives from the following departments: Student Activities, UCARE, Business Office,

Advancement, Dean's Office and Academic Programming. The group meets weekly throughout the semester.

For additional information or to view all required guidelines, please visit the Leadership Development and Student Activities website under Student Clubs & Organizations.

Student Governance

Campus Activities Board (CAB) – responsible for major campus events, comedians, bands, movies, and trips. Check with Leadership Development/ Student Activities for time and dates of meetings.

Ursinus Student Government Association (USGA) – governs the student body and appoints students to campus committees.

Inter-Greek Council (IGC) – fosters a collaborative relationship between the Greek organizations, oversees annual Greek events including recruitment, new member education and Greek Week

Academic Honor Societies

Alpha Psi Omega (Dramatics)
Beta Beta Beta (Biology)
Cub and Key Society (Leadership - Male)
Gamma Sigma Alpha (Greek Academic)
Kappa Mu Epsilon (Mathematics)
Omega Delta Epsilon (Economics)
Phi Alpha Theta (History)
Phi Beta Kappa (Academic)
Pi Gamma Mu (Social Sciences)
Phi Epsilon Kappa (ESS Honor Society)
Phi Sigma Iota (Foreign Language)
Psi Chi (Psychology)
Sigma Pi Sigma (Physics)
Sigma Tau Delta (English)
Sigma Xi (Scientific Research)
Theta Chi (Communication Studies)
Upsilon Pi Epsilon (Computer Science)
Whitian Society (Achievement - Female)

Academic Organizations

Association for Computing Machinery
Beardwood Chemical Society

Bioethics Club
Breakaway Student Productions
Brownback-Anders Pre-Medical Society
Exercise and Sport Science Club

Forensics Society (Speech & Debate Club)

Haines-Barnard Pre-Legal Society
International Relations Club
Investment Club
Math Association of America
Minority Association of Pre-Medical Students
Psychology Club
Students in Free Enterprise
Society of Physics Students

Arts and Entertainment

Art Exhibitionists
B Naturals
Beartiones
Blue Note Jazz Society
Escape Velocity Dance Troupe
UC Dance Team
Voices in Praise – Gospel Choir
College Concert Band
Jazz Ensemble
Meistersingers

Ursinus College Choir
Ursinus College Theatre
Ursinus College Dance Company

Club Sport Organizations

Ursinus Fencing Association
Ursinus College Men's Rugby
Ursinus College Men's Soccer
Ursinus College Roller Hockey
Ursinus College Running Club
Ursinus College Water Polo
Ursinus College Women's Rugby
Ursinus Table Tennis Association
Ultimate Frisbee Society

Cultural Organizations

Arab Language and Culture Club
ALMA (Association of Latin American
Students Motivated to Achieve)
China Club
German Club
Japanese Club
Le Cercle Français (French Club)
Sankofa Umoja Nia (SUN)
Southeast Asian Student Association

Fraternities & Sororities

Alpha Phi Epsilon
Beta Sigma Lambda
Delta Pi Sigma
Kappa Alpha Psi
Kappa Delta Kappa
Phi Alpha Psi
Phi Kappa Sigma
Pi Omega Delta
Sigma Pi
Sigma Rho Lambda
Sigma Sigma Sigma
Tau Sigma Gamma
Upsilon Phi Delta

Publications and Media

The Grizzly
The Lantern – Literary Society
Magazine
The Ruby
WVOU – College Radio Station

Political Action & Advocacy

Organizations

Animal Advocacy Coalition
College Republicans
College Democrats
Gay/Straight Alliance
Skin We're In
UC Political Science Association
UC S.T.A.N.D.
WE CAN (We Care About the Nation)

Religious Organizations

Hillel
Muslim Student Association
Newman Society
Intersivity Christian Fellowship
Chapel Program (Ecumenical)

Service Organizations

Active Minds
Big Brothers, Big Sisters
Best Buddies
Colleges Against Cancer
Habitat For Humanity
Students Together Against Rape
(STAR)
Up 'Til Dawn
Ursinus College Environmental Action
(UCEA)

Student Governance

Campus Activities Board (CAB)
Inter-Greek Council
Ursinus College Student Government
Class Councils (2012, 2013, 2014,
2015)

Greek Life

Fraternities and Sororities have been a fundamental part of Ursinus since the early 1900s. Now, Ursinus is home to five sororities (four local and one national) and eight fraternities (five local and three national), representing 20% of our student population.

Membership in a Greek organization enhances the "out-of-the-classroom" experience while also supporting each student's individual academic goals. Greek organizations focus on five key elements: leadership, scholarship, community service, civic engagement, and fun.

New Member Education

New Member Education (NME) must adhere to all state and local laws and Ursinus College policies. All NME activities must be approved by the Leadership Development and Student Activities Office. NME activities must conform to the Pennsylvania Anti-Hazing Statute. Each member and potential new member will be required to sign a document indicating that he/she understands the anti-hazing statute.

In order to participate in NME, a student must:

- Be a full-time student at Ursinus College
- Have completed at least 24 credits at Ursinus College prior to the start of NME
- Have a cumulative grade point average of 2.33
- Be in good standing with the college

New Member Education will occur during a four-week period during the fall semester, chosen by the Leadership Development and Student Activities Office. New member education activities can take place seven days a week but are limited to twenty hours per week. Activities are permitted at the following times: Monday-Friday 6pm-11pm; Saturday-Sunday 7am – 11pm. Meals and breaks are required for extended sessions.

For additional information or to view the New Member Education Policy in its entirety, please visit the Leadership Development and Student Activities website under Greek Life.

GUIDLINES FOR PARENT SOLICITATION

The following guidelines are intended to inform student organizations of the appropriate avenues concerning the solicitation of parents in regards to the sale of services or goods. Any officially recognized student organization may make a request for parent contact information from the Leadership Development/Student Activities Office. Requests may be made during any period of the academic school year (August through May) and must be approved by a member of Leadership Development/Student Activities Office staff for content. Any requests that are found to be in poor taste or of an offensive nature will be denied, and the

sponsoring group may lose their privileges. Offerings must provide goods or services that add to a positive community environment here at the College, and should be of value or worth to the purchaser. Organizations may not ask for donations of money or property and must adhere to all local, state, and federal laws. Raffles, 50/50s, or regulated items such as drugs, alcohol, tobacco, firearms, etc. are strictly prohibited as offerings. Good common sense along with the faculty adviser's approval should be used when making a request for parent information to make a solicitation. Please direct all inquiries to Leadership Development and Student Activities Office located in the lower level of Wismer Hall or call 610-409-3608.

CAMPUS VENDOR SOLICITATION POLICY

The vendor program for Wismer Hall is overseen by the staff in the Leadership Development and Student Activities Office, and usually runs from late August to the end of October for the fall semester. During the spring semester the vendor program runs from mid-March until the end of April. The only vendors allowed on campus are organizations, groups, or businesses that offer items for sale that are received at the point of sale. The area directly in front of Wismer Hall (Parent Lounge Windows), the Parents Lounge, Lobby A, and Wismer Lower Lounge are the approved areas for vendors in or around Wismer Hall.

Some examples of the appropriate vendor transaction are listed below:

- Poster Sale
- Jewelry Vendors
- Clothing Vendors
- Arts/Crafts Vendors
- School Ring Vendor
- Girl Scout Cookie Sales
- PNC, official college bank

The following items or service are not allowed to be sold or solicited on campus through the vendor program:

- Contracts or services offered by cell phone companies
- Credit card applications or offers
- Any contractual agreement for services such as fitness clubs, tanning salons, or sponsorships of events by bars or nightclubs

In addition to the above information concerning the approval of vendors on campus – each vendor will have a placard signifying that they have received the proper approval to be on campus to conduct business. A copy of the approval placard is shown.



Please make note that vendors should never ask for your personal information concerning items that could lead to identity theft such as social security number, driver's license, date of birth, etc. If at any time you are unsure about any particular situation concerning a vendor – please contact Campus Safety immediately. General inquires may be made to the Leadership Development and Student Activities Office.

UCARE – URSINUS CENTER FOR ADVOCACY, RESPONSIBILITY AND ENGAGEMENT

The Ursinus Center for Advocacy, Responsibility, and Engagement (UCARE) serves as the focal point for community service and civic engagement at Ursinus College. UCARE's goal is to expose students from all walks of life to the needs of their communities. In the process, students begin to make connections between their classroom experiences and their society. UCARE inspires the belief that positive change can be made in our world, and helps students make that change happen.

- **Philosophy**
- **Inspire** thoughtful and positive civic involvement of all students
 - *Through* disseminating civic engagement and service opportunities via our office, weekly newsletter, website and emails
- **Empower** students to think critically and become agents of change
 - *Through* experiential learning opportunities (civic engagement courses, community based learning practicum and community based research projects)

- **Promote** community partnerships through developing new relationships with outside organizations
 - *Through* weekly service opportunities and our semi-annual Community Week

Programs

- Ursinus is a member of Project Pericles, a national organization of colleges and universities committed to make socially responsible and participatory citizenship an essential part of our educational program—in the classroom, on the campus, and in the community.
- Ursinus is a partner with the Corella and Bertram F. Bonner Foundation, a philanthropic organization dedicated to improving the lives of individuals and communities by helping meet the basic needs of nutrition and educational opportunity. The Bonner Program is designed to heighten the overall education students and members receive by asking them to engage in ongoing service work and helping them develop the experience, skills, knowledge, and values necessary to make that work meaningful and lasting.
- Early education and after-school programs include Head Start, ACLAMO (Acción Comunal Latinoamericana de Montgomery County), and America Reads. In these programs Ursinus students tutor local elementary-age students.
- Food and shelter assistance programs include Catholic Social Services, MANNA on Main, and Wismer on Wheels. Ursinus students can get involved in providing basic needs, such as meals, to local people.
- Community education programs include an ESL Program on Ursinus' campus for Spanish-speaking employees, Montgomery County Correctional Facility GED Tutoring, Gateway Employment Resources, and Volunteer Income Tax Assistance. As they invest in their own education, Ursinus students serve local adults and support them through life changes.
- Environmental and animal welfare programs include Francisvale Home for Smaller Animals, Ursinus College Organic Farm, and Urban Tree Connection. Ursinus students with an interest in environmentalism or animal rights concentrate their efforts on improving the health of the environment and the animal life within it.
- Health-related programs exist at the Parkhouse Geriatric Center, Volunteer Hospice Program, and St. Christopher's Children's Hospital in

- Philadelphia. Working with people from all walks of life, Ursinus students focus on health and well-being in their communities.
- Senior citizen programs can be found at Columbia Cottage Nursing Home and the Phoenixville Senior Center. In these programs Ursinus students interact with a population from generations before them.
 - One-time service events on campus include Community Week, Relay for Life, Helping Hands Across America, UCARE's Giving Tree, Japan/Haiti Relief Efforts, Knit-a-Square, and Red Cross Blood Drives. Whether Ursinus students want to be involved in year-long service projects, or if they want to serve for a shorter time, UCARE offers opportunities for everyone to give back.

To read more about the programs offered through UCARE, visit its webpage at <http://www.ursinus.edu/netcommunity/page.aspx?pid=2175>.

Location and Hours:

UCARE's office is located in the lower section of Wismer Lower and is open Monday through Friday 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm. To contact UCARE, email ucare@ursinus.edu or call 610.409.3093.

Campus Resources

FLOY LEWIS BAKES CENTER – HELFFERICH HALL

1. Students are required to show I.D.s at all times.
2. Guests of students must be in the company of their host at all times. The host is responsible for the conduct of guests.
3. Exercise & Sports Science (ESS) classes, intercollegiate varsity sports, and intramurals have priority over free play or use of facilities.
4. Each week, an activities schedule is published, listing all the activities which will be occur within the facilities.
5. Floy Lewis Bakes Center - Helfferich Hall Hours:
Monday – Friday: 6:30 a.m. – 10:00 p.m.
Saturday & Sunday: 12:00 p.m. – 5:00 p.m.
6. Fitness Center
Mondays, Wednesdays & Fridays: 6:30 a.m. – 10 p.m.
Tuesdays & Thursdays: 7 a.m. – 10 p.m.
Sundays & Saturdays: 1 p.m. – 5 p.m.
 - I.D.s must be displayed upon entering the facilities.
 - There is an enforcement of a dress and conduct code.
 - All users must sign Fitness Center Usage Forms.
7. Racquetball Court Policies
 - All users must have Ursinus College I.D.

- ESS classes and Intramural Athletics have priority for the use of the courts.
 - The court is reserved for faculty/staff 12:00 noon – 1:00 p.m.
 - Use of the court is on a first come, first serve basis.
8. Tennis Court & Track Policies
- Open to the public
 - Classes, teams, and intramurals have priority use.

ATHLETICS

Before participating in intercollegiate athletics, a student must have a College physical on file with the Wellness Center and the Athletics Department. Limitations on eligibility and participation are determined by Ursinus College institutional guidelines, the NCAA, and the Centennial Conference.

Ursinus College reserves the right to make final decisions on eligibility and participation.

INTRAMURAL SPORTS AND RECREATION

Intramural Sports Director, Kathy Wright610-409-3498
Floy Lewis Bakes Complex

Tentative Schedule: Year-round Wellness and Fitness Activities

Activities vary and may include Step Aerobics, kickboxing, Modern and Jazz Dancing, Yoga, and a variety of Fitness Conditioning Workshops. These activities are offered in the Dance Studio of the Floy Lewis Bakes Center.

Intramural individual and team sports leagues & tournaments

FALL SPORTS

Flag Football (Men's)
Indoor Volleyball (Men's/Coed)
Indoor Soccer (Men's/Coed)

WINTER SPORTS

5-on-5 Basketball (Men's/Coed)

SPRING SPORTS

Dodgeball (Men's/Coed)
Whiffleball (Men's/Coed)
Indoor Field Hockey (Coed)

All sports have a captains meeting (mandatory attendance), which takes place after the deadline for registration and prior to the start of tournament play. At this meeting captains will be given their game schedules, a list of rules and regulations, and have their questions answered.

Entry forms are needed for all individual and team sports. Forms are available at the service desk in the Fitness Center or as an attachment to the email announcement for the registration time period. Completed forms are to be returned to the Fitness Center Service Desk or to the league coordinator prior to the deadline date for that specific season.

All recreational activities are drop-in activities. However, all participants must register for these activities by completing the entry form prior to participation. It is the responsibility of the participant to be cleared by their physician, and to possess good physical health prior to participating in any activity sponsored by Ursinus College.

MYRIN LIBRARY

1. Students are required to show their I.D. to borrow all library materials.
2. Myrin Library Hours (Holiday hours are posted in the library):
 - Monday – Thursday.....8:00 a.m. - 2:00 a.m.
 - Friday.....8:00 a.m. - 9:00 p.m.
 - Saturday9:00 a.m. - 9:00 p.m.
 - Sunday 10:00 a.m. - 2:00 a.m.
3. The loan period for library books is thirty days. A renewal of another thirty days is allowed as long as there are no holds placed against the book. Students requiring the use of library books for a longer period of time should see the Circulation Department Supervisor to make arrangements for a longer loan period.
4. The loan period for DVD’s and videos is one week. No renewals. Longer borrowing periods permitted only for research and per faculty approval.
5. Reserve materials circulate for 2 hours, 1 day, 3 days, and 7 days, depending on faculty directive.
6. Fines are charged for overdue library materials. A partial list of fine charges is as follows:
 - Book.....\$0.10/day
 - Reserve book/ photocopy..... \$0.25/hour
 - Videocassette or DVD\$0.50/day
 - Reserve videocassette or DVD\$0.25/hour
7. All accumulated library fines must be paid by the last day of each semester. Unpaid fines will be charged to your account in the Business Office.
8. A collection of "Current and Popular" books is available for recreational reading.
9. Interlibrary Loan service is available.
10. For more information on library policy, please refer to a copy of the Myrin Library Handbook, which is available at the library's Information Desk.

Theft and mutilation of Library materials in any format is illegal in the Commonwealth of Pennsylvania (Title 18 section 3929.1). Penalties for this crime range from summary offense to felony depending upon the value of the stolen

materials, in addition to campus judicial penalties. All types of Library materials are considered Ursinus College property.

BERMAN MUSEUM OF ART

Phone Number: 610-409-3500

Staff Members:

Lisa Tremper Hanover, Director
Julie Choma, Collections Manager
Suzanne Calvin, Administrative Support
Susan Shifrin, Associate Director for Education

Hours:

Community Visitor Hours:

Tuesday-Friday 10:00a.m. – 4:00 p.m.
Saturday & Sunday 12:00 p.m. – 4:30 p.m.

Campus Community Hours:

Monday-Friday 9:00 a.m. – 4:30 p.m.
Saturday & Sunday 12:00 p.m. – 4:30 p.m.

Closed to the Public on College Holidays (See Important Future Dates)

Facility

Three formal Galleries, a Works on Paper Study Room, and Visible Storage Cases accommodate a variety of exhibitions and research opportunities drawn from the permanent collection, traveling exhibitions, and loans from outside sources. The Berman Museum of Art facility also features a LEED certified green roof Sculpture Terrace, featuring bronzes by George R. Anthonisen and Lynn Chadwick and a smart-classroom utilized by faculty across the disciplines. The Works on Paper Study Room is also available for research, seminars, meetings, and classes.

Programs

Eight to ten exhibitions are presented during the academic year in addition to rotating selections from the permanent collection. Exhibition themes range from historical to contemporary, with the primary goal of providing visual material that complements various curriculum offerings. The Museum staff works with Faculty to develop didactic material and educational programs such as symposia, guest speakers, film and video series, and artist in residence programs.

Items from the permanent collection are available for classroom instruction or individual study. A regular program of research, conservation and record keeping allows for accessibility of the collection as a resource to the campus, scholars, and other institutions.

The Museum employs up to twelve students per semester and four full-time student workers during the summer.

Collections

The Berman Museum houses collections that include the following: 19th century American landscape, portrait, and Impressionist paintings and watercolor, including important regional examples; Old Master and contemporary Japanese woodcuts, scrolls, and artifacts; 18th and 19th century European portraits; a Pennsylvania German collection of art and artifacts; 20th century American art from the 1950's to the present; 20th century Eastern European painting; Southeast Asian ceramics and textiles and an important outdoor contemporary sculpture collection which includes a complete survey of the work of prominent British sculptor Lynn Chadwick, numbering over 140 pieces.

FACILITIES SERVICES

The Ursinus College Facilities Services department is responsible for all aspects of construction, grounds care, cleaning, maintenance and other services for campus buildings and housing. The campus consists of 67 buildings set on 163 acres of beautiful gardens, healthy green lawns, well-groomed athletic fields, and natural woodlands.

Ursinus College Facilities Services is committed to quality service for the students, faculty, staff, and visitors. This is achieved by anticipating and providing a safe and healthy physical environment for everyone on campus. We create an optimal environment for student achievement. More information can be viewed on the [Facilities Services](#) website. The Facilities Services building is located at the 5th Avenue southeastern entrance into campus across from the Heat Plant (the large smokestack visible from anywhere on campus.)

PUBLIC TRANSPORTATION

Southeastern Pennsylvania Transportation Authority (SEPTA)	
Schedule Information	215-580-7800
SEPTA's Website	www.septa.org
Amtrak Information.....	800-872-7245
Amtrak's Website	www.amtrak.com
Tropiano Transportation.....	800-559-2040 or 215-616-5370
Tropiano's E-mail Address.....	tropans@aol.com
Tropiano Transportation provides a shuttle service from the Hampton Inn located at 100 Cresson Blvd in Oaks, to the Philadelphia International Airport. As of August 2011, the one-way fare is \$34 per person, cash only.	
Main Line Taxi.....	610-272-1000
Main Line Taxi's website.....	www.mainlinetaxi.com/
Norristown Yellow Cab Inc.....	610-272-1234

Norristown Radio Taxi.....	610-275-9700
Bennett Taxi Service	610-525-1770
Greyhound Bus Lines.....	800-231-2222
Greyhound's Website.....	www.greyhound.com
The Philadelphia Connection Coordinator	
Coordinator	610-409-3774 or ext. 3774
Philly Connection Website	http://academic.ursinus.edu/phillyconnection
E-mail Questions to.....	or phillyconnection@ursinus.edu

Bus and train schedules are also available in the Student Activities Office.

AMERICA READS AND OFF CAMPUS TUTORIAL PROGRAMS

America Reads and Off Campus Tutoring is located at the Unity House. If you are interested in becoming a tutor for these two programs, see the information listed below.

Students in Off Campus Tutoring may tutor local students from surrounding communities who are currently in any grade from kindergarten through 12th grade.

- Students interested in becoming tutors may go to the Unity House and fill out an “Off-Campus Tutor” application.
- Applicants will need to be interviewed and approved in order to be hired.
- Applicants must have a minimum 2.5 overall GPA in order to be considered for this position.
- Compensation is \$10/ hour, paid to you in cash at the end of each tutoring session by the tutee’s parent/ guardian.
- All tutoring sessions must take place on campus, and must be conducted in a public area such as the Myrin Library.
- Frequency and duration of the tutoring sessions is completely based on tutor’s and the tutee’s availabilities.

Students may participate in the America Reads tutoring program

- America Reads was started by former President Bill Clinton. The America Reads Challenge calls on all Americans to support teachers and help ensure that every American child can read well and independently by the end of 3rd grade.
- Students interested in becoming an America Reads tutor should go to the Unity House and fill out an America Reads Tutor application
- Tutoring is conducted at designated sites in the surrounding community.
- To be paid as an America Reads tutor, students must be on work-study; however, any student may volunteer his/her time if he/she does not qualify for work-study.
- America Reads takes place every week day from 3 – 6 p.m.
- Transportation is provided.

If you are interested in becoming a tutor for these two programs, contact Paulette H. Patton, Director of Tutorial Programs at extension 3653, or simply stop by the Unity House.

ON CAMPUS TUTORING

The On-Campus Tutoring Program is housed in the Center for Academic Success in the lower level of the Myrin Library. This program is available to all Ursinus College students currently taking courses on our campus. If you wish to be a tutor or need a tutor, please stop by and visit the CAS Office for more information or go to the link <http://www.ursinus.edu/netcommunity/page.aspx?pid=2514> and choose *Tutoring and Help Sessions*.

COMPUTING AND INFORMATION TECHNOLOGY RESOURCES

Student Accounts And Email

Students are automatically provided with an account that enables them to access campus and Internet computing resources, to send and receive e-mail, to set up a personal Web page and to store documents and files. Students' account names and e-mail addresses are based upon the following convention: the first two letters of the student's first name followed by the student's full last name. Jane Student's account would therefore be jastudent. Jane's email address would be jastudent@ursinus.edu. Jane's web site address would be <http://webpages.ursinus.edu/jastudent>. In the case that there are students with the same last name and the same first two letters of their first names, one student usually has a 1 appended to their address. For example, Jackie Student's account name would be jastudent1. Students will be able to access their e-mail on- and off-campus by using a Web browser such as Firefox or Internet Explorer.

Student Laptops, Computing Resources And Labs

All full-time students have been provided with laptop computers and printers for their use while students at Ursinus. Students are given a new laptop and printer when they enter as freshmen. At the end of their sophomore year, students return the laptop originally provided to them in exchange for another new laptop computer to be used until the completion of their Senior year. At that time the laptop will either be returned to the college or may be purchased for a fee. The printer may be kept at no additional charge. The laptops and printers remain the property of Ursinus College until that time. Students are responsible for the appropriate use, care and security of the laptops and are required to return their laptops and printers upon demand for misuse or for return after mandatory maintenance. Students MUST immediately return their laptops if there is a change in their full-time student status. Failure to do so can lead to the report of a theft of the laptop. The laptops are covered under two-year warranties and students are charged for mandatory theft and accidental damage insurance coverage. There is a deductible for each claim made under this coverage that is the responsibility of

the student. Additional information on student responsibilities is provided to students during the laptop distribution process and students are required to sign for their laptops and acknowledge those responsibilities.

There are public color print stations on the basement and first floors of Myrin, Pfahler and Olin Halls. There is a per-page fee associated with the use of these printers and charges will be billed to the students account. Special purpose workstations that are provided for work related to specific disciplines are located in various departments.

Students have access to an on-line course management system used by faculty, on which they post course materials and to facilitate various course activities, to the Microsoft Office suite (which includes word processing and spreadsheet packages), other general purpose software packages, internet and Web browsing tools, course and discipline specific software packages (including statistical and scientific utility packages), programming languages, the on-line holdings catalog of the Ursinus College library, and a variety of other resources found on the college's web site and on the internet. The campus network and the internet is accessible from all academic, administrative, student life, athletic and residential buildings, including the library, classrooms, lounges and dining areas. Wireless network access is also available across campus. Students are prohibited from establishing their own wireless networks because of the potential interference they pose to the college wireless network.

Instructional Technology maintains resources that can be accessed with special permission (inquire at the Tech Support Center) these resources include a multimedia workstation where students can scan documents, develop video presentations, and use other multimedia resources. The Tech Support Center on the basement floor of Myrin Library also has a poster printer that is available to students. Charges may apply for use of the printer. If creating a presentation for use in a class, a student can call the Tech Support Center and reserve a data projector and/or laptop to project material for viewing by the class. However, many classrooms are already equipped with ceiling mounted projectors that can be connected to the student laptop.

Residence Hall Network Connections

All main campus residences and all residential village houses have network connections in each room to accommodate each student within that room. The laptops provided to students are set up and configured for network use.

The dormitory and campus-wide networks are intended for individual student use only. Using the connection for any commercial purposes or to create any type of server (game, web, FTP or other) is strictly prohibited and may result in the loss of your connection. Using any IP address other than the one assigned to you by Information Technology is also prohibited and will result in the loss of your connection.

Whom to Contact

The Tech Support Center is located at the Myrin Library, in room 019. All questions including problem reports and service requests, should be directed to

the Tech Support Center at extension 3789 or via e-mail at techsupport@ursinus.edu. When off-campus you may call 610 409-3789.

Acceptable Use Policies

Computing resources are provided to support the educational, student life and community programs of Ursinus College, and any use of these resources for purposes unrelated to college programs is expressly prohibited. Unauthorized and inappropriate use of college computing resources will result in sanctions that will vary depending upon the severity of the offense and could include the revocation of all computing privileges, the college issued laptop and other disciplinary sanctions. The full text of "Responsible Use of Ursinus College Information Technology Resources" can be found on the Ursinus College Information Technology Web site at: [Technology Resources](#)

Examples of unauthorized and inappropriate use of college computing resources includes (but is not limited to):

- harassment of others
- e-mail bombs or unauthorized mass mailings
- unauthorized (actual or attempted) access or use of another's account
- unauthorized (actual or attempted) access or use of college or other computer information systems
- deliberate attempts to disrupt services or debilitate computing systems
- installation of inappropriate or unauthorized software
- installation of inappropriate or unauthorized network services including wireless network services
- copyright infringement
- other inappropriate uses as designated by Information Technology

Higher Education Opportunity Act (HEOA)

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Ursinus is required by this act to provide the following information.

Each college campus must distribute three pieces of information related to copyright policy and law:

- i) A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
- ii) A summary of the penalties for violation of Federal copyright laws; and
- iii) A description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken

against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

Further information on HEOA and Copyright may be found on the Ursinus College Web Site: <http://www.ursinus.edu/netcommunity/page.aspx?pid=1773>

SPECIAL EVENTS

Academic Convocation (August 26): This day in the Fall is highlighted by the decorating of the campus in red, old gold, and black, marks the beginning of the academic year. On this day new, and upperclass students are recognized for their achievements.

Family Day (September 17): Parents, grandparents and other family members are invited to the campus in the fall for a full day of activities.

Homecoming (September 24): This is a special day for alumni to return to the scene of their college days. Homecoming includes seasonal sports and affinity. A Homecoming King and Queen are crowned at the afternoon football game.

URSINUS COLLEGE ALUMNI ASSOCIATION

The Alumni Association is the forum for all alumni activities at the College and all alumni are members. The Association provides educational, service, and social activities for alumni by class, region and affinity group. The Alumni Association is led by the Alumni Council, which is an appointed board of alumni from various class years and interest groups. In addition to the members of the Alumni Council, alumni also serve as representatives to the College Board of Trustees.

Campus events geared toward alumni include Homecoming and organization reunions each fall and Alumni Academy and class reunions each spring. Additionally, regional alumni events take place across the country every year, and range from educational and cultural forums to fundraising events and career networking receptions.

The alumni website, located at www.ursinus.edu/alumni, is designed to meet the needs of our graduates in a convenient, accessible way. When logged in, graduates can update their record; view photos from past alumni events, and submit or view class notes. In addition, the site offers a dynamic, searchable directory of Ursinus alumni and faculty, event calendars, information about volunteer opportunities and ways to support the college.

The Alumni Relations Office works collaboratively with the College's fundraising, admissions, communications and student activities offices to ensure the vital

involvement of alumni in the life of the college. We strive to educate students about the opportunities available to them when they graduate and the importance of forming a lifelong relationship with Ursinus College.

COMMUNICATIONS ON CAMPUS

UC Link: Distributed by e-mail, the Link provides a calendar of events and news summaries, and links to the Ursinus web site for more information. Distribution is usually weekly during the academic year. News can be submitted to the College Communications office by e-mail to Wendy Greenberg, wgreenberg@ursinus.edu

WVOU: WVOU is the campus radio station, located in Ritter Hall. WVOU broadcasts via carrier current on 530 AM to Reimert Hall, BWC and the BPS, via radiating coaxial cable on 88.1 FM to Main Street houses between Sixth and Eighth Avenues, and by direct line to the Wismer Dining Hall. Students interested in conducting a program on WVOU may contact the station by phone at 610-489-7755.

The Grizzly: The Grizzly is the student newspaper on campus, and is distributed weekly. Information about The Grizzly can be obtained either in the Leadership Development/Student Activities Office located in Wismer Hall, or by emailing grizzly@ursinus.edu.

The Lantern: The Lantern is the student-produced literary magazine published annually. Information about The Lantern can be obtained in the English Department, located in Olin Hall.

The Ruby: The Ruby is the student-produced yearbook published annually. Information about the yearbook can be obtained in the Leadership Development/Student Activities Office located in Wismer Hall.

Advertisements, Flyers, Announcements

Any materials posted or left on tables in the Dining Room must be approved by the Food Service Office. Permission to post all other materials on bulletin boards must be obtained by the Leadership Development Office located in Wismer Hall. All materials must be taken down when the information is no longer current or within 24 hours after elections or the event has concluded. These guidelines are meant to serve as a way of guarding against any individual or group from being injured by inappropriate behavior on the part of any other individual or group here at the college. The definition of a flyer or banner is as follows: any announcement, regardless of size, that is displayed publicly.

All flyers must abide by the following guidelines:

- No nudity or inappropriate display of the human body which may be considered tasteless by community standards

- No direct references to drugs or alcohol
- No direct personal attacks upon any group or individuals
- No attack upon any person concerning race, religion, sexual orientation, gender, physical ability, etc.
- No false attributions or references by any persons condoning or condemning any event or activity held by organizations without said person's approval
- No offensive gesture or reference to gestures
- No infringement of copyright material

IMPORTANT FUTURE DATES

Academic Calendar 2011-2012

August 2011

August 25 (Thursday) Freshman Check-In
 August 26 (Friday) Ursinus Day Academic Convocation
 August 28 (Sunday) Upper Classes Check-In
 August 29 (Monday) Fall Semester Begins

September 2011

September 5 (Monday) Labor Day (Classes Held)
 September 9 (Friday) Last Day to Add Classes

October 2011

October 14 (Friday) Mid-Semester Grades Due
 October 14 (Friday) Fall Holiday begins (after classes)
 October 15-18 (Saturday-Tuesday) Fall Holiday
 October 19 (Wednesday) Classes Resume
 October 28 (Friday) Last Day to Drop with "W"

November 2011

November 7 (Monday) Spring Term Registration Begins
 November 18 (Friday) Spring Term Registration Ends
 November 22 (Tuesday) Thanksgiving Recess Begins (after classes)
 November 22 Residence Halls Close 5 pm
 November 23-27 (Wednesday-Sunday) Thanksgiving Recess
 November 27 (Sunday) Residence Halls Open 12 pm
 November 28 (Monday) Classes Resume
 November 28-30 (Monday-Wednesday) Students pick up Financial Aid Application Packets

December 2010

December 1-2 (Thursday) Students pick up Financial Aid Application Packets
 December 9 (Friday) Last Day of Classes
 December 9 Last Day to Drop

December 10 (Saturday) Reading Day
December 12-17 (Monday-Saturday) Final Exams
December 17 (Saturday) Residence Halls Close 5 pm

January 2012

January 15 (Sunday) Deadline Early Decision Freshmen Financial Aid Application
January 15 Residence Halls Open 12 pm
January 16 (Monday) Spring Semester Classes begin
January 16 Martin Luther King Day
January 27 (Friday) Last Day to Add Classes

February 2012

February 15 (Wednesday) Deadline for Regular Decision Freshman Financial Aid Application

March 2012

March 2 (Friday) Mid Semester Grades Due
March 2 Spring Break begins (after classes)
March 2 Residence Halls Close 5 pm
March 3-11 (Saturday) Spring Break
March 11 (Sunday) Residence Halls Open 12 pm
March 12 (Monday) Classes Resume
March 23 (Friday) Last Day to Drop with "W"
March 26 (Monday) Fall Semester Registration Begins

April 2012

April 5 (Thursday) Fall Semester Registration Ends
April 15 (Sunday) Financial Aid Renewal Deadline
April 18 (Wednesday) Celebration of Student Achievement Day
April 30 (Monday) Designated last Wednesday Class
April 30 Last Day to Drop

May 2012

May 1 (Tuesday) Last Day to File PA Grants
May 1 Reading Day
May 2-4 (Wednesday-Friday) Final Exams
May 7-10 (Monday-Thursday) Final Exams
May 10 (Thursday) Residence Halls Close 5 pm
May 11 (Friday) Baccalaureate
May 12 (Saturday) Commencement

June 2012

TBA Orientation