

The logo for Ursinus College is a large, light gray circle containing a white circle. Inside the white circle is a stylized 'UC' monogram. The 'U' is on the left and the 'C' is on the right, both in a bold, sans-serif font. The text 'Ursinus College Student Handbook' is centered over the 'UC' monogram in a bold, black, sans-serif font.

**Ursinus College Student  
Handbook**

**2012-2013**

**EST. 1869**

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**

EST 1869

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.

2012 - 2013 USGA President .....Lauren DiCairano '13

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# Academic Life

## REGULATIONS AND RESPONSIBILITIES

Students must abide by the rules and regulations as stated in the 2011-2013 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. Note: the online catalogue, which is updated annually in late-May, is the most up-to-date version.

## 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). No longer needed. Last student graduated this year.

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 registrar or the dean of the College. Students carrying fewer than 12 hours are not permitted to remain or to become residents of College residence halls and their financial aid packages may be impacted

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.. For specific requirements of the curricula leading to each of these degrees, see departmental requirements and the online college catalogue Degrees are conferred only at commencement in May of each year and candidates must present themselves in

person unless they have received permission from the registrar or the Dean to receive their degree in absentia.

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**

We usually recommend against 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 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 core 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 Office of Academic Support and 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 has been 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:

<b>Grade</b>	<b>GPA</b>	<b>Numeric Grade</b>
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 at the Ursinus Day Academic Convocation the names of those students who have been carried on the Dean's Honor List for the preceding two semesters.

### **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 Office of 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 Office of Admissions. 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.

## **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. 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 Respondents Have the Right:**

- To be present or absent during the College judicial proceedings.
- To consideration of a trained support person to accompany him/her through the College adjudication process.
- To be notified of the outcome of the College adjudicative process 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 Respondent 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 Respondent, 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 Respondent 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 Respondent will be contacted and scheduled for an appointment with the Administrator.
3. At the time of this meeting the Administrator will:
  - a. Inform the Respondent of his/her rights under the student Code of Conduct.
  - b. Inform the Respondent of the possible legal ramifications resulting from Adjudicative proceedings.
  - c. Present the allegations and provide the Respondent the opportunity to respond.
  - d. Give the Respondent 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 Respondent'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 Respondent may be subjected to suspension.
  - f. Instruct the Respondent 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 Respondent 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 Respondent 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 Respondent 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 Respondent will have an opportunity to respond.

2. **Campus Friend:** Both the Complainant and the Respondent 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 respondent. Informal Adjudication may, however, result in the imposition by the Dean of Students' Office 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 Respondent 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 Respondent 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 Respondent and the Complainant: a determination letter and a memorandum opinion. Each such document will be issued concurrently to the Respondent and the Complainant.
  - a. The determination letter will contain only the following information: the name of the Respondent; whether the Respondent has been found responsible or not responsible for Sexual Misconduct; and the sanction imposed, if any. As guaranteed by Federal law, both the Respondent 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 Respondent, 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 Respondent 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 Respondent will have an opportunity to respond.

2. **Campus Friend:** Both the Complainant and the Respondent 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 faculty or staff members, designating one member to chair the proceedings. 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 Respondent 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 Respondent may be present throughout the hearing.

4. **Right of Challenge:** The Respondent may challenge the presence of any ad hoc committee member on the basis of bias or preformed judgment. Such challenge shall be presented in writing to the Title IX Coordinator no less than 24 hours before the formal adjudication meeting. Challenges will be considered by the committee chair, in conjunction with the Vice President of Academic Affairs (faculty proceedings) or Vice President of Finance & Administration (staff proceedings). Any member removed from the committee will be replaced by an alternate.
5. **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.
6. **Determination Letter; Memorandum Opinion:** Following the hearing, the *ad hoc* committee will issue two documents to the Respondent, the Respondent's supervisor, and the Complainant: a determination letter and a memorandum opinion. Each document will be issued concurrently to the Respondent and the Complainant.
  - a. The determination letter will contain only the following information: the name of the respondent; whether the respondent has been found responsible or not responsible for Sexual Misconduct. As guaranteed by Federal law, both the Respondent 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.
7. **Outcome:** The supervisor, after consultation with the *ad hoc* committee, will inform both parties in writing of the outcome on the complaint.
8. **Timeline:** The Investigation and Formal Adjudication together typically conclude within sixty (60) days of receiving the complaint.

## **IX. Jurisdiction; Timing; Retaliation; Criminal Proceedings**

- **Jurisdiction:**
  - 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.
  - 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.

- **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.
- **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.
- **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.

#### **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 Respondent demonstrated unwanted sexual conduct. During formal adjudication, the College may act as the Complainant.
- **"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.
- “**Rape**” means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.
- “**Relationship Violence**” means a pattern of abusive behaviors by one or both parties in an intimate relationship.
- Respondent means the person accused of sexual misconduct.
- “**Sexual Assault**” is a broad term that includes rape, Non-Consensual Sexual Intercourse, among other forms of forcible Sexual Intercourse.
- “**Sexual Battery**” is an unwanted form of contact with an intimate part of the body that is made for purposes of sexual arousal, sexual gratification or sexual abuse. Sexual battery may occur whether the victim is clothed or not.
- **Sexual Coercion** is the act of using pressure, alcohol or drugs, or force to have sexual contact with someone against his or her will;
- “**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”** is a form of harassment generally comprised of repeated persistent following with no legitimate reason and with the intention of harming, or so as to arouse anxiety or fear of harm in the person being followed.
- 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).

## **CONFIDENTIALITY OF STUDENT RECORDS**

In compliance with the Family Educational Rights and Privacy Act (FERPA) 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 office of the Registrar.

### **Definitions**

1. Certain definitions and principles contained in the law are explained below:
  1. "Student" is defined as one who has attended or is attending Ursinus College and whose records are in the files of the college.
  2. “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."

I. "Educational Records" include Admissions applications and transcripts maintained by the Office of the Registrar including:

- a. Ursinus College academic record maintained by the Office of the Registrar;
- 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.

II. 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 security;
- 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.

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

## 2. Privacy and Disclosure of Student's Educational Record

1. 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.

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

- I. 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 students under the age of 21. 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.

II. To Federal officers as prescribed by law;

III. As required by state law;

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

V. To accrediting agencies carrying out their function;

VI. 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);

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

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

## 3. 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 Office of the Registrar administers the procedure annually and monitors the information.

4. Procedures for access and review of the Educational Record by a student
  1. 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.
  2. 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.

5. 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 coordinated through the Unity House for 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, a lecture or the internet, 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**

Should a faculty member suspect you of having committed 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 verdict of guilty, 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 previously been found guilty of a violation of academic honesty 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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://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](#) 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, the Board of Trustees, Faculty, and 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 may be punished 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.

Sexual harassment is a serious form of discriminatory harassment, which is prohibited at the College. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Frequently sexual harassment involves persons of unequal power, authority, or influence. Sexual harassment is more fully defined in this Handbook in the section "Academic Regulations and Responsibilities."

Hazing and ethnic intimidation are also prohibited at the College.

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.

## **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. For assistance in managing alcohol, contact the Wellness Center at 610-409-3100.

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, 40 oz beer bottles, 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. Sanctions may include: community service, counseling, rehabilitation, probation, educational programs, 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.

## **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 these capacity limits:

<u>Area</u>	<u>Occupancy in Lounge Area</u>
Duryea	20
Keigwin	28
Maples	17
Olevian	23
Omwake	14
Reimert Suite 200	16
Reimert – All Other Suites	11
Shreiner	30
Todd	16

## **SOCIAL HOST EVENTS**

A social host is a trained student(s) 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. The Residence Directors 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. Extra copies are available in the

Residence Life Office. Questions regarding social hosting or social events should be directed to the Residence Life Office.

## **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.

## **URSINUS COLLEGE POLICY FOR MINORS ON CAMPUS**

Ursinus College hosts minors on campus in a variety of contexts. Minors participate in academic programs, mentoring programs, sports clinics and many other social, educational and vocational events on campus. The College will take necessary steps to provide a safe and secure environment. These guidelines apply to all minors visiting campus, whether invited by Ursinus as part of an officially sponsored College event or invited by external entities licensed to access College facilities. College faculty, staff, and students who bring minors to campus are required to comply with these guidelines.

The guidelines do not supersede the requirements of Pennsylvania laws or regulations, but rather affirm the obligation of Ursinus employees to assist in identifying suspected child abuse and establish clear reporting procedures for all faculty, staff, and students.

### **GUIDELINES**

1. Minors must be under the care of, and supervised by, adults at all times while on campus. The College retains the right to remove minors from or end any activity or event, including events by an external entity.

2. Each adult (including students and volunteers) who will be supervising minors in a covered program or activity will be familiar with Pennsylvania laws regarding mandatory reporting of child abuse. An activity coordinator may provide education and training to enhance specific program needs.
3. Any group or person(s) bringing minors to campus for an event specifically designed for children must obtain a signed parental consent form from each minor's parent or guardian permitting that minor's participation in the event and a release/waiver of claims.
4. A contract (for all activities or events run by an external entity) must include:
  - (a) certification that the entity has obtained Child Abuse clearances for all event personnel that provide direct care or control of children;
  - (b) certification that the entity has obtained a license to run the activity, event or program, if applicable;
  - (c) certification that the entity has obtained minimum levels of insurance, including for sexual misconduct;
  - (d) an agreement to defend, indemnify and hold harmless the College for event-related liability;
  - (e) a statement that the entity will supervise minors in a 1:10 (or lower) supervisor to minor ratio.
5. Certifications and contracts must be executed and received prior to the event.

## **CHILD ABUSE**

### **Duty to Report**

A college faculty, staff, or student shall immediately contact a Vice President if he/she has reasonable cause to suspect that a minor has been abused.

<b>Ursinus College Vice Presidents</b>			
Richard DiFeliciano	Vice President for Enrollment	610 -409- 3316	<a href="mailto:rdifeliciano@ursinus.edu">rdifeliciano@ursinus.edu</a>
Win Guilmette	Vice President of Finance & Administration	610 -409- 3797	<a href="mailto:wguilmette@ursinus.edu">wguilmette@ursinus.edu</a>
Terry Winegar	Vice President of Academic Affairs	610 -409- 3720	<a href="mailto:twinegar@ursinus.edu">twinegar@ursinus.edu</a>
Jill Marsteller	Senior Vice President of Advancement	610 -409- 3592	<a href="mailto:jmarsteller@ursinus.edu">jmarsteller@ursinus.edu</a>
Deborah Olsen Nolan	Vice President of Student Affairs	610 -409- 3590	<a href="mailto:dnolan@ursinus.edu">dnolan@ursinus.edu</a>

The Vice President who receives a report or who has independent cause to suspect child abuse shall immediately report to law enforcement officials. A College faculty,

staff or student who refers a report of suspected child abuse shall be immune from civil and criminal liability arising out of the report.

A College community member witnessing child abuse or a child in immediate danger of abuse shall immediately notify Collegeville Police (911) and subsequently contact Campus Safety (610-409-3333) and a College Vice President.

A College employee who fails to comply with these requirements will be subject to discipline up to and including termination from employment. Individuals who do not comply with the requirements of the Child Protective Services Law may be subject to further action.

### **Definitions**

**Minor** - anyone less than 18 years of age (also referred to herein as “children”), who is not enrolled at Ursinus College.

#### **Child abuse – may include any of the following:**

- I. A recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under 18 years of age.
- II. An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
- III. A recent act, failure to act or series of acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
- IV. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child’s life or development or impairs the child’s functioning.

**Sexual abuse or exploitation**—The use, persuasion, inducement, enticement or coercion of a child to engage in or assist another person to engage in sexually explicit conduct or a simulation of sexually explicit conduct for the purpose of producing a visual depiction, including photographing, videotaping, computer depicting or filming, of sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other form of sexual exploitation of children

### **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. Applications are available at [www.ursinus.edu/parking](http://www.ursinus.edu/parking). 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. Violations will be distributed when vehicles are not parked in accordance with Ursinus 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.

### **Parking Guidelines for Ursinus College**

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 on the lower level of Corson Hall.
5. All visitors to campus must register their cars with Campus Safety in Wismer Hall. A temporary permit for parking in the West lot will be issued to visitors who are on campus for more than three (3) hours and who park outside of the Corson Visitors lot.
6. Temporary Permits for students are available in the Campus Safety Office and will be issued for no more than a 14-day period. A student may be issued one temporary permit per semester. Additional requests will require vehicle registration.
7. Parking stickers must be displayed and properly affixed on the driver side of the car in either the rear windshield or on the rear bumper. Permit must be visible. Vehicles not properly displaying a permit may be ticketed.
8. Lost or stolen permits will be replaced for \$50.

9. 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, the Unity House and between Ritter and New Hall 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.

10. 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.
11. 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.
12. 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.
13. Vehicle violation appeals must be submitted in writing within 10 days of the violation. Appeals can be submitted online at: [www.ursinus.edu/parking](http://www.ursinus.edu/parking). Appeals received after 10 days will not be considered for any reason.
14. 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.
15. 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 on grass/lawn/hash marks .....	\$35.00
Parked on sidewalk .....	\$35.00
Unregistered vehicle .....	\$100.00
Improper location of decal/no 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 the Campus Safety Office.

## **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](mailto: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.

Students who wish to vote in the 2012 PA election may bring their ID to Technical Support in Myrin, and have a dated sticker placed on it to validate it for the polls.



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](mailto: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. 3<sup>rd</sup> 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>, or go to [www.ursinus.edu](http://www.ursinus.edu), and click: *Faculty and Staff*. Under *Resources*, click *Facilities Services* and *Mail Services*.

If you have any questions, e-mail [mailcenter@ursinus.edu](mailto: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.

## OPENING, CLOSING, AND BREAK PERIODS

### 2012-2013 Important Dates

Please note these dates and times and communicate with your family as appropriate. Opening and closing dates will be strictly followed and any exceptions to these dates and times must be individually arranged with Residence Life Office.

<u>Date</u>	<u>Time</u>	<u>Event</u>
Thursday, August 23, 2012	9am	Residence halls open for new & first-year students
Sunday, August 26, 2012	9am	Residence halls open for returning students
Saturday, December 15, 2012	5pm	Residence halls close for Winter Break
Sunday, January 13, 2013	12pm	Residence halls re-open
Wednesday, May 8, 2013	5pm	Residence halls close for all students except graduating seniors
Friday, May 10, 2013	3pm	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) and Residence Director (RD) if there are discrepancies. Failure to discuss room inventory discrepancies with the RA and RD at the beginning of the academic year means the student forfeits his/her right to appeal end of the year room fines and damage.



## **Break Periods & Staying During Winter Break**

During break periods, all students are encouraged to leave campus. Housing during winter break is provided for International students and those affiliated with an approved College-sponsored program. Students requesting to stay during winter break must contact Residence Life two weeks prior to the last day of the semester. Students approved to stay on campus during winter 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, may be subject to a fine, and may receive judicial consequences.

## **Closing Procedures of Residence Halls**

Rooms may not be occupied:

- By new students prior to the date specified in the Orientation Program.
- By returning students prior to the day preceding the first day of classes.
- During winter break by students who have not received prior permission from the Residence Life Staff for college-sponsored activities.
- 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 break periods, students should do the following:

- Close and lock windows; draw shades
- Unplug all electrical equipment
- Turn off lights; lock door
- Remove perishable items and trash from individual rooms and common areas

## **Entering Student Rooms**

Each student has a right to privacy in his/her room. College personnel have the right to enter student rooms for routine maintenance and inspection at all times. Under certain circumstances, the student right to privacy is waived, including instances when: 1) a student requests that maintenance work be completed in the room; 2) the college needs

to repair, inspect and/or maintain facilities; 3) the College or its representatives reasonably fear harm to life, safety, health, property, or illegal activity; (4) the college is closed.

## **LIVING IN THE 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 Residence Life Office. Residence Hall lounges and common areas should not be used for overnight sleeping or hosting non-Ursinus students. Additionally, lounge furniture must remain in the appropriate lounge space; it may not be appropriated for individual student rooms. Please contact the Residence Life Office with questions or concerns about lounge space.

### **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 may 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 8:00AM Monday through Friday and from 2:00AM to 8:00AM 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 and Behaviors 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 are prohibited in, on, or about the residence halls/houses or rooms
- Firearms, ammunition, fireworks, incendiary or toxic chemicals, explosives, and weapons
- Public signs, college signs, dining hall property, 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
- Formal and/or informal athletic activities that should be confined to the proper playing fields or gym
- Motorcycles and motor vehicles of any kind
- 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
- Solicitors and/or photographers without authorization from the Residence Life Office

#### **Items Permitted In Residence Halls**

- Small portable refrigerators (3 cubic ft. maximum).
- Air conditioners (110-volt), in halls without central air (including, but not limited to, New Hall, Richter/North, and Reimert). In each instances, only one air conditioner is permitted in each student room.

#### **Facilities in the Residence Halls**

- All residence hall rooms are provided with a cable TV connection. Services to the buildings on the Main Campus and to the houses between 5<sup>th</sup> and 9<sup>th</sup> Avenues are provided through the ECHOSTAR/Dish Satellite Network. Other houses receive Comcast Cable Services. There is no additional charge for Cable/Satellite TV Services. No premium channels/services are provided. Information on channel line-ups may be found on the Ursinus College web site. For more information contact James C. Tiggett, III in Information Technology at [jtiggett@ursinus.edu](mailto:jtiggett@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. 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 James C. Tiggett, III in Information Technology at [jtiggett@ursinus.edu](mailto:jtiggett@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 the Office of 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 first-year students. Class year is determined by date of entry to the College. Specific information about room selection policies and procedures will be distributed to all students during the Spring semester.

## **Room Occupancy Policies**

- Only students who are enrolled full-time at the college may occupy a room.
- 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 (ie has vacant beds), the Residence Life Office may fill this vacancy at any time.
- 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.
- 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.
- 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. Additional room change restrictions may occur during the Room Lottery and Selection period. 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. Any change made without permission and written confirmation from the Residence Life Office will be considered an unauthorized room change. A \$100 fine and loss of "Squatter's Rights" may be assessed to students involved in an unauthorized room change. A second offense could result in an inability to participate in next year's Room Lottery and Selection Process, as well as judicial action.

### **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**

### **Fire Regulations**

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.

### **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 your campus phone—and give them 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. Gather in your building's identified gathering space. Spaces are announced to students during routine fire drills. If you are unsure of your designated gathering space, report to Wismer Lower.
6. 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 the Campus Safety Office (extension 3333) has been contacted -- even if you think the fire is out.
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.
- Be sure your Residence Director and Campus Safety are aware of your 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**

### **Individual Property Loss and 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 the Office of 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 the Residence Life Office. 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 Guidelines & Policies**

- The placing of decorations in a room must not damage ceilings, walls or woodwork. Students may not paste, glue, or nail materials 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 Facilities Services.
- 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.



## 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.....	\$30.00
Replace lock .....	\$150.00
Replace door strik .....	\$25.00
Replace door knob .....	\$50.00
Replace interior door .....	\$250.00
Replace exterior door .....	\$350.00
Replace double door panic bar.....	\$200.00
Replace closet door .....	\$250.00
Replace single door panic bar.....	\$125.00
Repair panic bar.....	\$70.00

Replace wooden door jamb .....	\$75.00
Refinish door-strip & refinish .....	\$100.00
Replace peep hole .....	\$10.00
Repair hole in wall 12"x12" .....	\$100.00
Repair hole in wall over 12"x12" .....	\$150.00
Repair mail box .....	\$40.00
Repaint wall .....	\$100.00
Repaint room .....	\$175.00
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 walls or adhesive removal .....	\$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 .....	\$25.00
Replace broken window up to 12"x12" .....	\$40.00
Replace broken window over 12"x12" .....	\$60.00
Replace broken tempered door glass .....	\$150.00
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 .....	\$15.00
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.....	\$235.00
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.....	\$50.00
Replace towel bar .....	\$15.00
Tampering with door alarms .....	\$100.00

## **CAMPUS SAFETY**

Campus Safety, a division of Student Affairs, aims to provide a safe and welcoming environment for the Ursinus community. Campus Safety Officers strive to meet the individual needs of all students, faculty and staff by providing frequent patrols, professional attitudes and quick response to safety concerns.

The Campus Safety Office is located in Wismer Hall on Olin Plaza, and provides services and protection for the Ursinus community 24 hours a day, 7 days a week. The staff consists of a Director and eight un-sworn Campus Safety Officers who participate in in-service training programs and regularly receive updated safety materials. The officers bring a remarkable background in selflessness and personal integrity to their position, and include former police officers, firefighters, youth counselors, and EMTs. Campus Safety Officers are trained in a wide array of security procedures including emergency response, CPR, AED, First Aid, and crisis intervention.

Campus Safety works closely with Collegeville Police and local and state agencies to protect the campus community and property while remaining sensitive to the educational objectives of Ursinus College. Safety 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.

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**

Police, Fire or Medical Emergencies: 911 (additional 9 is not needed from campus extensions)

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 emergency personnel 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 ALERT 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.

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).

\*\*Please see below for some 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

**OPEN 7:30AM-7:00PM CONTINUOUS SERVICE**

Saturday & Sunday

Brunch.....9:00 a.m. – 1:30 p.m.

Dinner.....3:00 p.m. – 6:00 p.m.

### **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 student's 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.

### **Hours of Operation**

#### **Jazzman’s**

Monday - Friday ..... 10:30 a.m. – 8:00 p.m.  
 Saturday & Sunday ..... Closed

#### **SubConnection**

Monday - Friday ..... 11:00 a.m. – 1:00 p.m.  
 ..... 6:00 p.m. – 8:00 p.m.  
 Saturday & Sunday ..... Closed

#### **Grill 155**

Monday - Friday ..... 11:00 a.m. – 1:00 p.m.  
 ..... 6:00 p.m. – 8:00 p.m.  
 Saturday & Sunday ..... Closed

#### **Sandella’s**

Monday - Friday ..... 11:00 a.m. – 1:00 p.m.  
 ..... 6:00 p.m. – 8:00 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.

### **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.

### **Convenience Store**

Monday – Wednesday .....8:00 am – 11:00 pm  
Thursday & Friday .....8:00 am – 1:00 am  
Sat .....10:00 am – 1:00 am  
Sun .....10:00 am – 11:00 pm

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)  
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 Collge 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  
Intervarsity 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.

Greeks 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 below.



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](mailto: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-Friday: 6:30 a.m. – 10 p.m.
  - Sundays & Saturdays: 12 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, Intramurals, Athletics have priority for 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

- ESS classes, Intramurals, Athletics have priority for use of these areas.

**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 Wright .....610-409-3498

Floy Lewis Bakes Center

**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.

## **CLUB SPORTS**

The Club Sports Program at Ursinus College is designed to allow students to compete in a variety of sports. Members of the club sport are responsible for the operation of the club. Successful club sports have leaders who communicate effectively not only with their teammates, but also with the Leadership Development & Student Activities Office (LD/SAO).

Club sports are subject to the rules and regulations found in the Student Handbook, the Club Sports Handbook, as well as other applicable policies. The Leadership Development & Student Activities Office runs the club sports program in collaboration with the Athletic Department.

A club sport is a registered student organization intended to promote the common interests of a particular sport or activity through participation and competition. Many clubs are organized for the primary purpose of competition; whether it is intercollegiate or between other club members. For more information on the various levels of club sport participation, please refer to Appendix B.

Participation in a club sport is completely voluntary. Membership is open to all current students regardless of skill level. The clubs are organized and administered by students with the officers providing the organizational leadership for their club's activities. All clubs practice regularly in order to promote and develop the skills and interests of their members.

## **Establishing a Club Sport**

To be recognized as a club sport at Ursinus College, each organization must agree to abide by the guidelines and expectations outlined in this handbook.

No student may be discriminated against by any organization for reasons of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex or sexual orientation.

If a student group wishes to create a “Competitive Club Sport” or a “Recreational Club Sport” the group should fill out the proposal form(s) following the appropriate link below (forms also provided in Appendix 2):

**Competitive Club Sports:**

<https://ursinuscollege.wufoo.com/forms/competitive-club-sports/>

Competitive Club Sports will be considered **only** for sports not already offered at the NCAA intercollegiate level.

If a student group applies for Competitive Club Sport status, and is given approval, they will be considered “provisional” for one year - the semester in which they were granted approval, plus one additional semester. Provisional status means the Competitive Club Sport may not compete on/off campus until their provisional status has been lifted.

**Recreational Sports:** <https://ursinuscollege.wufoo.com/forms/intramural-sports-form/>

Recreational Club Sports may exist even if the sport is offered at the NCAA intercollegiate level.

If a student group is approved for status as a Recreational Club Sport, they are considered “official” once final approval is granted.

Additional instructions can be found at <http://www.ursinus.edu/netcommunity/page.aspx?pid=484>. Approval of a proposed organization will be granted by USGA, SASC, CSI.

## **Renewal of Club Sport**

In early spring semester, each organization will undergo a yearly review to determine eligibility for the following academic year. The Leadership Development & Student Activities Office will oversee this process with input from the CSI Committee. It will be completed in timeline that is conducive for AFAC requests to be submitted.

At the beginning of the every academic semester, the Leadership Development & Student Activities Office will set up a mandatory meeting for all members of preexisting club sports, as well as their faculty advisors. At the meeting, the Leadership Development & Student Activities staff will review the handbook and other applicable college policies. Following the meeting, the team leaders and advisors will make arrangements with the

Assistant Director of Leadership Development & Student Activities to ensure all required paperwork is turned in before the start of any activities.

### **Role of Advisor/Coach**

All competitive and recreational club teams must have an advisor who is full time member of the college's faculty or staff. The role of the advisor shall be to meet regularly with the team he/she has agreed to advise and to provide proper guidance concerning all aspects of operations for the team. The advisor along with the Leadership Development & Student Activities staff will need to approve the expenditure of any funds and make certain that all equipment is properly cared for taking into account any repairs and storage arrangements.

It is the responsibility of the competitive club or recreational club team to obtain a coach in the sport or activity each team participates in if so desired. Any external coach who provides services to the college must be vetted by having a background check and present proof that he or she has coaching experience in the sport or activity that they wish to oversee. Coaches must adhere to all standards, policies, and regulations concerning Ursinus College and any governing body associated with the sport or activity. Coaches serve at the discretion of the Associate Dean of Students and will be required to meet on a regular basis with the Leadership Development & Student Activities staff to ensure clear expectations and communications.

### **Budget**

The college cannot guarantee financial support for the club sports program. Currently, the club sports program at Ursinus operates under the "pay to play" policy enacted by the Activities Fund Allocations Committee (AFAC). As of spring 2011, this caps all club sports' budgets at 5% of the total AFAC budget. The practical implication of this is that teams will have to pay out-of-pocket for most expenses.

### **Ursinus College Fundraising Policy**

#### **Definition:**

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational project.

#### **Guidelines:**

The organization must complete a request form and obtain approval of the fundraising activity from the Fundraising Approval Board (FAB), which has representation from students and staff from the following departments: Student Activities, UCARE, Business Office, Advancement, Dean's Office and Academic Programming. This group meets weekly throughout the semester.

1. The fundraising activity is required to offer a benefit to the College community that is consistent with its educational mission.
2. The purpose for which the funds will be raised must be consistent with the group's goals and Ursinus College policies. The fundraising activity must not violate legal, tax, or corporate restraints upon the College.
3. An accounting of any funds raised must be provided to FAB within five business days of the event or completion of project.
4. A currently enrolled student member(s) of the group must be present during the entire event.
5. In the absence of an available exemption, the event sponsor is responsible for ensuring the collection, reporting, and payment of all applicable Pennsylvania State Sales and Use Taxes.
6. Event organizers are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
7. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices.
8. Neither individuals (regardless of affiliations with Ursinus College) nor private, commercial organizations may sell or promote the sale of products or services on Ursinus College owned, operated, or controlled property except:
  - a. Individuals or organizations with whom/which Ursinus College has entered into a written contract.
  - b. Individuals or organizations authorized in writing by Ursinus College to engage in the sales of goods or services for the benefit of a recognized Ursinus group.
9. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event or in connection with the project.
10. Ursinus College reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the College and/or agree to indemnify the College and College personnel against liabilities arising from their acts or omissions.
11. Ursinus College reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

## **Fundraising for Non-College affiliated Charitable Organizations**

Fundraising for non-profit, charitable organizations (e.g., *The Red Cross*, *American Cancer Society*, etc.) having no direct affiliation with Ursinus College is permissible provided that the above guidelines are followed, and:

1. The organization submits a statement of support on the organization's letterhead to FAB acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.
2. The organization provides proof to the College that it is registered as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter, and that its proposed use of College owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s).
3. The Ursinus group planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
4. Educational information about the agency and the services it provides is made available at the event.
5. The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations.

### **Prohibitions**

Ursinus College reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

1. Solicitation by credit card or telephone card companies, unless approved by the Vice President of Student Affairs and Senior Vice President of Advancement.
2. Door-to-door fundraising on Ursinus College owned, operated, or controlled property, unless approved by the Director of Residence Life
3. Sale or distribution of items that violate College trademark rights or existing contracts

### **Locations**

The specific campus locations listed below have established additional criteria for fundraising activities. All of these areas require the approval by FAB and:

1. Residence Halls: approval by the Residence Life Office
2. Academic Buildings: approval by the Academic Dean's Office
3. Athletic Facilities: approval by the Athletics Office

### **Additional Restrictions and Requirements**

Ursinus College acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the College reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

### **Enforcement**

Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to College policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event.

### **Sanctions**

Sanctions for violation of this policy by students and/or college groups include, but are not limited to: fines and/or restitution, loss of the right to use College property or facilities for activities, loss of recognition for student organizations, disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

### **Reservation of Rights**

Ursinus College reserves the right to amend this policy at any time.

### **Standards and Conduct**

1. Club sports are non-profit, do not provide financial aid or scholarships to participants, and do not emphasize recruitment.
2. All club sport members are expected to adhere to the student code of conduct as found in the Student Handbook.
3. Club sport members assume financial responsibilities for participation in a club sport (above what is allocated by AFAC funding).
4. Generally, events and competition are scheduled with universities/colleges within a 100-mile radius of Ursinus College, with the exception of regional and end-of-the-season tournaments.
5. Coach/captain must meet with the Assistant Director of Leadership Development & Student Activities to arrange facility contract.
6. Any use of alcoholic beverages or illegal substances connected to club sport activities may result in loss of recognition of the club sport and withdrawal of college funding. The individual(s) involved will be subject to Ursinus College's judicial process.

The use of alcohol, tobacco, or other drugs is prohibited on any playing field or venue of Ursinus College. Any athlete (club or intercollegiate) found to be in violation will be subjected to Ursinus College judicial policy.

### **Additional Information:**

<http://www.ursinus.edu/netcommunity/page.aspx?pid=297>



## 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.
  - Saturday .....9:00 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

**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](http://www.septa.org)

Amtrak Information..... 800-872-7245

Amtrak's Website .....[www.amtrak.com](http://www.amtrak.com)

Tropiano Transportation ..... 800-559-2040 or 215-616-5370

Tropiano's E-mail Address .....[tropans@aol.com](mailto: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/](http://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](http://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](mailto: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 Support in the lower level of the Myrin Library. This program is available at no cost 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](mailto: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](mailto: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 27):** 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 29):** Parents, grandparents and other family members are invited to the campus in the fall for a full day of activities.

**Homecoming (September 27):** 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**

The Office of Alumni Relations is committed to maintaining relationships with Ursinus College alumni of all years and affiliations. It is our hope that Ursinus will continue to be a home for those who studied here. We continue to find look for new and exciting ways to engage our alumni, parents and friends.

The Office of Alumni Relations manages all alumni activities at the College. Alumni are invited to participate in a variety of educational, service, and social activities by class, region and affinity group.

Leadership opportunities for alumni are available with the *National Council* and *Young Alumni Council* organizations.

The *National Council* serves as the major platform for engagement and philanthropic activities for key alumni and parent leaders. Members are champions and local spokespersons for the College. They serve as hosts at events that build greater understanding and appreciation for the College, and they help to develop a culture of giving. The Council provides advice and counsel, bring resources and advocacy, and attend a yearly meeting at the College.

The *Young Alumni Council* is a platform to generate new opportunities for social and educational programming, networking, and fundraising activities with a primary focus on alumni of the last 10 years.

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

The alumni website, ([www.ursinus.edu/alumni](http://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 and 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 Office of Alumni Relations works collaboratively with the College's Career Services, 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 regularly by e-mail to all students, faculty and staff, the UC-Link displays a calendar of events, important announcements, news summaries and Ursinus athletics results and schedules. Submit events using the form at <http://events.ursinus.edu>. Submit announcements with the form at <http://announce.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](mailto: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      2012-2013**

#### **August 2012**

August 23 (Thursday) Freshman Check-In

August 24 (Friday) Ursinus Day Academic Convocation

August 26 (Sunday) Upper Classes Check-In

August 27 (Monday) Fall Semester Begins

#### **September 2012**

September 7(Friday) Last Day to Add Classes

September 29 (Saturday) Family Day

#### **October 2012**

October 12 (Friday) Fall Holiday begins (after classes)

October 13-16 (Saturday-Tuesday) Fall Holiday

October 17 (Wednesday) Classes Resume  
October 26 (Friday) Last Day to Drop with "W"  
October 27 (Saturday) Homecoming

### **November 2012**

November 5 (Monday) Spring Term Registration Begins  
November 16 (Friday) Spring Term Registration Ends  
November 20 (Tuesday) Thanksgiving Recess Begins (after classes)  
November 20 Residence Halls Close 5 pm  
November 21-25 (Wednesday-Sunday) Thanksgiving Recess  
November 25 (Sunday) Residence Halls Open 12 pm  
November 26 (Monday) Classes Resume

### **December 2012**

December 10-15 (Monday-Saturday) Final Exams

### **January 2013**

January 13 (Sunday) Residence Halls Open 12 pm  
January 14 (Monday) Spring Semester Classes begin  
January 25 (Friday) Last Day to Add Classes

### **March 2013**

March 1 (Friday) Mid Semester Grades Due  
March 1 Spring Break begins (after classes)  
March 1 Residence Halls Close 5 pm  
March 2-10 (Saturday-Sunday) Spring Break  
March 10 (Sunday) Residence Halls Open 12 pm  
March 11 (Monday) Classes Resume  
March 22 (Friday) Last Day to Drop with "W"

### **April 2013**

April 12 (Friday) Fall Semester Registration Ends  
April 30 (Tuesday) Reading Day

**May 2013**

May 1-4 (Wednesday-Friday) Final Exams

May 6-8 (Monday-Thursday) Final Exams

May 9 (Thursday) Baccalaureate

May 10 (Friday) Commencement

**June 2013**

TBA Orientation

## Where To Go & Whom To See About...

Academic Counseling .....	Faculty Adviser, Dean's Office, Ext. 3720 or 610-409-3720
Activities.....	Student Activities Office, Wismer Center, Ext. 3608 or 610-409-3608
Admissions.....	Admissions Office, Corson Hall, Ext. 2224 or 610-409-3200
Art Museum.....	Berman Museum of Art, Ext. 2354 or 610-409-3500
Athletics.....	Athletics Office, Floy Lewis Bakes Center, Ext. 2252 or 610-409-3606
Bills.....	Student Financial Services, Corson Hall, Ext. 3600 or 610-409-3600
Books.....	Bookstore, 610-409-3584, Ext. 3584
Campus Jobs .....	Career Services, Bomberger Ext. 2274, 610-409-3599 or UC CareerNet
Career Information.....	Career Services, Bomberger Ext. 3599 or 610-409-3599
Changing Majors.....	Faculty Adviser, Academic Dean's Office, Ext. 3720
Changing Roommates .....	Residence Director, Residence Life, Myrin Library, Ext. 3590 or 610-409-3590
Clubs & Organization .....	Leadership Development Office, Wismer Center, Ext. 3608 or 610-409-3608
Commuting Students.....	Organization of Commuting Students; Leadership Development Office, Ext. 3608
Counseling .....	Wellness Center, Ext. 3100 or 610-409-3100
Financial Aid/Scholarships.....	Financial Aid Office, Corson Hall, Ext. 3600 or 610-409-3600
Food Arrangements .....	Dining Services, Wismer Center, Ext. 3602 or 610-409-3602
Fraternity Information .....	Inter-Greek Council; Leadership Development Office, Wismer Center, Ext. 3608 or 610-409-3608

Graduate School Information..... Appropriate Department Chairperson; Career Services,  
Bomberger, Ext. 3599 or 610-409-3599

Health Issues.....Counseling and Wellness Center, Ext. 3100 or 610-409-3100

Judicial Process..... Dean of Students, Myrin Library, Ext. 3590 or 610-409-3590

Key Replacement ..... Residence Life, Myrin Library, Ext. 3590 or 610-409-3590

Laundry..... Residence Life, Myrin Library, Ext. 3590 or 610-409-3590

Library..... Front Desk, Ext. 3607 or 610-409-3607

Lost & Found ..... Campus Safety, Wismer Center, Ext. 3333 or 610-409-3333

Mail Services .....Mailboxes located in Wismer Lobby B; Campus mail room in  
Facilities, Ext. 3483;

Maintenance Concerns ..... Facilities Services, Ext. 3598 or 610-409-3598

Multicultural Issues ..... The Office of Multicultural Services, Unity House, Ext. 3653 or 610-409-3653

Parking..... Campus Safety, Wismer Center, Ext. 3333 or 610-409-3333

Roommate Problems ..... Resident Assistant; Resident Director, Residence Life, Myrin Library,  
Ext. 3590 or 610-409-3590

Security..... Campus Safety, Wismer Center, Ext. 3333 or 610-409-3333

Scheduling of Events in Wismer ..... Leadership Development/Student Activities Office, Wismer Center,  
Ext. 3608

Scheduling of Events Outside of Wismer.....Linda Korenkewicz, Ext. 3591

Sorority Information.....Inter-Greek Council, Leadership Development Office, Wismer Center, Ext. 3608

Transportation Off-Campus ..... Bus & train schedules & off-campus trips; Leadership Development Office,  
Wisner Center, Ext. 3608, Shuttles; Dean of Students Office, Corson Hall, Ext. 3590

Tutoring ..... Tutorial Programs, Unity House, Ext. 3653 or 610-409-3653

Visitors' Information ..... Visitors' Guide listing area lodging & restaurants, Leadership Development  
Office, Wisner Center, or College Communications Office, Corson Hall

Wellness ..... Wellness Center, Ext. 3100 or 610-409-3100