

# Delaware Valley College

## 2008/2009

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## POLICIES AND RULES

The information in the Handbook is current as of press time and supersedes other previously printed material. All policies and rules stated herein are subject to change. These policies do not constitute all of the College's policies and procedures. The College Catalog contains the official academic policies of the College. If there is any difference between a policy in the Catalog and the Handbook, the policy in the Catalog prevails. It is your responsibility to keep current with policy changes. All policy changes are communicated through Student Government minutes, posted announcements, or campus e-mail.

**Consistent with Title VI, Delaware Valley College does not discriminate on the basis of race, color, sex, sexual orientation, age, national or ethnic origin, or handicap in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, employment, or other school-administered programs**

**The College recognizes racial epithets and threats against specific racial groups as racial harassment. The College's definition of harassment and the ethnic intimidation policy can be found in this Student Handbook along with the disciplinary actions the College will take against those that commit any harassing actions. Any person who has any information concerning the identity of individuals committing vandalism in the form of graffiti which contains racial epithets and threats should contact campus security.**

### **POLICIES IN BRIEF -YOU WILL BE IN VIOLATION IF YOU:**

- **Create a Hostile Environment for an individual or group** through speech, graffiti, or engaging in unwanted contacts via cell phone, e-mail, chat rooms, instant messaging, etc.
- **Violate Alcohol or Drug Policy.** NO hard alcohol is permitted on campus, only beer and/or wine. You must be 21 to legally drink or be in possession of alcohol on campus. Underage consumption is a violation of the college policy.
- **Violate the Fire Safety Policy** by lighting fires anywhere on campus or having candles, incense or cooking devices such as toasters, grills, toaster ovens, hot plates, coffee makers or George Forman Grills in a residence hall room or failing to leave a building during a fire alarm
- **Violate the Residence Life Policies** by having pets, switching rooms or roommates without getting written consent beforehand, failing to check in or out properly or disrespecting staff including RAs, ACs, Security Officers and other college employees

Please read your entire handbook carefully and make sure you fully understand what can happen if you violate the Student Code of Conduct!

## EMERGENCIES

**Members of the Public Safety and Security Office can be reached 24 hours a day 7 days a week, at extension 2315 or from an off campus phone at (215) 489-2315. In case of emergencies, dial 89 from any campus phone. Dialing 911 will register your location both in the Bucks County Police Radio Room and the Delaware Valley College Security Office.**



## **PRESIDENT'S WELCOME: *OUR COLLEGE AND GOOD CITIZENSHIP***

Welcome to Delaware Valley College and to the 2008-2009 academic year! As your president, it is my pleasure to welcome you and invite you to share my excitement in a year that represents new beginnings, new opportunities, and endless possibilities. I am a great believer in the college's mission that education must combine academic instruction with practical professional experience, preparing you for a lifetime of learning, success in the workplace, and good citizenship.

I set particular value on the importance of good citizenship, both in the work of the college and in the conduct of all of us who live and work here. Externally, I believe we have unprecedented opportunities to contribute to our surrounding community, our region, and the world in general. Internally, I stress to students the significance of good citizenship predicated on the acceptance of laws, policies, and regulations. Good citizenship depends on mature judgment and the expectation that each individual take personal responsibility for his or her actions and behavior. Adherence to the guidelines set forth in this Student Handbook allows for us to create a living and learning environment in which respect, mutual care, and consideration are at the very core. I ask each of you to do your part, and I pledge to do mine.

Delaware Valley College has much to be proud of. Together, we can continue the college's longstanding traditions and make way for future possibilities. The college can and will provide the education and leadership opportunities that entails. It is up to each of you to take advantage of what is offered. I ask your help in making 2008-2009 a wonderful year!

Sincerely,

Joseph S. Brosnan, Ed.D.  
President

## **THE MISSION OF DELAWARE VALLEY COLLEGE**

The Mission of Delaware Valley College is to provide students with an opportunity to reach their highest potential and to acquire, in an intellectually stimulating environment, a quality education emphasizing hands-on experiential learning in agriculture, arts and sciences, business, and graduate studies. The College prepares students for meaningful personal and professional lives and leadership roles in service to the community, the state, the nation, and the world by emphasizing scholarship with good citizenship, and appreciation of our cultural heritage and the importance and necessity of lifelong learning. Students are selected without regard to race, color, creed, ethnic origin, gender, age, disability or economic status.

## **MISSION FOR THE OFFICE OF STUDENT AFFAIRS**

Student Affairs professionals work within the College Mission to facilitate the development of the total person and affirm that campus life is an essential part of the educational process. By offering educationally purposeful activities, Student Affairs professionals foster citizenship, community and leadership development and the acceptance of differences in a climate of support and challenge.

## **CORE VALUES BY WHICH WE CONDUCT ALL STUDENT AFFAIRS BUSINESS:**

We believe the core values of integrity, caring and truth are best achieved through demonstrating respect, maintaining fairness and treating all members of the college community with dignity.

## **GUIDING PRINCIPLES OF STUDENT AFFAIRS**

The ultimate test of our effectiveness is the positive difference we make in the life of an individual student.

**Office of Student Affairs, 2nd floor Student Center, x2215**

**VP for Student Affairs/Dean of Students, Dr. Elizabeth Arrison**

**Assistant Dean of Students, Mr. Paul W. Kingsbury**

**Director of Student Activities, Dr. Mena Birett**

**Director of Student Health Services, Ms. Judy Wood-LeVien, RN**

**Administrative Assistant, Ms. Alexis Islinger**

## **INTERPRETATION AND REVISION**

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student Affairs/Dean of Students or his/her designee for final determination. The Student Code of Conduct shall be reviewed every two years under the direction of the Vice President for Student Affairs/Dean of Students.

**Based on the 21st Century Model Student Code of Conduct**

**Journal of College and University Law, Vol 31 No.1, 2004.**

Edward N. Stoner II and John Wesley Lowery

# DELAWARE VALLEY COLLEGE STUDENT CODE OF CONDUCT

## **PREAMBLE:**

The Delaware Valley College community depends on personal concern for one another, and the expectations outlined in this handbook serve as a guide to empower all members to live in harmony, to interact effectively, and to learn from each other. These standards, by which we all agree to live, protect our personal freedom by encouraging a climate of trust, concern, and respect conducive to learning and growing.

Actions and attitudes that undermine this respect and concern are detrimental to the College community. We strive instead to act in a manner that promotes the pursuit of knowledge in an atmosphere of integrity, caring and truth. In order to do so, we agree to uphold the following standards:

We will treat all members of the Delaware Valley College community, that is anyone who lives, works, or learns here, as well as those who visit the community, with conscientious respect, fairness, and dignity. We will respect the property of other members of the community, treating all such property with care equal to or greater than that accorded our own property. Further realizing that the property of the College, its buildings and grounds and all encompassed within, serves to benefit all members of the community, we agree to preserve this property for others to use after us.

We recognize that the privilege of being a student at Delaware Valley College carries with it certain responsibilities of scholarship, character and mature judgment. Students, as adults, are obligated to obey the law, and bear ultimate responsibility for their actions. Just as the College grants the privilege of admission based on academic qualifications, extracurricular and work activities and general deportment, so the College may withdraw the privilege of admission from any student for cause.

## **ARTICLE I: DEFINITIONS**

1. The term College means Delaware Valley College.
2. The term “student” includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate or graduate studies. Incoming students who have been admitted to the college but who have not registered for classes and persons who are not officially enrolled for a particular term but who have a continuing relationship with Delaware Valley College are also considered students.
3. The term “faculty member” means any person hired by the College to conduct classroom activities.
4. The term “College official” includes any person employed by the College, performing assigned administrative, paraprofessional or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.
6. The term “organization” means any number of persons who have complied with the formal requirements of the College to be formally recognized.
7. The term “Student Conduct Board” means any person or persons authorized by the President and or the Vice President for Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
8. The term “Student Conduct Advisor” means a College official authorized on a case-by-case basis by the Vice President for Student Affairs/Dean of Students to hear charges and impose sanctions upon students found to have violated the Student Code of Conduct.
9. The term “Hearing Officer” means a College official authorized on a case-by-case basis by the Assistant Dean of Students to hear the charges and to impose sanctions, where appropriate, upon students found to be in violation of the Student Code of Conduct.

10. The term “Appeals Board” means any person or persons authorized by the Vice-President of Student Affairs/ Dean of Students or his/her designee to consider an appeal from a conduct board’s determination that a student has violated the Student Code of Conduct.
11. The Vice President for Student Affairs/ Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.
12. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, Housing Agreement and College Catalogs.

## **ARTICLE II: STUDENT CODE OF CONDUCT AUTHORITY**

The President of the College shall determine the composition of the Student Conduct Board for faculty and administrative positions. The Vice President for Student Affairs shall determine the composition of the Board for student representation.

The Vice President for Student Affairs or his/her designee shall develop policies for the administration of the student conduct system and procedural rules for conduct of hearings, which are not inconsistent with provisions of the Student Code of Conduct of Conduct.

## **ARTICLE III: PROSCRIBED CONDUCT**

### **A. Jurisdiction of the College Student Code of Conduct**

College jurisdiction and discipline extends to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

#### **1. Violation of Law and College Policy**

- a. If a student is charged with an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct, which demonstrates disregard for the College community.
- b. If a violation of law which also would be a violation of this Student Code of Conduct is alleged, proceeding under this Student Code of Conduct may go forward against an Accused Student who has been subjected to criminal prosecution only if the College determines that its interest is clearly distinct from that of the community outside the College. The College may impose sanctions if public prosecution of a student is anticipated or once law enforcement officials have disposed of the case.
- c. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration of that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding before a Student Conduct Body, under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally with the College community.
- d. When a student is charged with a Felony, that student may be placed on an involuntary leave pending the outcome of said charges. Once the civil or criminal charges have been resolved, the student may request reinstatement subject to their hearing with the College.

### **B. Good Samaritan Policy**

In the event of a situation that is life threatening or a danger to the community, students can report the incident without the fear of reprisal for the situation in which he or she gives assistance. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate College policy.

## C. Conduct-Rules and Regulations

The Rules and Regulations outlined below represent a broad overview of possible infractions. Specific policies and procedures are detailed in the text of this handbook. Annual statistics are kept and reported each year in compliance with the Clery Act, on the following infractions: criminal homicide, manslaughter, sex offenses, robbery, aggravated assault, burglary, larceny, arson, vandalism, alcohol offenses, drug offenses, disorderly conduct, ethnic intimidation, motor vehicle theft, public drunkenness and driving under the influence. Violations of the law as well as specific college policies are considered violations of the code of conduct and are dealt with accordingly. Such violations could result in a judicial hearing or handled informally. In either case, the documentation does become a part of their judicial history. Any student found to have committed any of the following misconduct is subject to the disciplinary sanctions outlined.

*Type One Behaviors: The following behavior is considered of the utmost gravity by the College, and may result in a maximum sanction of expulsion from the College.* Please note that lesser sanctions may be applied based on the nature of the violation.

### 1. Physical Assault, Infliction or Threat of Bodily Harm:

This includes, but is not limited to, the following: inflicting or threatening to inflict bodily harm; coercing or restraining any person while on or about College premises; brandishing of weapons or fists and spitting upon another individual;. No person shall threaten, intimidate, harass (verbal or non-verbal), retaliate, or physically harm a college employee in relation to his/her job responsibilities.

### 2. Sexual Assault or Abuse:

Sexual Assault occurs when the act is intentional and is committed either by a) physical force, violence, threat, or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of drugs or alcohol; or d) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent. For the purpose of this policy, consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act. Sexual assault in its most serious form involves nonconsensual sexual penetration. In its less serious form it may be the equivalent of statutory rape.

### 3. Acts of Dishonesty including but not limited to:

- a. Cheating, plagiarism, or other forms of academic dishonesty.
- b. Furnishing false information to the College by forgery, alteration or misuse of College documents or records with intent to deceive.
- c. Furnishing false information to any College official.

### 4. Disruption/Obstruction of College Functions or Activities:

- a. Obstructing or interfering with the orderly conduct of College activities including, but not limited to, teaching, research, events sponsored by the College, and administrative and disciplinary procedures.
- b. Obstructing the free flow of vehicular or pedestrian traffic on College premises.

### 5. Unauthorized Use of College Keys: Includes the unauthorized duplication, attempted duplication, use, loan or possession of any key to any College facility including.

### 6. False Report of Emergency:

- a. Intentionally initiating or causing to be initiated any false report, warning or threat of impending fire, explosion or any other emergency.
- b. Intentionally causing the evacuation of a College building for reasons known to be false.

7. **Forcible Entry:** Forcibly breaking into and or entering, or attempting to break into any College facility.
8. **Hazing:** Defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a group or organization. The full Hazing Policy can be found in the “Other Policies” section of the Student Handbook.
9. **Harassment:** Committing, conspiring to commit, or causing to be committed any act which causes or is likely to cause serious physical or mental harm or which tends to injure or actually injures, intimidates, stigmatizes, frightens, demeans, degrades, or disgraces any person or group. This includes, but is not limited to racial, sexual, and peer harassment or intimidation and stalking.
10. **Possession of Dangerous Weapons, Devices or Substances:** Possession or storage of firearms, explosives, other weapons or dangerous chemicals on College premises. Knives over 6”, switch blades or long blades, ice picks, or any instrument used to threaten or harm another person including any device used to propel a projectile, e.g., BB guns, paintball guns, and slingshots are not permitted on College property.
11. **Manufacture, Distribution or Sale of Drugs, Narcotics or Marijuana:** This includes manufacture, distribution, cultivation or sale of marijuana, heroin, or any other illegal drug, narcotic or controlled substance while on or about College premises.
12. **Interference with or Misuse of the Property Rights or Services of the College and/or member of the college community:**

This includes attempted or actual theft, defacement, damage, and destruction, unauthorized possession of College property or property belonging to any individual or group. Unauthorized use of, misuse of, or interference with any College service including, but not limited to, telephones, internet, etc...
13. **Computer abuse, including but not limited to:**
  - a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual’s identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of the College computing system.
14. **Repeated Violations, Violations of Probation or other Disciplinary Sanctions:** This applies to students who have demonstrated a history of violations of College policies of any type or who commit any violation of the terms of any Disciplinary sanction.
15. **Aiding, Abetting, or Complicity:** This includes conspiring with or knowingly helping or encouraging another person to engage in violations of the Code of Conduct.
16. **Abuses of the Student Conduct System including but not limited to:**
  - a. Failure to obey the summons of a conduct board or College official.
  - b. Falsification, distortion, or misrepresentation of information.
  - c. Disruption or interference with the orderly conduct of a hearing.
  - d. Institution of conduct proceeding knowingly without cause.
  - e. Harassment (verbal or physical), intimidation and/or attempting to influence the impartiality of a member of a conduct board or hearing officer prior to and/or during the course of the hearing.

- f. Failure to comply with the sanction(s) imposed under this Code.
- g. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.
- h. Violation of any federal, state or local law on College premises or at a College sponsored or supervised activity.

Type Two Behaviors: **The following behavior may result in a maximum sanction of suspension from the College.** Recommended Sanctions include, but are not limited to, the following: 1st Offense: \$500 fine, Disciplinary Probation for a minimum of one year. 2nd Offense: \$1000 fine, Dismissal from the Residence halls for a minimum of one semester. 3rd Offense: Dismissal from the College. Please note that additional sanctions may be applied based on the nature of the violation.

**1. Compromising the Safety of Other Students:** Examples include propping or popping doors, tampering with fire extinguishers, breaking emergency lighting, exit signs or hall telephones, setting off firecrackers or any other behavior that could inadvertently compromise the safety of other students.

**2. Courtship Violence:** Courtship violence occurs when one person in a dating relationship uses physical force or verbal/non-verbal harassment to injure, abuse, intimidate, harass, retaliate, or threaten another person in that relationship. Examples of courtship violence are slapping, grabbing, pushing, kicking, hitting, spitting, and threatening/unwanted voicemails or other communications. Both women and men can be victims of this type of violence.

The College does not condone the use of violence or harassment by any individual – even those involved in courting relationships. This type of behavior could result in dismissal from on-campus housing or suspension/expulsion from the College. Due to the dynamics involved in courtship violence, judicial procedures may be adapted so as to better meet the needs of all parties involved. Counseling for all parties involved is always recommended and is often required.

**3. Fighting:** This includes any aggressive behavior or engaging in any activity that endangers the safety or well-being of others. This differs from physical assault by the nature or severity of the actions.

**4. Sexual Misconduct:** Sexual misconduct occurs when an act is committed without intent to harm another and where, by failing to correctly assess the circumstances, a person believes unreasonably that effective consent was given without having met his/her responsibility to gain effective consent. Included in this category is indecent assault, defined as intentional offensive sexual contact that does not amount to sexual intercourse or involve penetration and that is committed without consent of the victim and without the intent to commit rape. Also included is inappropriate and unwanted touching.

**5. Trespassing or Misuse of College Facilities:** This includes unauthorized presence in or use or misuse of any College building or facility. This also includes unauthorized presence in areas of campus not designated for student use.

**6. Unauthorized Possession of Property:** Possessing, receiving or storing property on or about College premises known to have been wrongfully taken from the College or any person or group.

**7. Failure to comply with directions of College officials or law enforcement officers acting in the performance of their duties.** Includes failure to identify oneself to officials when requested to do so, verbal abuse directed toward any College official, and failure to comply with written or verbal direction(s).

**8. Unauthorized possession or use of drugs or narcotics:** This includes the possession or use of any illegal drug or drug paraphernalia for which the required prescription has not been validly obtained.

**9. Possession of Hard Alcohol.** Possession of hard alcohol by any student on or about college premises, regardless of their age, is prohibited. The presence of empty bottles of hard alcohol will be construed as a violation.

**10. Purchase and/or Distribution of Alcohol to Minors or Possession of Alcohol by Minors.** Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. The presence of empty containers of alcohol (cans, bottles, etc.) will be construed as a violation.

**11. Misuse of College ID** – includes allowing another individual to use your ID for identification purposes or entry into a residence hall.

Type Three Behaviors: **The following behavior may result in a maximum sanction of suspension, probation or any lesser sanction authorized by this Code.**

**1. Disorderly or Lewd Conduct:** Conduct, which is disorderly, lewd, or indecent; breach of peace. This includes, but is not limited to public intoxication and disruption of the peace on or about College premises.

**2. Unauthorized Possession or Use of Alcoholic Beverages:** This includes, but is not limited to, violation of Residence Hall policies with respect to alcohol and behavior that evidences the underage consumption of alcoholic beverages. The presence of empty containers of alcohol (cans, bottles, etc.) will be construed as a violation.

**3. Intentional Littering or Improper Disposal of Trash:** This includes leaving or placing trash in public areas other than the trash enclosures.

**4. Violations of Residence Hall Policies:** This includes, but is not limited to violations of such policies as Quiet Hours, Pet Policy, Smoking, Unauthorized room changes and Visitation.

#### **D. Involuntary Leave of Absence:**

1. *An Involuntary Leave* may be invoked under particular extraordinary circumstances and/or crisis situations in which a student's behavior makes his/her presence detrimental to the student and/or to others. The following guidelines address instances in which the college may require a student to temporarily be separated from the institution until such time as the causes of the behavior in question have been adequately addressed.

2. The Vice President for Student Affairs/Dean of Students may place a student on an *Involuntary Leave of Absence* when the student exhibits behavior that:

- Harms or threatens to harm the health and/or safety of the student or others;
- Causes or threatens to cause property damage;
- Interferes with the rights of others in the community to carry on their educational pursuits.
- Disrupts the educational and other activities of the college community.
- Is being investigated by the police or is being prosecuted by the authorities.

In making the decision to require a student to take *An Involuntary Leave*, the Vice President, or his/her designee acts out of concern for the student and his or her rights, concern for other students and concern for the college as a whole. While on leave, a student may not return to campus until officially reinstated by the Vice President for Student Affairs.

When placing a student on involuntary leave the college reserves the right to take all appropriate and immediate action, including:

- Contacting the student's parent(s) or guardian(s) when involuntary leave is imminent.
- Temporarily removing a student from housing and/or the College on conditions set by the College, which can be reviewed by the Vice President for Student Affairs.
- Removing the student from the residences, the campus and all college activities pending partial or full adjudication of the criminal charges

The Vice President for Student Affairs and or his/her designee will review each student's case in consultation with the appropriate college personnel and will ultimately decide on the duration of the involuntary leave and any conditions he/she deems appropriate.

A student wishing to return following an involuntary leave must initiate a request for reinstatement by writing a letter to the Vice President for Student Affairs detailing what has been accomplished during the absence along with supporting documentation attesting to the student's readiness to resume active student status.

The decision to reinstate a student from an involuntary leave of absence is a provisional measure which may be reversed if the student fails to be a responsible member of the Delaware Valley College community. Depending on the circumstances, the college may permit a student to return under special conditions or requirements.

The Vice President for Student Affairs will ultimately determine the appropriate course of action, which may include the following:

- a. The student may be again enrolled and allowed to return to the college and/or Residence Hall without further qualifications;
  - b. The student may again be enrolled and allowed to return to the college and/or Residence Hall subject to conditions as outlined by the Vice President of Student Affairs;
  - c. The student may be reenrolled as a commuter;
  - d. The student may be required to continue on an involuntary leave of absence until all conditions set forth by the Vice President for Student Affairs have been satisfied as determined by the Vice President for Student Affairs.
3. In the event that a student is placed on an involuntary leave, and if that leave extends for a period of two (2) weeks, a meeting of the Vice President for Student Affairs and the Vice President for Academic Affairs shall be convened at that time to ascertain the likelihood that the student will return to the College within the current term. If, at that time, it is determined that the student is unlikely to return within the current term, the Registrar will be instructed to withdraw the student from all classes effective the date of the issuance of the involuntary leave and the student's financial obligation will be adjusted accordingly.

## **ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

### **A. Charges and Hearings**

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Office of Public Safety and Security or the Office of Residence Life.
2. Charges will be investigated as soon as possible after the event takes place, preferably within two weeks. This may take longer if criminal charges are being faced.
3. Once the investigation is complete, the Student Conduct Advisor (or his/her designee) will, if warranted, set up a hearing.
4. When a student is accused of a violation(s) of a Type I behavior or has a history of violations, as defined by this Code, the Student Conduct Advisor or his/her designee shall determine whether the violation(s) should be heard administratively or by the Student Conduct Board. If it is heard by the Student Conduct Board, the procedures as outlined under "Section D" shall be followed.
5. If the alleged violation(s) are heard administratively, the student(s) will be contacted usually through a charge letter outlining the specific charge(s). The procedures as outlined under "Section C" shall apply.
6. If deemed appropriate by the Hearing Officer the sanctions may be imposed immediately following the hearing and/or delivery of the sanction letter.

### **B. Informal Disposition**

1. In cases occurring during "high volume" periods such as Homecoming or A-Day or finals, automatic and/or instantaneous judicial summons may be utilized for conduct violations.

2. In cases in which the student or organization does not dispute the facts leading to the charge made by the Student Conduct Advisor, a formal hearing or further proceeding may not be required. Accepting responsibility from the outset may lessen sanctions.
3. If the Student Conduct Advisor and/or her/his designee, after conferring with a student or organization, and reviewing facts pertaining to the case, decides that suspension or expulsion from the College is a possible sanction, s/he may refer the case directly to the Student Conduct Committee for formal disposition.
4. If suspension or expulsion from the College is not a possible sanction, the student or organization will be notified of the alleged violation(s). The student or organization shall have two (2) business days from the date of receipt of the charge letter to schedule an appointment with a Hearing Officer regarding the disposition of the case.

**C. Formal Disposition Type I, II, or III Violations that are heard administratively: For a violation(s) that is heard by the Student Conduct Advisor or his/her designee, the following procedures will apply:**

1. Upon receipt of an incident report, the Student Conduct Advisor or his/her designee shall prepare a Charge Letter outlining the alleged violation(s).
2. The Charge Letter will be hand-delivered to the student and the student will be asked to sign a receipt for the letter. Upon receipt of the letter, the student will have two (2) business days, from the date of receipt of the letter, in which to schedule a hearing with the Hearing Officer. In some cases the student may be contacted by phone or email to schedule an appointment with the Hearing Officer.
3. If the student fails to schedule an appointment within two (2) business days, the Hearing Officer may make a determination of the case without the student present.
4. On the scheduled date, the student will meet with the Hearing Officer to review the allegations. The student will have the opportunity to bring whatever evidence s/he may have to dispute the charges.
5. If the student wishes to bring a witness, the student must inform the Hearing Officer within 24 hours of the scheduled appointment.
6. Students are urged to prepare a written statement prior to entering the hearing
7. The judicial officer in charge will hear the evidence and determine if:
  - a. It is more likely than not that a violation has occurred
  - b. Determination of the sanction(s) if the student is found in violation.
8. At the conclusion of the hearing, a letter will be delivered to the student stating the outcome of the hearing including any sanctions, where applicable. The student may be asked to sign for receipt of this letter.
9. First Level Appeal: If the student disagrees with the decision made by the Student Conduct Advisor's designee (in most cases, this will be an Area Coordinator), the student may appeal the decision, in written form, to the Student Conduct Advisor within three (3) business days from the date of receipt of the outcome letter.
10. Second Level Appeal: If the student disagrees with the decision made by the Student Conduct Advisor (in most cases, this will be the Assistant Dean of Students) the student may appeal the decision, in written form, to the Vice President for Student Affairs/Dean of Students, within three (3) business days from the date of receipt of the outcome letter.
11. Criteria on which an appeal will be considered are discussed later in the handbook.

**D. Formal Disposition for Type I Violations in Which Suspension or Expulsion is a Possibility**

1. A written "Notification of Alleged Violation(s) and Pending Disciplinary Hearing" shall be delivered in person, or sent to the student's or organization's local address of record by certified mail return receipt requested.

2. Hearing Procedures: The following procedural guidelines shall be applicable in disciplinary hearings:
- a. No less than three (3) College working days prior to the hearing, the complainant and the respondent (alleged violator) must submit all printed documents, including lists of witnesses and expected testimony for the complainant and respondent to the Student Conduct Advisor. The Student Conduct Advisor will provide access of written statements to the complainant, respondent, and members of the Student Conduct Board.
  - b. The complainant and the student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and the student are responsible for presenting their own cases. Therefore, advisors are not permitted to speak or to participate directly in any student conduct hearing. Students or organizations that have chosen an attorney as their advisor shall notify the Student Conduct Advisor of the attorney's name and phone number no less than three (3) College working days prior to the hearing. Advisors may not appear in lieu of the student or organization.
  - c. In the event that the College chooses to proceed through legal counsel, the student or organization will be notified three (3) College working days prior to the hearing and also shall have the right to proceed through counsel. Counsel may not appear in lieu of the student or student organization.
  - d. Hearings will be held in private except when the student or student organization requests an open hearing. This request must be made in writing to the Student Conduct Advisor at least three (3) College working days prior to the hearing. The student must sign a statement indicating the advisor has the right to attend the hearing and the right to an open hearing. The Student Conduct Advisor, however, will have the authority to close a hearing even if a request has been made to have it open.
  - e. If a student or organization fails to appear, the hearing may proceed without the student or student organization's presence.
  - f. The Student Conduct Advisor or his or her designee will present the case for the College or the complainant.
  - g. Prospective witnesses, other than the complainant and student or organization representative, may be excluded from the hearing during the testimony of other witnesses. All participants shall be excluded during Student Conduct Board deliberations.
  - h. The hearing will be held in two parts:
    - (1) To determine if it is more likely than not that a violation has occurred
    - (2) Determination of the sanction(s) if the student is found in violation.
  - i. The chairperson will exercise control over the proceedings. Any person disrupting a hearing or who fails to adhere to the rulings of the chairperson may be excluded from the proceedings.
  - j. Any party may challenge a Student Conduct Board member on the grounds of bias or a personal relationship that might affect impartial consideration of the case. Student Conduct Board members may be disqualified upon a majority vote of the remaining members of the Student Conduct Board conducted by secret ballot.
  - k. The standard of proof for the Student Conduct Board shall be by a preponderance of the evidence. (That it is more likely than not that a violation has occurred)
  - l. The chairperson shall determine what evidence is admissible. Evidence will be admissible if it directly relates to the level of responsibility, or severity of sanction. Formal rules of evidence shall not apply.
  - m. The student or organization, complainant, and Student Conduct Board members may examine the evidence offered and may question all witnesses.

- n. The student or organization and witnesses may speak on their own behalf; however, they will not be forced to testify against themselves and their silence shall not be used to their detriment.
- o. The Student Conduct Board may hear evidence concerning the appropriate sanction if the student or organization is found to have violated the *Student Code of Conduct*. The student or organization's prior disciplinary record may be considered only in order to recommend an appropriate sanction.
- p. Decisions by the Student Conduct Board shall be by majority vote. In the event of a tie, the chairperson will vote to break the tie.
- q. There shall be a single official record of the hearing, such as a tape recording or transcript. The record shall be the property of the College.
- r. At the conclusion of the presentations, the Student Conduct Board shall deliberate in closed session. After deliberation and a vote, the Student Conduct Board's recommendation will be forwarded to the Vice President for Student Affairs for further action. The Vice President for Student Affairs will advise the student or organization of his or her decision in writing within seven (7) days of the hearing.

#### **E. Implementation of Sanction(s)**

The disciplinary sanction(s), condition(s) and/or restriction(s) may begin immediately or at the discretion of the Conduct Board, be postponed until either the time for appeal has expired without an appeal, or until the appeal process is exhausted. The Vice President for Student Affairs may impose sanctions during the appeal process when, in his/her sole discretion, determines that the physical or emotional well being of the student, the organization, other students, or other members of the College community might be endangered. In such cases, the Vice-President for Student Affairs may impose interim sanctions.

#### **F. Possible Sanctions:**

1. The purpose of a sanction, in addition to protecting others, is to educate an individual by increasing his/her awareness of the importance of personal responsibility to the College community. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
  - a. **Warning**-A notice in writing to the student that the student is violating or has violated institutional regulations. A warning stays in the student's disciplinary file for the duration of their college tenure. A student who subsequently violates any school policy will receive probation on the next offense.
  - b. **Probation**-A formal written reprimand for violation of specified regulations. Probation will be for a stated duration. Students on probation may not hold office in any club or organization and may choose housing for the next year only after everyone else has selected. A student may lose his/her housing privileges or be subject to more severe disciplinary sanctions if the student is found in violation of any regulations during the probationary period, no matter how minor.
  - c. **Loss of Privileges**-Denial of specified privileges for a designated period of time. Such privileges include, but are not limited to, college sponsored events (on or off campus), participation in student organizations, athletics and intramurals.
  - d. **Fines**-Previously established and published fines may be imposed. These include disciplinary and/or damage fines.
  - e. **Mandatory Referral for counseling or assessment**- Students may be asked to submit proof of compliance.
  - f. **Restitution**-Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - g. **Disciplinary Sanctions**-Work assignments, contributory service to the College or other related discretionary assignments (such assignments must have the prior approval of the Student Conduct Advisor.)

- h. **Residence Hall Suspension**-Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. **Residence Hall Expulsion**-Permanent separation of the student from the residence halls. Housing fees are non-refundable at the time of a residence hall expulsion.
  - j. **College Suspension**-Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Fees paid to the College are not refundable.
  - k. **College Expulsion**-Permanent separation of the student from the College.
  - l. **No Contact** – Notice sent to students stating that they are not to have contact with one another via the following means: verbal, telephonic, electronic, written, or through third parties. This can be imposed by the College or a student(s) can request it, based on the circumstances of the incident.
  - m. **Other** – Other educational sanctions, restrictions or conditions may be employed where appropriate to the specific case.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above.
    - b. Deactivation-Loss of all privileges including College recognition for a specified period of time.
  4. In each case in which a conduct board determines that a student has violated the Student Code of Conduct, the Student Conduct Advisor shall expedite the sanction(s). In cases in which persons other than or in addition to the Student Conduct Advisor have been authorized to serve as the judicial body, the Student Conduct Advisor in determining and imposing sanctions shall consider the recommendation of all members of the conduct board. The Student Conduct Advisor is not limited to sanctions recommended by members of the conduct board. Following the hearing, the recommendations regarding sanctions will be forwarded to the Vice President for Student Affairs for further action. The Vice President for Student Affairs or the Student Conduct Advisor will advise the accused in writing of the determination and of the sanction(s) imposed, if any, within seven (7) days of the hearing.

**G. Specific Sanctions for Alcohol Violations:** The following is a summary of the disciplinary sanctions for any alcohol or alcohol-related violation. The judicial officer may adjust sanctions where appropriate

**1st Offense:** Maximum fine of \$500, automatic disciplinary Probation, mandatory alcohol screening at the Counseling Center, mandatory attendance in a minimum of three sessions of an alcohol education program through the Counseling Center and parental notification if under the age of 21.

**Failure to adhere to any part of the sanctions will result in an automatic dismissal from the residence halls and/or dismissal from the college.**

**2nd Offense:** Maximum fine of \$1000, May lose residency privilege for up to one year, and parental notification.

**3rd Offense:** May be subject to dismissal from the College and parental notification.

## H. Appeals

1. A decision reached by the Student Conduct Board or the Student Conduct Advisor may be appealed by accused students or complainants within three (3) business days of the date of receipt of the decision. Such appeals **must meet certain requirements**, be in writing and shall be delivered to the Vice President for Student Affairs or his/her designee. If criteria are met, the VPSA will determine if he/she will hear the appeal directly or if it needs to go to an Appellate Board.

2. A dislike of the sanctions imposed does not in and of itself constitute grounds for an appeal.
3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
  - c. To determine whether the sanctions(s) imposed were appropriate for the violation of the Student Code of Conduct, which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing, at the time of the original hearing.
4. If the appeal is upheld, the Appellate Officer/Board will reconsider the original decision and/or sanction(s) and render a decision accordingly.
5. In cases involving appeals by students violating the Student Code of Conduct, review of the sanction by the Appellate Board may not result in more severe sanction(s) of the accused student. Instead, following an appeal the Vice President for Student Affairs/Dean of Students may, upon review of the case, reduce, but not increase, the sanctions imposed by the Student Conduct Advisor.
6. In cases involving appeals by persons other than students accused of violating the Student Code of Conduct, the Vice-President of Student Affairs/Dean of Students may, upon review of the case, reduce or increase the sanctions imposed by the Student Conduct Advisor or remand the case to the original judicial body and Student Conduct Advisor.

## **I. Disciplinary Records**

1. Other than College suspension and or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.
2. Cases involving the imposition of sanctions other than College suspension and expulsion shall be removed from the student's disciplinary record three years from the date of graduation or separation from the College for a total of seven years.
3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary sanctions other than residence hall expulsions, College suspension or College expulsion, upon application to the Student Conduct Advisor. Cases involving the imposition of sanctions other than residence-hall expulsion, suspension or expulsion shall be expunged from the student's confidential record three years after graduation or separation from the College for a total of seven years.

## RESOURCE DIRECTORY

Please feel free to contact any Delaware Valley College staff person or office if you have any questions at any time. All phone numbers presented are campus extensions that may be reached directly by dialing (215) 489- and the extension

### **Athletic Department**

Mr. Frank Wolfgang  
Gymnasium, x2240

### **Bookstore**

Rob Hirsch  
Student Center; x2259

### **Bursar's Office**

Mr. Brian Foy  
Lasker Hall, x2376

### **Career & Life Education**

Ms. Tracy DePedro  
Segal Hall, x2312

### **Continuing Education**

Mr. Robert McNeil  
Lasker Hall, x2375

### **Counseling Services**

Ms. Karen Kay  
Segal Hall, x2309

### **Financial Aid**

Mr. Bob Sauer  
Lasker Hall, x2272

### **Health Services**

Ms. Judy Wood-LeVien  
Elson Hall, x2252

### **Information Services**

Mr. Bill Brichta  
Feldman Building, x2342

### **Learning Resource Center**

Mr. Jim Yard  
Segal Hall, x2452

### **Learning Support**

Ms. Sharon Malka  
Segal Hall, x2490

### **Library**

Mr. Peter Kupersmith  
Krauskopf Memorial Library,  
x2255

### **Physical Plant Operations**

Mr. Ted Staniewicz  
Physical Plant Bldg. X2228

### **President of the College**

Dr. Joseph S. Brosnan  
Lasker Hall, x2203

### **Public Safety**

TBA  
Security Building, x2315

### **Registrar**

Mr. Adam Wichryk  
Lasker Hall, x2378

### **Residence Life**

Mr. Paul Kingsbury  
Student Center, x2215

### **Student Activities**

Dr. Mena Birett  
Student Center, x2215

### **Vice President for Academic Affairs/Dean of the Faculty**

Dr. Dorothy Prisco  
Lasker Hall x2910

### **Vice President for Student Affairs/Dean of Students**

Dr. Elizabeth Arrison  
Student Center, x2413

### **VP for Business & Finance**

TBA  
Lasker Hall, x2456

# CAMPUS REGULATIONS & POLICIES

## ALCOHOL POLICY

**In compliance with current Pennsylvania Law, the College does not approve of the consumption of alcohol by students or their guests who are under the age of twenty-one, on or off campus.**

Pennsylvania State law prohibits the purchase, possession or consumption of alcoholic beverages by persons under the age of twenty-one. The law also prohibits the selling or giving of alcoholic beverages of any kind to persons under the age of twenty-one by any agency or person. The College is not responsible for enforcing the laws of Pennsylvania but intends to cooperate fully and openly with local, state, and federal authorities in enforcement of these laws and regulations. All students are responsible for abiding by the laws of the Commonwealth.

### KEY POINTS IN PENNSYLVANIA LAW:

Any person convicted of misrepresenting his/her age to obtain alcohol: of purchasing, consuming, possessing or transporting alcoholic beverages: or of carrying a false identification card designed to misrepresent a minor's age as being over 21 will, in addition to any other penalties, suffer a driver's license suspension of not less than 90 days for a first offense: a driver's license suspension of not less than one year for a second offense, and driver's license suspension of not less than two years for subsequent offenses. Any minor who has not yet obtained a driver's license prior to conviction will be prevented from obtaining a driver's license for the periods of time set for suspension.

In addition to the suspension provisions, the law also revised penalties for a variety of alcohol - related offenses. These not only apply to minors, but also to adults who obtain or provide alcoholic beverages for minors or who provide false identification for minors.

The maximum fine is \$500 for possession, transportation, purchasing or consumption of alcoholic beverages by a minor for second and subsequent offenses (the penalties are a maximum \$300 fine and/or 90 days in prison for a first offense);

Carrying or using a false identification card to represent one's age as 21 or older is a criminal offense subject to fines of up to \$500 and/or 90 days imprisonment for a first offense and one year in prison for subsequent offenses.

A mandatory minimum fine of \$300 is imposed for anyone who represents a minor to purchase alcohol or who hires, asks, or induces a minor to purchase or offers to purchase alcohol (existing maximum fine of \$2500 and/or one year's imprisonment would remain in effect).

Manufacturing or selling a false identification card is a criminal offense, punishable by minimum fines of \$1000 for a first offense and \$2500 for subsequent offenses (\$500 and \$1000 respectively for a juvenile) and maximum penalties of \$5000 in fines and/or two years in prison.

Mandatory minimum fines of \$1000 for a first offense and \$2500 for subsequent offenses are imposed for selling or furnishing alcohol to minors and maximum penalties are \$2500 in fines and/or one year's imprisonment.

The law also precludes the authority of the courts to suspend any of these sentences, although courts is permitted to require a violator to enter a pre-adjudicative alternative program (counseling, public service work, job training, education, etc.) for a first offense. The courts can also require offenders to undergo alcohol abuse evaluation programs for a first offense or for subsequent offenses.

**In addition to the Pennsylvania State Law, students should also be aware of the following College policies governing the use of alcoholic beverages:**

1. Students (21 or older) may consume limited amounts of beer and wine in their rooms with the door completely closed or at registered social events. Of age students shall be considered in violation of the Alcohol Policy if underage students are present in a room and alcohol is present. In suites where alcohol is allowed (Centennial Hall), if residents of one bedroom within the suite are of age but other suitemates are not, the of-age residents may have alcoholic beverages in their bedroom only. When alcohol is being consumed in

- the bedroom, the bedroom door must remain completely closed. Additionally, alcoholic beverages must remain in this bedroom and may not be carried into or consumed in the common area of the suite under any circumstances nor may anyone who is underage enter the said bedroom for any reason.
2. Distilled spirits are not permitted on the Delaware Valley College campus, nor at any off-campus functions sponsored and organized by groups representing Delaware Valley College, with the exception of permanent residences on the campus. Empty bottles of distilled spirits are not permitted in any student's room for any reason. This includes empty bottles filled with highlighter fluid or coins. The presence of such bottles will be construed as a violation of the Alcohol Policy.
  3. Any Student who uses alcoholic beverages is expected to do so in a way that does not discredit himself/herself or the College, nor interferes with the rights and freedoms of others. Inappropriate behavior related to the consumption of alcoholic beverages, e.g. behavior that disturbs others, causes embarrassment, personal injury, or property damage, driving a motor vehicle under the influence of alcohol, and any effort to induce a student to drink against an expressed desire shall be considered serious offenses.
  4. If any individual, following consumption of alcohol, 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) involved, shall both be considered responsible for the infraction.
  5. Students are responsible for the conduct of their guests and for making them aware of the provision of the Pennsylvania law and the regulations of the College. **The student shall be held financially responsible if their guest(s) causes damage to college property.**
  6. If a residence hall room contains an excess of two (2) times the number of persons assigned to reside in room and alcoholic beverages are present or consumed in said room, the College shall regard this as an unregistered, unauthorized social event.
  7. Open containers with alcohol are not permitted in the hallways and common areas of residence halls or in public areas of the campus. Any containers of beer or wine that are being transported must be sealed and covered while on College premises.
  8. Kegs of beer, beer balls or excessive amounts of alcohol in the residence halls or on campus are considered a flagrant violation of the College alcohol policy and violators will be subject to serious disciplinary action. **More than one case (as in a case of beer or 2 bottles of wine) of alcoholic beverages per room (one case /double, two cases/quad) is considered "excessive".**
  9. In addition to individual violations, the sponsor(s) and all individual(s) involved shall be considered responsible for any group infractions. (Example: unregistered party, keg of beer, beer balls, excessive amounts of alcohol, noise violations, destruction of property, etc.) Any student found responsible for the above group infractions may be fined \$200 per individual per violation. Group penalties may vary according to mitigating or aggravating factors.
  10. College officials and public safety reserve the right to inspect and search any items such as book bags, coolers, etc. College officials also reserve the right to confiscate any beverages or equipment used for the dispensing of these beverages if used contrary to College regulations. Such confiscated material will not be returned to the student(s).
  11. College policies place the responsibility for satisfactory behavior on the students. When there are repeated alcohol violations by any person, in any room, corridor, floor or residence hall, the above may be declared alcohol-free for a period determined by the Vice President for Student Affairs/Dean of Students, Director of Residence Life or Student Conduct Board.
  12. Students under the age of 21 who are found in a room where alcohol is present will be considered in violation of the alcohol policy. Furthermore, empty containers of alcohol (beer cans, beer bottles, wine bottles, distilled spirits, etc.) shall be construed as a violation of the Alcohol Policy.
  13. The College reserves the right to designate certain areas as substance free.

## **ALCOHOL REFERRALS/FINES**

1. Students found responsible for alcohol infractions will be required to complete an alcohol screening at the Counseling Center and attend an alcohol education program.
2. All fines must be paid by a designated date as approved by the Director of Residence Life/Student Conduct Board. If fine is not paid, the student may be referred to the Student Conduct Board for review.

## **POLICIES AND GUIDELINES FOR REGISTERED SOCIAL EVENTS (STUDENTS 21 OR OLDER ONLY)**

1. Students from campus organizations, or individual students, who are of legal age (21 or older) are allowed to utilize certain areas of the campus for what is referred to as a “registered social event”. At such affairs, a moderate amount of alcoholic beverages (beer and wine only), as determined in accordance with the guidelines set forth by the Office of Student Affairs, may be available. The presence of any distilled spirits, even one bottle, shall be cause for cancellation of the event by College authorities.
2. The responsibility for organizing registered social events, for overseeing adherence to state and local laws and College regulations, assuring appropriate subject conduct, including the conduct of guests, rests with the student organizers and other students involved. The Office of Student Affairs monitors the number and scope of registered social events and reserves the right to limit these events as necessary.
3. The consumption of alcoholic beverages should not be the major focus of an event.
4. In order to have a registered social event, organizers (who must be 21 years old or older) must obtain a Registration form and submit it to the Office of Student Activities no later than three weeks prior to the scheduled event. Organizers must also have an advisor (a member of faculty, staff, or administration) who is willing to assist with the event’s planning and be present during the entire event. All registered social events must receive final approval for the use of the facilities from the Office of Student Activities.
5. Registered social events held on Mondays, Tuesdays, or Wednesdays are limited to a maximum of two hours. Events held on Thursday, Friday, or Saturday may be limited to 4 hours. All events shall cease no later than 1 a.m. The scheduled time and length for all events must receive approval from the Office of Student Activities.
6. Students attending a registered social event more than two hours in length will cease the service and consumption of beer and wine one hour prior to the ending time of the event.
7. The number of people attending a registered social event will be limited according to the space available. Attendance is restricted to Delaware Valley College students and their guests. All persons (College students and guests) attending a registered social event must sign up in advance. Delaware Valley College Students may invite one non-College guest to a registered social event. Students are limited to one guest per event.
8. The printed (or alluded) advertising message for registered social events may not promote the consumption, the presence of any quantity, the frequency of consumption, or the price of beer or wine.
9. Non-alcoholic beverages must be supplied at all registered social events. Food or snacks (in ample supply) must also be provided. Students in charge of registered social events are responsible for designating two responsible college employees to act as bartenders for dispensing alcoholic beverages (no self-service). The advisor for the event may not serve as a bartender. They will also be required to hire at least two trained college security persons with proper credentials, who will check all IDs at the entrance of the event as well as remain to monitor the entire event. The organizers may provide a prearranged supply of beer or wine. Individuals may not bring their own alcoholic beverages to a registered social event. Under no circumstances are alcoholic beverages to be taken from a registered event for consumption in other areas of the College.

10. The Office of Student Affairs shall have total control over the amount of beer and/or wine present. Any objection to the quantity determination shall be cause for disapproval and cancellation of the event. **Total supply will be limited to the equivalent of one drink/hour/person.**
11. Donations (from DVC students only) may be collected by organizing groups, ahead of time in order to defray the cost of entertainment, food, and refreshments. However, 48 hours prior to a registered social event is the “cut-off” time for acceptance of any donations. For example, if an event is scheduled for Saturday evening, organizers may not accept donations after 4:30 pm on Thursday afternoon. At that time, they should know exactly how many people would be in attendance. Under no circumstances will donations be accepted at the door the evening of the event.
12. Only with prior approval and proper event registration may any college funds, including fees collected by the College or College club funds be used for the purchase of alcoholic beverages.
13. Organizers of a registered social event are responsible for any damage or cleaning expenses that result from the event. The Office of Student Affairs will assess any charges through the Bursar’s Office.
14. All persons will be required to show proper photo ID and sign-in to enter the event.
15. The legal age for the consumption of alcoholic beverages in the Commonwealth of Pennsylvania is 21 years of age. Thus, only those 21 years of age or older with proper photo ID will be permitted to consume alcohol at the event. Organizers are responsible for providing a wrist bracelet or some other appropriate non-transferable proof of age for those in attendance.
16. College officials may set a maximum number of drinks per individuals attending the event.
17. College officials and public safety reserve the right to inspect and search any items such as book bags, coolers etc. at any time during events. Failure to comply with event officials will result in the denial of admission to the event without a refund or a request to leave the event. College administration and public safety, in conjunction with the Office of Student Affairs, will also reserve the right to cancel any event (and will do so) where there is even a prior indication of irresponsible drinking or where any attempted underage drinking by even one person or student is suspected.
18. Organizers of a registered social event will accept full responsibility by sponsoring such an event. They are required to refrain from consuming alcohol during the event. It should be clearly understood that College officials are not organizing or sponsoring registered social events, and that is the responsibility of the organizer(s) to maintain order and provide necessary security to uphold all College policies.
19. Failure to adhere to the guidelines for registered social events will result in the organizer(s) being summoned before the Vice President for Student Affairs/Dean of Students or Student Conduct Board with a recommendation for disciplinary action.
20. Individuals or sponsoring groups who have had a history of irresponsible behavior and damages to College facilities will not be permitted to sponsor registered social events.
21. Those groups wishing to organize a registered social event may obtain a Social Event Registration Packet from the Student Activities Office.

**POLICIES AND GUIDELINES FOR  
OFF CAMPUS REGISTERED SOCIAL EVENTS  
(STUDENTS 21 OR OLDER ONLY)**

1. Monies from the organization and or college may not be used for the purchase of alcohol.
2. Organizations wishing to provide alcohol at an off campus registered event may do so by means of a cash bar only.
3. Beer and wine only may be available for purchase (no hard alcohol).

## **POLICY AND GUIDELINES FOR TAILGATING**

### **ALCOHOLIC BEVERAGES ARE NOT PERMITTED AS PART OF TAILGATING.**

Food and picnicking are permitted in lot A as part of home game celebrations. Anyone who does not follow the rules and regulations of the College is subject to arrest by local law enforcement agencies.

## **DRUG POLICY**

### **Statement of Policy**

Delaware Valley College will not tolerate any form of Drug Abuse or Illegal Drug Distribution. Students involved and found to be conducting themselves improperly or illegally are deemed not to be pursuing their college education seriously and, after due process hearing and lacking motivation to correct their conduct, will be separated from the College. Depending on the circumstances, expulsion may occur on the first offense.

### **Definition of Terms**

Drug/Mood-Altering Substance shall include any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or substance which is intended to alter mood.

Examples of the above include, but are not limited to marijuana, cocaine, crack, ecstasy, hashish, chemical solvents, glue, look-alike substances, and any capsules or pill not registered with the nurse, annotated within the student's health record and given in accordance with the administration of medication to students on campus.

#### **1. Distributing**

Deliver, sell, pass, share, or give any drug or mood altering substance, as defined by this policy, from one person to another or to aid therein.

#### **2. Possession**

Possess or hold without any attempt to distribute any drug or mood altering substance, determined to be illegal or as defined in this policy.

#### **3. Drug Paraphernalia mood altering substance.**

Examples include any and all types of drug paraphernalia including but not limited to bongs, hookahs, water pipes, roach clips, pipes and bowls, or any items modified or adapted so that they can be used to consume drugs. These items are not allowed on College property and will be confiscated when found. The Controlled Substance, Drug, Device and Cosmetic Act of 1972 provides, in part: The following acts and the causing thereof within this Commonwealth are hereby prohibited:

- A. Knowingly or intentionally possessing a controlled or counterfeit substance by a person not registered under this act... unless the substance was obtained directly from, or pursuant to a valid prescription order of a practitioner, or except as otherwise authorized by this act.
- B. Except as authorized by this act, manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered under this act, or practitioner not registered or licensed by the appropriate state board, or knowingly creating, delivering, or possessing with intent to deliver, a counterfeit controlled substance.

### **Specific Sanctions for Drug Violations**

Violation and conviction of any portion of the above act will subject the violator to severe penalties approved by law. The administration and the faculty of the College will do all within its power to see that in the event the provisions are violated, the student or students found by the administration or Student Conduct Board to be involved may receive any of the following sanctions or combination of sanctions:

#### **1. Disciplinary probation**

#### **2. Disciplinary fine of no less than \$500 (1st offence), \$1000 (2nd offence)**

#### **3. Parental Notification**

4. **Mandatory Drug/Alcohol screening at the Counseling Center**
5. **Loss of Residency Privilege**
6. **Face the possibility of being suspended from the College for term to be determined by the College, and will be required to voluntarily enter and complete counseling.**
7. **May be expelled from the College.**

### **Drug & Alcohol Counseling**

The Counseling Center located in Segal Hall is available to all students Monday to Friday 8:30 to 4:30 and evening hours by appointment. A drug & alcohol screening is available on a walk in basis free of charge. Additional testing and a complete evaluation can be arranged through the counseling center from a local outside agency for a nominal fee. All appointments and outside evaluations will be kept confidential. Help is also available 24 hours a day by calling (800) 221-6333.

## **OTHER IMPORTANT POLICIES**

### **ANIMAL USE POLICY (ACADEMIC)**

As a student at Delaware Valley College, you may be required to use living or deceased animals in class. Procedures which involve the use of animals have been reviewed and approved according to state and federal regulations and by the Institutional Animal Care and Use Committee (IACUC), where applicable. Procedures that involve the use of animals are designed to allow students to acquire skills they will need in their chosen career fields after graduation.

A list of activities will be given to students as part of each course syllabus. Any student who has a moral or ethical objection to performing a procedure should carefully consider whether this course of study is right for them. If a student objects to performing a specific procedure, the instructor may designate a required alternative to the procedure. If the instructor does not provide an alternative, it is the responsibility of the student to find and provide an acceptable alternative. All alternative procedures must be reviewed and approved by the instructor of the course and the department chair at least one week prior to performing the original procedure. If no alternative is found or an alternative is not approved by the instructor and department chair, the student is responsible for performing the originally scheduled procedure. Refusal to perform required procedures will result in a failing grade for that class assignment and all future assignments requiring that procedure.

### **CAMPUS COMPUTERS AND NETWORK**

The following policy contains the governing philosophy for regulating the use of Delaware Valley College's computing network facilities and resources. Access to the computing network facilities and resources are a privilege granted to Delaware Valley College faculty, staff, and registered students by the College. All users of the computing network facilities must act responsibly and maintain the integrity of these resources. The College reserves the rights to limit, restrict, remove or extend computing network privileges and access to its resources.

Technology Services should be notified about violations of laws and policies governing information use, intellectual property rights, or copyrights, as well as about potential loopholes in the security of its computer systems and networks.

The user community is expected to cooperate with Technology Services in its operation of computer systems and information networks as well as in the investigation of misuse or abuse. Should the security of a computer system or information network be threatened, suspected user files may be examined under the direction of the College President. In addition, the College will comply with all governmental and law enforcement subpoenas, warrants, or orders requiring the examination of user files.

The primary use of computing network facilities is for academic activities. Other non-restricted use such as entertainment is secondary and must yield to academic and administrative use. Entertainment and other secondary uses may be restricted when they are interfering with academic use. Those who do not abide by the policies listed below are subject to suspension of computer privileges and possible disciplinary action.

## **Policies:**

The College's computing policies include, but are not limited to the list below:

1. Computer facilities are to be used by registered Delaware Valley College students, faculty, and staff only.
2. Physical abuse and willful damage of the computer equipment is prohibited and will result in loss of computer lab privileges, disciplinary action, and criminal prosecution.
3. Do not tamper with any network cabling or hardware. If there is a problem, please report it to Technology Services at X4357.
4. Virus protection software must be used on any computer connected to the College network. If a computer is found to be transmitting viruses on the network, it will be disconnected until virus protection software is installed and the computer is cleared of viruses.
5. Certain connections to the College network may require authentication. This may include installation of an agent that will ensure that the necessary safeguards (anti-virus software and Windows updates) are in place to protect the College's network.
6. Any activity originating from your connection is your responsibility. Do not permit visitors to violate College policies from your network connection.
7. Some internet chat rooms, games and web dependent software may not be accessible through the College network.
8. Restrict recreational use on lab computers to low traffic times. Students needing the computers for academic purposes have priority. Recreational users may be asked to discontinue their use to provide access for academic applications.
9. Use of the College's network resources to gain or attempt to gain unauthorized access to remote computers is prohibited.
10. Any deliberate act that may seriously impact the operation of computers, peripherals, or networks is prohibited. Such acts include, but are not limited to, the following: tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
11. Attempting to modify in any way a program or diskette that the College supplies for any type of use is prohibited.
12. No person shall knowingly run or install on any of the College's computer systems, or give to another, a program that could result in the eventual damage to a file, computer system, or information network, and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
13. No person shall attempt to circumvent data protection schemes or uncover security loopholes.
14. All persons shall abide by the terms of all licensing agreements and copyright laws. In particular, unauthorized copying or downloading of copyrighted material is prohibited.
15. Deliberate acts that are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, downloading large amounts of material, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output or printing, or creating unnecessary network traffic.
16. The following type of information or software cannot be placed on any College-owned computer system:
  - a. That which infringes upon the rights of another person.
  - b. That which is abusive, profane, or sexually offensive to the average person.
  - c. That which may injure some else and/or lead to a lawsuit or criminal charges; examples of these are: pirated material, destructive software, pornographic materials, or libelous statements.
  - d. That which consists of any advertisements for commercial enterprises.

- 17 No person shall harass others by sending annoying, threatening, libelous, sexually, racially, or religiously offensive messages through electronic means.
- 18 Use of the College's computer resources to monitor another user's data communications, or to read, copy, change, or delete another user's files or software, without permission of the owner, is prohibited.
- 19 Use of the College's computers, workstations, or information networks must be related to a Delaware Valley College course, research project, work-related activity, departmental activity, or for interpersonal communications. Use of these resources for personal or financial gain is prohibited.
- 20 Any network traffic exiting the College is subject to the acceptable use of policies of the network through which it flows, as well as to the policies listed here.

### **E-Mail**

1. Maintenance of a user's electronic mailbox is the user's responsibility.
2. Check e-mail daily and remain within your limited disk quota.
3. Delete unwanted messages immediately since they take up disk storage.
4. Keep messages remaining in your electronic mailbox to a minimum.
5. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you do not want seen.
6. Be professional and careful about what you say regarding other persons. E-mail is easily forwarded.
7. Use discretion when forwarding mail to group addresses or distribution lists.
8. Avoid forwarding personal e-mail to mailing lists without the original author's permission.
9. Chain letters are strictly prohibited and should be reported to Technology Services.
10. All mail may be purged at the end of each semester without notice.
11. Misuse of an e-mail account may result in the revocation of that account and possible disciplinary action.
12. To prevent mailboxes from becoming excessively large, items in the Deleted Items folder older than 30 days will be removed from the server. Also, items in the Inbox older than 90 days will automatically be deleted.

### **Consequences**

1. Violation of one or more of these published policies will result in a loss of access to the College computing systems with possible referral to the appropriate conduct code process. Offenders may also be subject to criminal prosecution under federal or state law, and should expect the College to pursue such action.
2. As an example, under Pennsylvania law, it is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years for any person to access, alter or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization [18 Pa.C.S.3933(a)(1)]. Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of a computer software [18 Pa.C.S.3933(a)(2) and (3)].
3. Reference ~ State System of Higher Education, "Model Policies Concerning Computer Use"; "Policies Concerning Computer Use", West Chester University; "Computer Lab and Network Use Policy", East Stroudsburg University, October 1995; "Policies on the Use of Computer Systems and Facilities", Lehigh University, August 1995.

## Residence Hall Network Policies

When you connect to a network, you affect not just your own computer, but other computers and people on campus and off campus. Therefore, it is important that everyone on the network act responsibly and adhere to a few rules. Anyone registering for a residence hall network connection must read and agree to the following policies by signing the *Registration Form for Residence Hall Network Connection* and returning it to Technology Services. This form must be submitted each year. Violation of these policies may be grounds for disconnection of your computer from the network.

1. Delaware Valley College's network is for the use of students, faculty and staff, and is to be used for the academic, educational and research purposes of the College.
2. Certain connections to the College network may require authentication. This may include installation of an agent that will ensure that the necessary safeguards (anti-virus software and Windows updates) are in place to protect the College's network.
3. You may not use College resources for outside employment; use the network to advertise a commercial business, or to support a business.
4. You are responsible for activities originating from your network connection. Do not permit visitors or friends to violate College policies from your connection.
5. Do not tamper with any network cabling or hardware. If there is a problem, please report it to Technology Services at ext. 2342. Do not try to extend the network from your wall jack to another room.
6. Technology Services is solely responsible for assigning IP addresses to individuals. These addresses are for use by that individual only. IP addresses should not be shared, as any violation of policies will be traced by IP address.
7. Only computers that have been registered through Technology Services may be connected to the network, and only one computer may be attached to each jack. No hubs, switches, wireless access points, or signal-splitting devices may be connected to the network.
8. Technology Services reserves the right to disconnect any computer that is sending disruptive signals to the network, whether because of a defective cable, Ethernet card, virus, malware, or other hardware or software problem. It will be the student's responsibility to correct the problem before the computer can be reconnected to the network.
9. You may not engage in activities which have the potential of interfering with the response time of other users. For example, chain letters, mass mailings, or repeated transfer of large files are prohibited. Downloading audio and video files generates a great deal of traffic and interferes with other students' ability to use the Internet. Anyone repeatedly downloading excessive amounts of material will be contacted and may be disconnected from the network.
10. You may not possess or use any software or hardware designed to disrupt the security of the network and any devices attached to the network, or spy on the network traffic of other users.
11. If you connect a computer to the network that is used as a server, you must register the server with Technology Services. As the server administrator, you must choose a server name that is not misleading; you may not represent your system as an official, College-provided server; and you are responsible for any use of the server that is in violation of the policies.
12. Servers that manage network addresses, including but not limited to DNS, DHCP, BOOTP, and WINS, may not be connected to the network.
13. You may not use the network to engage in software piracy or copyright infringements. You may not "share" software or other files over the network without a license to "share". A single-copy license is not a license to "share" software.
14. You may not use the network to violate federal, state or local laws or statutes.

15. Technology Services is not responsible for fixing your computer if you load software or change settings which interfere with the operation of the computer on the network.
16. Some Internet chat rooms, games and web dependent software may not be accessible through the College network.
17. Virus protection software must be used on any computer connected to the College network. If a computer is found to be transmitting viruses on the network, it will be disconnected until virus protection software is installed and the computer is cleared of viruses.
18. You should check your computer regularly using AdAware, Spybot, or a similar product, and remove all spyware.

## **POLICY INVOLVING DISABILITIES AND STUDENTS WITH SPECIAL NEEDS**

1. These policies and procedures have been designed to ensure that students with disabilities at Delaware Valley College receive appropriate academic accommodations, as mandated by Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. According to legislation, faculty and other members of the college community are required to provide reasonable accommodations for students who have documented disabilities.
2. The college defines “reasonable accommodation” as adjustments that can be implemented without undue burden on the institution and which do not reduce academic expectations of a course or degree program. Faculty participate in the decision of what is deemed reasonable and they are responsible for making adjustments in the classroom.
3. Reasonable accommodations are intended to ensure access to education and do not guarantee student success. Students to whom this policy applies have met the college’s admissions criteria and as with all DVC students are expected to maintain good academic standing. The following sections outline the college’s policy regarding such accommodations and offer procedures to be used for implementing adjustments and appealing disputes.

### **Procedures**

1. Students who have provided specific, current, and complete documentation of their disability (e.g., a psychological report, an educational evaluation, and/or medical report) can be considered for eligibility.
2. Any expense incurred when obtaining documentation is the financial responsibility of the student. At the beginning of each semester, students meet with the Learning Support Specialist and the faculty who will designate specific accommodations to match the needs of the students’ disability with their courses. Eligible students who request services at other points during a semester receive services as of the date of their request. Once a plan for accommodations is in place, any changes during the semester must be done in consultation with faculty and Learning Support Services.
3. Accommodations for students with disabilities at the College are divided into three levels of support, ranging from least intrusive adjustments to significantly intrusive services that require approval from a designated panel or committee prior to implementation.
4. At all levels of accommodation, students are required to maintain active involvement and they are reminded of their responsibility as an equal partner in the process of obtaining Learning Support Services.
5. Students and faculty implement accommodations, with assistance from Learning Support Services. Below are descriptions of accommodations at each level:

### **Level One Accommodations**

These accommodations usually do not interfere with the structure or routine of a course. They do not require any action on the part of faculty other than to acknowledge that the accommodations are taking place. At this level, the student takes on the biggest role in the details of implementing arrangements (with the exception of hiring sign language interpreters). The procedure for obtaining Level One accommodations is as follows:

1. The Learning Support Specialist recommends appropriate adjustments, then discusses the accommodations with the student.

2. Suggested academic adjustments are communicated to faculty in a letter generated through Learning Support Services and presented by the student.
3. Together, faculty and students implement accommodations, with assistance from Learning Support Services as needed.

Level One Accommodations include:

1. recommended regularly scheduled meetings with instructors
2. volunteer note takers or use of tape recorders in class, with permission from instructor
3. recommended reduced class loads
4. provision of sign language interpreter services
5. use of a word processor for written assignments, outside of class
6. classes moved to an accessible location

### **Level Two Accommodations**

Academic accommodations at this level may involve some modifications of course format or procedures. Negotiations between the student and the instructor may include several steps. Following an examination of documentation to ensure that more invasive adjustments are needed, the Learning Support Specialist contacts the faculty to schedule a meeting with the student and instructor. Discussion at this meeting focuses on how Level Two accommodations can be implemented in a reasonable fashion without altering the academic standards or requirements of the course. If a resolution cannot be reached, another conversation that involves the chairperson would occur. Usually, through these discussions and collaborative efforts, specific Level Two accommodations can be arranged for the course. If resolution cannot be reached, students and faculty have access to an appeals process (see section VI).

Level Two Accommodations include:

1. Test proctoring in an individual setting with extended time
2. Tape recording or reader services for objective tests
3. Alternative test formats or procedures
4. Increased frequency of testing/shorter tests
5. Providing periodic checkpoints for long term assignment
6. Alternative options for assignments
7. Directions in oral and written form
8. Arranging classroom logistics to accommodate service animals or wheelchairs
9. Access to closed-captioning for television and videos in class

### **Level Three Accommodations**

Level three accommodations may constitute a change in the fundamental nature of a course or degree program. As such, they are granted only after consideration and approval of the request by an "Academic Accommodations Policy Board" (See Section III) and only for required courses.

It is the responsibility of this Board to review the student's request and make a decision as to whether or not the request is reasonable. The Board may require additional documentation before considering a Level Three request. The Board also generates an implementation plan for the adjustment, which may include a course substitution or the creation of alternative degree requirements. Because of the intrusiveness of Level Three accommodations, students requesting services must follow specific procedures.

Level Three accommodations include:

1. Use of calculators or electronic spelling or grammar aids in class or on exams, where otherwise not permitted
2. Use of scribe, technical support, or physical assistance for in class work
3. Course substitutions
4. Substitution of certain course or degree requirements

## **Academic Accommodations Policy Board**

An Academic Accommodations Policy Board shall be formed at DVC for the purpose of reviewing Level Three requests and addressing appeals. Members of this board will include the course instructor, Learning Support Specialist, Director of Student Support Services, Department Chair of the student's major, Department Chair of the course (if different). This Board shall convene on a case-by-case basis to consider Level Three accommodations and/or student petitions for course substitutions. Following input solicited from the student, the Policy Board will make a decision on the issue within seven working days of the request or appeal.

### **Specific Procedures for Course Substitution**

The college expects that students matriculated into a degree program will complete all course requirements. However, when a student with a disability experiences extensive difficulty with a specific course, due to the disability, the following procedure is to be used to consider course substitutions.

1. Students who experience difficulty in a course should contact the Learning Support Office for strategies. The students must then demonstrate that despite these adjustments their disability is still interfering with access to the course. "Demonstrates" may be in the form of repeated failed attempts to take the course or documentation that confirms a student's inability to pass a course is due to a disability.
2. Through consultation, the student, course instructor and Learning Support Specialist plan an alternative method of completing course requirements while maintaining the integrity of the course content and objectives.
3. When all other supports and accommodations do not remove disability barriers and interfere with the student completing a course, a student may petition for course substitution. In a request for a course substitution, the following criteria must be met:
  - a. The original course is not essential to the completion of the student's degree program. This decision is to be noted in writing by the chairperson in the department of the student's major.
  - b. The department chairperson in the student's major will note in writing whether or not a substitute is appropriate, available, and maintains the spirit and intention of the original course.
  - c. The extent of the disability and previous efforts to succeed in the original course have been documented and verified in writing by the Learning Support Specialist.
  - d. The student has maintained good academic standing on other courses pertaining to his or her required program.

With the documentation described above, a recent transcript, and an application for course substitution, a student with a disability may submit his/her request to the Academic Accommodations Policy Board. The Board will render a decision within 7 working days.

### **Confidentiality**

Federal and state law dictates specific requirements of confidentiality. Information regarding a student's disability must be treated as confidential. While the process of administering accommodations may draw attention from other students and faculty, every effort must be made to preserve the privacy of the student with a disability. Individuals who need accommodations must be treated with the same dignity and courtesy as is extended to all students in the classroom.

### **Appeals**

When a student or faculty member disagrees with a decision regarding an accommodation, or course substitution, he or she may utilize an appeals procedure to address any disputes.

Students or instructors who have questions about accommodation(s) are first directed to the Learning Support Specialist. If the disagreement cannot be resolved, the instructor or student then addresses the concern to the department chair of the course.

If needed, the next level of intervention would be a request made to the Director of Student Support Services who would arrange to have an appeal reviewed by the Academic Accommodations Policy Board. If the Board cannot resolve the disagreement, a referral would be made to the appropriate Dean. If either party is still unsatisfied with the appeal outcome, he or she may present the appeal to the Vice President for Academic Affairs.

## **DRESS CODE**

There is no formal dress code; however students should be dressed presentably when attending College functions, classes and meals.

## **EMERGENCY RESPONSE**

Delaware Valley College is committed to providing members of its community with a safe and secure environment. Delaware Valley College now has a state-of-the-art College wide notification system. This system is capable of sending notifications instantly and simultaneously to all registered mobile telephones, blackberry's, wireless PDS's, pagers, Smart or Satellite phones, everyone's email address as well as posting notifications on our College web site. These notifications will also "pop up" to anyone using Google Yahoo, or AOL as your home page. e2Campus is a secure network and all telephone numbers and emails are protected.

PLEASE REGISTER - it only takes a minute. This will be the surest way for you to receive notifications critical to your safety and well being as well as other campus information you can opt to receive. Simple click on the link below (go to our sign up page and put the link in the browser window - below this paragraph), which will take you directly to the sign up form. Have your cell phone on and with you during this simple process. You may check off any of the groups from which you would like to "opt in" to receive notifications (the list will increase over time, and will always be updated in your personal e2Campus account)

<http://www.e2campus.com/my/delawarevalley/signup.htm>

Once you completed the validation part of registering your mobile phone, the next page will say "Congratulations, you have successfully signed up" You will see a "log on" button for your new account. To complete your registration, you must open your account click on Services and then enter your email address, then click on ADD EMAIL button. You will instantly be emailed a verification email, just open it and click on the validation link - you're done! Click on the link below to see what the page where your personal access is located. You may register two email addresses and two digital devices.

<http://www.e2campus.com/my/delawarevalley/signup.htm>

## **ETHNIC INTIMIDATION**

All members of the College community are entitled to be free from abuse and prejudiced conduct directed at their backgrounds. Ethnic intimidation is any act of malicious intention directed at an individual or group based on race, color, religion, or national origin that demeans or degrades. Ethnic intimidation involves uttering or writing ethnic or racial jokes, racial or religious slurs, hanging posters or writing signed or unsigned letters of intimidation, vandalism intended to intimidate, bring pressure or slur to any individual or group. Ethnic intimidation is a violation of the criminal laws of the Commonwealth of Pennsylvania and civil rights law of the United States. Ethnic intimidation will be considered as an aggravating factor in any College disciplinary matter.

## **FINANCIAL RESPONSIBILITY**

No student may enroll in any courses, receive housing or have transcripts issued until arrangements for all financial commitments to the College have been satisfied. Student accounts in default will be required to pay interest and collection costs.

## **FIREARMS/WEAPONS**

Firearms are not permitted on the property of the College. Knives over 6", switch blades or long blades, ice picks, or any instrument used to threaten or harm another person including any device used to propel a projectile, e.g., BB guns, paintball guns, and slingshots are not permitted on College property.

## **FIRE REGULATIONS**

It is a violation of both State and Federal law under any circumstances to fail to vacate a building when a fire alarm is sounded or to tamper with any fire-fighting equipment or fire alarm systems.

Any violation of rules covering fire control and fire protection practices and the violation of the most basic safety precautions for the protection of students will be considered a serious offense. Any student found responsible of any of the following violations will be subject to a minimum of \$1,000 fine and disciplinary action, which may include suspension, dismissal from the residence halls, or dismissal from the College.

1. Sounding a false fire alarm or causing a false alarm to be sounded. (All costs entailed by the College or the local fire departments in responding to the alarm shall be charged to the student or students involved.)
2. Tampering - Includes any utensil or item, or in any way performing any act, which may affect the proper functioning of any fire control or fire prevention instrument or device of the College. Includes discharge of a fire extinguisher for purposes other than putting out a fire.
3. Playing with lighted matches, setting fires in wastebaskets, or in any manner concerning oneself with devices or instruments that may cause a fire on or in any property of the College. (This includes fires of any nature anywhere on College property.) Grills or any open flame will be construed as violations unless it is registered via the Office of Student Affairs. Professional live-in staff are permitted to have grills with approval of the Assistant Dean of Students.

## **FIREWORKS**

Possession or discharge of fireworks is illegal in the Commonwealth of Pennsylvania and is prohibited on campus or on any College property. Any student found responsible of possessing or using smoke bombs, cherry bombs, sparklers, roman candles, or fireworks of any description will be subject to disciplinary action which may include a minimum fine of \$100, suspension, dismissal from the residence halls, or dismissal from the College.

## **GAMBLING**

Pennsylvania law makes it illegal to play a game for money or other valuable things. Gambling is thus prohibited on campus or other College property.

## **HAZING**

Historically, hazing has been associated with Greek letter organizations. In fact hazing can happen in any group or team. Hazing compromises group unity and negatively affects self-worth. Hazing violates DVC policy and PA State Law. All groups and teams must adhere to these rules.

1. Respect for the dignity and rights of all students, is the basic tenet of the academic and social communities of Delaware Valley College. Hazing will not be tolerated to any extent on or off campus.
2. No chapter, local or national, student, or alumnus shall conduct or condone hazing activities of any sort.
3. Hazing activities are actions taken or a situation created, involving or resulting in abusive physical contact or mental harassment to a new member, whether on or off campus even a place where organizations meet, with the intent to produce excessive mental or physical discomfort, embarrassment or harassment.
4. Hazing activities may include but are not limited to the following:
  - A. use of alcohol
  - B. paddling or beating in any form
  - C. creation of excessive fatigue or sleep deprivation
  - D. Starvation diets, or altered eating which may cause illness or allergic reaction
  - E. physical or psychological shock

- F. confinement to a specific area such as a residence hall room or member's house
  - G. quests, treasure hunts, road trips, scavenger hunts or such activities carried on inside or outside which may result in reckless or dangerous behavior
  - H. engaging in public stunts or buffoonery, specifically public line-ups
  - I. the wearing of public attire which is conspicuous and not normally in good taste including denying individuals' right to launder clothing
  - J. morally degrading or humiliating games and activities
  - K. kidnapping, transportation with the intent of stranding
  - L. nudity or lewd behavior
  - M. insufficient study/tutor hours
  - N. any behavior which is sexist or racist or demeans the beliefs of others
  - O. any other activity inconsistent with academic achievement, fraternal law, ritual or policy
  - P. activities inconsistent with state and federal law
5. Any activity, as defined above, which is indirectly or directly a condition of admission into, affiliation with or continued membership in a Greek or recognized Organization which will be presumed to be "forced"- willingness of the individual to participate in such activity notwithstanding.

## **HUNTING**

Hunting is not permitted on any College property.

## **ID CARDS**

Current DVC ID card must be carried at all times. On request by any college authority, campus security guards, Area Coordinators, or Resident Assistants, you are required to show these cards. You may obtain an ID at the Public Safety and Security Office. There is a replacement fee for lost, damaged or stolen ID cards.

## **INTERNET SOCIAL NETWORKING POLICY**

1. Definitions
  - A. For the purposes of this policy, Social Networking Sites (SNS) will include any site used to transmit information via the web that is of a personal nature. This includes, but is not limited to, social interaction and profile sites (Facebook.com, MySpace.com, etc.); journaling or 'blog' sites; and media sharing sites (YouTube.com, etc.).
  - B. Delaware Valley College views any content transmitted via SNS's as public information, not as a private journal.
2. Student Content
  - A. This policy may apply to all content accessible via SNS's.
  - B. Delaware Valley College does not actively monitor student content posted on SNS's. Agents of the College may view student content when prompted to do so by information brought to the attention of that Agent. This information may include, but is not limited to, evidence of violations of College Policy, or indications of a health and safety concern.
  - C. The College retains the right to access any student content posted on SNS's at any time. The College will attempt to limit this access to matters of official College business, including, but not limited to, investigation of possible College Policy violations or health and safety concerns.
  - D. College staff may use SNS's for personal use without restriction. However, the College advises all staff members to maintain appropriate boundaries and exercise extreme caution and discretion when transmitting personal information over the internet.

- E. The College will treat any information gathered via SNS's as it would any other information provided to or discovered by the College. Furthermore, the College may use that information as admissible evidence in campus judicial proceedings where necessary and appropriate, as determined by the chief judicial officer, or his/her designee.
- F. Official Use of SNS's
- G. The College reserves the right to post information via SNS's at any time for any reason. These reasons include, but are not limited to, advertising, campus community development, information sharing, or media dissemination.
- H. Duties Assumed by This Policy
- I. The College is not responsible for any content contained on SNS's that is not posted by the College for official College business. The College is not liable for any information posted by students.
- J. Use of SNS's by the College will not be construed as assumed knowledge of content posted online.
- K. The College is not responsible or liable for any activities or incidents resulting from SNS content that is not posted by the College.
- L. Students retain sole responsibility for any content they choose to include on any SNS, and may be held responsible for this content by the College as well as law enforcement officials.

### **ADDITIONAL THINGS TO THINK ABOUT RE:FACEBOOK/MYSPACE**

- Be careful about how much personal identifying information you post - there have been cases of identity theft and/or cases of individuals being stalked as a direct result of what they posted.
- Be aware that future employers could access your profile - do you really want them seeing a picture of you from last Thursday night's misadventure?
- If you post incriminating evidence of a college policy violation and that information is brought to the attention of college officials, it could be used in a judicial hearing. We will not go looking for problems, but when they come to us we are obligated to respond. Behavior online is still behavior.
- Know what you are agreeing to when you click on "I agree". Did you read the fine print? Most people don't. You have agreed to significant limits of liability if negative things are posted about you. You have also agreed to allow facebook or myspace to share your information with a third party.
- Your "private journal" is not really private. All anyone needs is to know someone who has access to an .edu email address (for facebook) and anyone can access you with myspace.
- The bottom line is that whatever you choose to include should pass the three "P" test. Would you mind if it was viewed by Parents, Police or a Pedophile?

### **PETS**

No pets (except as required by disability law) are permitted within College buildings.

### **PRINTED MATERIALS**

All printed materials (fliers, publications, T-shirts, etc.) utilizing the College's name, the name of a College organization, or the name of a College event are to be approved by the appropriate campus office prior to printing. Students, clubs and organizations also must receive approval from the Office of Student Activities. All such material must contain items, printed or alluded to, which are in compliance with school policy and the Student Handbook.

### **RECREATIONAL SPORTS**

All sports, i.e. baseball, football, soccer, are to be played in designated open areas away from all college buildings and car parking areas to ensure safety. The hitting of golf balls from varsity athletic fields is prohibited.

## **RELIGIOUS ORGANIZATIONS**

Organizations sponsored by religious groups are permitted on campus, providing their membership and meetings are open to all students. The College is, and has been since its founding in 1896, nondenominational.

## **SAFETY POLICY**

Delaware Valley College strives to create and maintain a safe, secure, and healthy campus environment. Students should use reasonable care and exercise prudent, appropriate behavior concerning the safety and health of all users of College facilities.

While the Safety Committee is responsible for implementation, coordination, updating and review of the Delaware Valley College Safety Program, safety is the responsibility of everyone. Please report any safety concerns to the Office of Public Safety and Security.

## **SECRET ORGANIZATIONS**

The College prohibits secret organizations. The Student Government and the College Administration must approve all student organizations on the campus.

## **SEXUAL HARASSMENT POLICY**

1. Delaware Valley College is dedicated to the establishment and maintenance of an experience in which the dignity and value of all individuals within the college community are respected. It is the responsibility of each person on campus to respect the dignity and worth of others and to demonstrate a basic collegiality that precludes expressions of bigotry and discrimination.
2. Delaware Valley College prohibits and will not tolerate sexual harassment in any context. Those inflicting such behaviors on others are subject to the full range of College disciplinary actions, but also to any civil or criminal charges, which may accompany such acts.
3. The College is dedicated to the ideal of an academic community in which students, faculty, and staff rely on relationships of mutual trust and confidence.
4. A romantic or consensual sexual relationship between a faculty member and a student currently enrolled in his/her class is not permitted. If such a relationship does develop, it is a conflict of interest; therefore, alternative student/teacher arrangements must be made.
5. Sexual harassment is defined as any unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:
  - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or evaluation, or
  - b. Submission to or rejection of such conduct is used as the basis for employment or educational advancement, or evaluation decisions affecting that individual, or
  - c. Such conduct has the purpose or effect of interfering with an individual's work performance or educational experience; creates an intimidating, hostile, or offensive work/educational environment.
  - d. Sexual harassment takes different forms. It may range from unwelcome comments to unwanted physical contact. Both women and men can be victims. Sexual harassment is prohibited by campus policy and is illegal under federal and state laws.
6. Victims of sexual assault are encouraged to promptly file a report with the local law enforcement agency.
7. If you think you have been sexually harassed, tell the harasser that you don't like his or her behavior, and you want it to stop. Also, keep a record of events. Talking about the incident with friends may also be helpful.
8. The College regards such behavior as a violation of our code of conduct. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions, including separation.

9. Complaints by students of sexual harassment should be reported to the Office of Public Safety and Security and/or the Vice President for Student Affairs. The Vice President for Student Affairs, together with the College's EEO Officer, will pursue and resolve the matter.
10. If the results of an investigation indicate that sanctions are warranted against a faculty member, the Vice President for Student Affairs and the EEO Officer will consult with the Vice President for Academic Affairs and counsel to develop an appropriate course of action. If the results of the investigation indicate that sanctions are warranted against a staff member, the EEO officer will consult with appropriate management and counsel to recommend a course of action. If the issue is between students, the student judicial process as outlined in the Student Handbook would apply.
11. No community member will be subject to retaliation for making a complaint as described above regarding harassment or inappropriate conduct, cooperating in the investigation of alleged harassment or inappropriate conduct or otherwise opposing unlawful harassment or other inappropriate conduct. Anyone engaging in retaliation is subject to the full range of disciplinary actions, up to and including separation.

## **SEXUAL INTIMIDATION**

Delaware Valley College will not tolerate sexual intimidation. The College will deal severely with such conduct and may refer the incident to civil authorities for further investigation and/or prosecution.

## **SMOKING**

Smoking is permitted outside only. If you are outside smoking, please be considerate and do not smoke near entrance doors to any buildings. Smoking is **not** permitted in any college building including: the academic buildings, the Library, the Gymnasiums, the Dining Room, or in any classroom or laboratory. Smoking regulations are to be observed at all times, including meetings and social affairs. Smoking is not permitted in students' rooms, in the Residence Halls, in lounges, bathrooms or other common areas.

## **SOLICITING**

Salespersons are not permitted to solicit business in the residence halls. Anyone, including non-students, desiring to sell any commodity or service to the student body must obtain authorization from the Office of Events.

## **SPECIAL CIRCUMSTANCE**

During exam week, semester break and the summer session, in lieu of the Student Conduct Committee, the Vice President for Student Affairs/ Dean of Students shall be responsible for adjudicating all conduct code matters. In the Vice President/ Dean's absence, the Vice President/Dean may appoint another person to adjudicate the case.

## **TRAFFIC CONTROL REGULATIONS**

As the campus roads are used for pedestrian and vehicular traffic, it is necessary that all vehicles be operated at or below the posted speed limit of 15 mph at all times. With limited spaces on campus, all vehicles must be registered with the Public Safety Office and display a valid DVC parking permit. A permit does not guarantee a parking space; it only allows you access to a designated parking area. Parking permits will not be issued to persons with delinquent fines unless payment for all charges accompanies the permit application.

College parking lots are not to be used for the storage of automobiles, trucks, trailers, or other vehicles or devices. Pedestrians will be given the right of way at all crosswalks at all times.

Any vehicle except when specifically authorized by the Public Safety Office will not enter a campus area that has been closed off by a barricade or other traffic control devices, including signs. You must obey all traffic control devices on campus.

The responsibility for finding a legal parking space rests with the student. Inability to locate a legal parking space is not an acceptable excuse for violation of these regulations. Legal spaces are outlined by white or yellow lines and vehicles must be parked within these lines.

Any area of roadway including that area within a parking lot that is not specifically marked for parking, loading, or as a fire lane is defined as a driveway. An access way is an area, path, or walkway, which permits entry to or exit from a building. Parking in driveways or access ways is prohibited. Weather conditions do not alter parking regulations unless extreme conditions result in emergency conditions being declared.

All vehicles operated on campus must be operated in a safe manner. All state laws governing movement, operation, and parking of vehicles shall apply on college property. Parking in fire lanes or access to a building is a violation of local ordinance as well as college regulations. Vehicles so parked will be towed at the owner's expense.

Appropriate signs marked for college personnel or handicapped indicate reserved parking areas. Permanent or temporary handicapped identification must be obtained at the Public Safety Office in order to park in a stall reserved for handicapped. (State handicapped license plates are acceptable identification).

College identification and the owner's card for the vehicle must be presented to any Public Safety Officer upon request.

You are responsible for notifying the Public Safety Office of any change in the status (com- muter moving on campus, staff resigning, etc.) or of vehicle ownership or license plate within 5 working days. Should the change affect your permit eligibility, you will be notified of the required modification.

Delaware Valley College reserves the rights to tow away, impound, or immobilize any vehicle parked in violation of College rules and to impose such fines and/or other penalties as may be specified by the Public Safety Office.

The College reserves the right to change any traffic control regulation. Normally, changes in the regulations will be announced through the campus newspapers and other appropriate media.

If you must temporarily drive an unregistered vehicle, obtain a temporary permit to park in a designated lot. Visitors are welcome and must obtain a temporary permit from the Public Safety Office that should be displayed on the rear view mirror. Possession of a permit or temporary permit implies awareness of the College Motor Vehicle Regulations and the responsibility to adhere to them. It is your responsibility to ensure that your visitors park in the student lots. If a ticket is issued to a visitor's vehicle for inappropriate parking, payment for said ticket is the responsibility of the host student.

#### **Student Parking Lots:**

1. Main Lot – Adjacent to the Public Safety and Security Building; beyond the first three rows.
2. Student Center Lot – Behind the Student Center
3. Lot D – Adjacent to New Britain Classrooms
4. Admissions Lot – off New Britain Rd.

**Liability:** Delaware Valley College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time. The College parking lots are generally unsecured but are equipped with cameras. As a condition of registration, the registrant agrees to not make a claim against the College for any loss or damage to property or personal injury that may occur while the vehicle is on College property.

**Bicycle Regulations:** Free bicycle registration is available at the Public Safety Office to assist in identification if a bicycle is stolen or removed. Bicycles are not permitted in buildings except for owners who keep them inside their residence hall rooms or locked in racks. The Public Safety Office will remove bicycles parked in unauthorized places (such as hallways, sidewalks, and building entrances). In order to reclaim their bicycles, owners must appear at the Public Safety Office and establish ownership and payment of a \$10 removal fee.

All bicyclists are urged to use a substantial locking device on their bicycles, to report persons tampering with, or otherwise engaging in suspicious activity around bicycles, and to promptly report any theft.

## Rules & Regulations

1. Driving and parking - You are held responsible for any violation involving the registered vehicle when you are operating the vehicle or when the vehicle is being used by another individual.
2. Display of Parking Permit- The student permit will be placed on the rear view mirror with the number facing out.
3. Accidents and Disabled Vehicles - All accidents involving vehicles that occur on College property must be reported to the Public Safety Office immediately. This report does not relieve the vehicle owner of the responsibility of reporting to police as described in the Pennsylvania Vehicle Code. All disabled vehicles must be reported to the Public Safety Office immediately. The operator shall stand by the vehicle until a Public Safety Office arrives to determine if the vehicle will create a hazard. If it is considered a hazard, the operator shall arrange to have it removed immediately. Flashing lights or notes left on the vehicle is not sufficient notice to the Public Safety Office.
4. Fraudulent Registration  
A person who obtains a college vehicle registration parking permit/hangtag in violation of these regulations, or who uses or displays it, shall be fined for fraudulent registration, which includes but is not limited to:
  - A. Obtaining a permit in another person's name.
  - B. Multiple vehicle registration for the same period, except as authorized within these regulations.
  - C. Registering a vehicle that is used by/for an unauthorized person.
  - D. Display or use of a College registration hangtag/permit on a vehicle other than the vehicle registered.
  - E. Use of a visitor's permit by faculty, staff, or students except as authorized by the Public Safety Office
  - F. Any alteration of a visitor's permit.
5. Snow Removal - During winter months when snow removal is required in the campus parking lots, students will be required to move their vehicles from lots that are being plowed to a designated parking lot. Failure to do so may result in towing. The weekend following a snow fall students parked in the Main Parking Lot, Parking Lot "A" are required to move their vehicles to Parking Lot "D" located by the Soccer Field. Vehicles must be moved by noon on Saturday and may not be returned before 2:00 PM on Sunday. Vehicles not moved will be towed so that the Main Parking Lot can be plowed. The parking spaces along the fence in Lot A are designated as No Parking spaces when snow is predicted or if the lot is not plowed. Vehicles that remain in these spaces when snow is predicted or if the lot is not plowed will be towed.

## Fines and Penalties

The schedule of fines for violations:

- |   |          |
|---|----------|
| 1. Parked in no parking space/area  | \$20.00  |
| 2. Parked in a reserve or designated space  | \$20.00  |
| 3. Blocking driveway or access  | \$20.00  |
| 4. Misrepresentation/fraud – permit/hangtag   | \$100.00 |
| 5. Reckless Driving   |          |
| A. 1st Offense  | \$30.00  |
| B. 2nd Offense: 10 hours of Contributory Service+   | \$50.00  |
| C. 3rd Offense: 25 hours of Contributory Service,<br>Disciplinary Probation for one semester+ | \$100.00 |
| D. 4th Offense: Loss of driving privileges for one (1) semester.                              |          |

6. Fines are payable in the Public Safety and Security Office within 30 days. Students who fail to remit fines will have their grades and transcript withheld. Failure to remit fines may also result in the loss of parking privileges, and in immobilization of vehicle.

Enforcement of the rules and regulations will be the responsibility of the Public Safety Office. Operators who fail to obey the direction of a traffic sign may receive a traffic citation for a minor offense. Only one citation for a parking violation will be issued for the same offense in any 24-hour period. Students who have accumulated three or more minor violations are subject to disciplinary action by the College under the Student Code of Conduct. Students who violate major regulations may also be subject to such action by the college for one or more violations. This action is in addition to any fines or other traffic penalties imposed.

**Towing and Impounding:** The College reserves the right to remove and impound abandoned vehicles or any vehicle found on campus: without a license plate, parked in a driveway, fire lane, access to buildings, reserved, or service vehicle space, blocking a loading dock or trash dumpster, or illegally parked in such a way as to constitute a hazard to pedestrian or vehicular traffic or to the movement and operation of emergency equipment. The owner will be responsible for all costs involved in towing, impounding, and storing such a vehicle.

The Public Safety Office shall remove from the campus at the owner's expense any vehicle that is determined by them to be a health or safety hazard or major inconvenience to the College community.

The Public Safety Office, to assist in the enforcement of these regulations, is authorized to use the "immobilizer", a device that prevents the movement of the vehicle when placed on the front wheel. This sanction was developed to provide alternatives to towing vehicles. These sanctions apply to all members of the College community.

**Appeals:** The Traffic Court Judge will meet with the Director of Public Safety and Security to schedule and review the procedures of the Traffic Court Hearing. At least one Traffic Court Hearing will be convened each semester. You may appeal a parking ticket by obtaining a traffic ticket appeal form in the Public Safety and Security Office. Procedures for filing an appeal are as follows:

1. The form must be completed and left at the Public Safety Office within 7 days of the date a ticket was issued.
2. You will be subpoenaed by the Traffic Court to plead your case.
3. You will be advised at Traffic Court as to whether you have been found guilty or not guilty.

**Non-appealable offenses:** Towed vehicles, immobilized vehicles, if you have committed fraud to obtain a permit/hangtag.

## RESIDENCE LIFE

All Residence Hall Policy Violations are subject to sanctions as described in the Delaware Valley College Student Code of Conduct. General sanctions may include Disciplinary Warnings, Fines, Disciplinary Probation and/or Dismissal from Residence Halls.

### RESIDENCY IS A PRIVILEGE, NOT A RIGHT.

A basic concept of any group living situation is the mutual courtesy and respect of those living around you. The College reserves the right to change an individual's assignment when necessary and to assign another student to a room when a vacancy occurs. The College also reserves the right to cancel or deny the Housing Agreement with a student, if that student engages in the following conduct:

1. Intentionally causes damage(s) to College property.
2. Disregards the rights of other students.
3. Harasses, intimidates or steals from roommate or other student(s)
4. Disrespects a Resident Assistant (RA) and/or professional staff or interferes with them in the function of their duty.
5. Jeopardizes the safety and/or terms and conditions of the Housing Agreement.

## **6. Disrupts the residential environment.**

## **7. Violates College rules and policies and/or terms and conditions of contract.**

When a Housing Agreement is signed, it is for the entire academic year or remainder of the year. The deposit is considered non-refundable and breaking the contract may result in an additional financial penalty known as the Housing Breakeage Fee. The following fee schedule will be applied if the student cancels his/her on-campus housing assignment after placement is made:

By June 1st of each year: \$300 Breakeage Fee

After June 1st: \$600 Breakeage Fee

## **LOSS OF HOUSING PRIVILEGE**

Anyone who, through actions or violations of policies and/or procedures, demonstrates that his/her presence in the residence hall is detrimental to him/herself, students or to the College, will be subject to disciplinary action and loss of residence hall privileges. Students removed from housing will not receive any portion or refund of housing fees or forgiveness of housing fees yet due. Because of its commitment to the resolution of differences through intellectual means, the College will not tolerate physical violence or threats of physical violence. Any such incidents will be cause for disciplinary action.

## **RESIDENCE LIFE STAFF RESPONSIBLE FOR POLICY ENFORCEMENT:**

**Area Coordinator (A.C.)** - Professional Staff members living in the Residence Halls. They are responsible for working with students and Resident Assistants to create an environment conducive to a living/learning community.

**Resident Assistant (R.A.)** - Upper-class students, chosen by the college through an interview process: They live in the residence halls and oversee their respective living areas. The position involves a threefold responsibility: to promote the welfare, moral and academic attainments of the individual students in their areas; to enforce College policies and rules; and to help maintain the best traditions and customs of DVC.

## **RESIDENCE HALL POLICIES**

### **Administrative Relocation**

The College reserves the right to change a student's housing assignment. This may be enacted when there are irreconcilable differences between roommates or when it is deemed to be in the best interest of the larger community to make a switch.

### **Authorized/Unauthorized Items**

Electrical appliances may contribute to the potential for accidental fires, unsanitary conditions and excessive use of energy. Having illegal items in your room will result in a fine and disciplinary action.

#### **These items are permitted:**

1. Television, DVD, or stereo
2. Hair dryer (not to exceed 1700 watts)
3. Iron - with automatic turn off switch
4. "Fire Shield" Surge Protectors
5. Computer, computer accessories
6. Microfridge unit supplied by the College
7. College supplied air conditioner for which there is a monthly fee and may have some restrictions

#### **The following items are NOT permitted in residence halls:**

1. Cooking or heating appliances including, but not limited to, George Foreman grills, toasters, toaster ovens, space heaters, and open coiled heating devices.
2. Grills that use charcoal, lighter fluid, propane gas or other flammable substances.

3. Weapons, firearms, ammunition (including BB & pellet guns)
4. Water beds/Inflatable hot tubs
5. Power Water Guns
6. Any Power Strip other than “Fire Shield” Surge Protectors
7. Extension cords with multiple outlets regardless of UL listing
8. Any flammable/burning material including candles, incense, or explosives
9. Barn boxes or work clothes left in the hallway or stairwells
10. Halogen lamps
11. Dart boards - while not a fire risk, the potential for serious injury is extremely high
12. Microwave Oven, refrigerators or air conditioners not supplied by the college

### **Check-In/Check-Out Policy**

1. Each student is responsible for completing an RCR (Room Condition Report) and returning the RCR to his/her RA within 24 hours of move-in. All damages or defects in the room upon check-in should be recorded on the RCR. Any damages, defects, or missing property not recorded on the RCR will be the responsibility of the student at the time of check-out. If the Residence Life Office has no RCR on file for a student upon check-out, the student will be assigned responsibility for all damages.
2. Before vacating a residence hall room, an RA will evaluate the condition of the room. The student will be required to sign the RCR upon check-out. Once the room has been vacated, an Area Coordinator and a member of the Maintenance Department will complete the final evaluation of the room. This final evaluation is what will determine appropriate assessments for damage, where applicable. Charges and/or fines will be added to the student’s bill.
3. Rooms must be cleaned and cleared of personal items before leaving the residence hall for the year or upon withdrawing from housing. The College cannot accommodate large trash items such as sofas, chairs, carpets or entertainment units, and these items must be taken home upon check-out. It is expected that all residence hall rooms remain in the same condition as when the student moved in.
4. When leaving on-campus housing, hour key must be returned at the time of check-out. If it is not, a core change will be ordered. The Office of Residence Life will not accept keys being mailed or otherwise returned after the student leaves on-campus housing.
5. Fines and Disciplinary actions will be taken if College personnel are needed to clean your room and remove discarded items.
  - A. Students failing to Check Out will be assessed for Improper Check Out - \$100.00.
  - B. Students failing to Sweep, Mop and remove Discarded Items will be assessed for Improper Housekeeping - \$100.00
  - C. Students failing to return room key will be assessed for Failure to Return Key - \$150.00 for Centennial and South Halls; \$100.00 for all other residence halls.
  - D. Students failing to clean their Microfridge will be assessed for Microfridge Cleaning - \$50.00
  - E. Leaving Behind Personal Furniture: minimum of \$100.00
    1. Appeals of damage/fine assessments must be in written form and sent to the Office of Residence Life. No appeals will be considered after July 1st.
    2. Upon withdrawing from College housing, all personal property must be removed from the premises at that time. Personal property not removed shall be considered abandoned and may be disposed of by the College at its discretion and/or the student’s expense.

### **College Furniture**

College furniture is not to be removed from Lounges, Computer Rooms or Student rooms for any reason. “Borrowing” furniture for personal use is prohibited.

## **Courtesy Hours/Quiet hours**

1. As the name implies, “Courtesy Hours” mean students should be courteous of other residents on the floor or in the hall. Students shall be courteous 24 hours a day to fellow floor and hall mates, and must observe respect for their surroundings. Violations of Courtesy Hours will result in disciplinary action without warnings being issued.
2. Radios, televisions and stereos shall always be played at a low volume. Under no circumstances shall stereo speakers be placed in open windows in order to be heard outside the residence halls. Stereo equipment deemed excessive by the Resident Assistant or Area Coordinator (such as DJ setups) and smoke machines will be removed from Residence Halls. Bass speakers (subwoofers) can be extremely disruptive in a residence hall setting as low tones travel easily into hallways or other students’ rooms. As such, bass speakers or subwoofers are highly discouraged and their use can be construed as a violation of Courtesy Hours/Quiet Hours.
3. All residents will observe the following Quiet Hours:  
**Sun. – Thurs. 10 pm – 8am; Fri. – Sat. 12 midnight – 8am**  
During these hours, all student activity must be kept quiet enough for other students to sleep or study. Quiet hours are in effect for all areas inside and outside of Residence Halls, including hallways, lounges, courtyards, and resident’s rooms.
4. During Finals, 24 Hour Quiet Hours are in effect. They will begin at 8:00am the day before finals begin and end at 9:00pm on the last day of finals.
5. Courtesy/Quiet Hours are in effect during all semester breaks and summer residency.

### **Damage Assessment:**

1. All residents are responsible for the care and cleanliness of their assigned rooms. Costs of damage to individual rooms will be assessed against the occupants or responsible party.
2. All residents are also responsible for the cleanliness and care of the common areas. Students will be fined for excessive trash and/or misuse of property in hallways, lounges, and bathrooms.
3. Damage to the residence halls which is attributed to malicious mischief or vandalism, and is individually determinable, will be assessed to the student or students involved, in addition to a fine and disciplinary action. When such damage is not individually determinable, the cost to repair the damage will be assessed against all students living on that particular floor or to the residents of the entire residence hall. Community Damage charges can not be appealed.
4. After hours and weekend calls that are necessary as a result of malicious mischief or vandalism will be billed a minimum of four hours labor.

### **Drinking Games:**

The College views “drinking games” as misuse or abuse of alcoholic beverages. Based on this philosophy, drinking games including, but not limited to, Beer Pong are prohibited in the Residence Halls. In some very limited circumstances games may be allowed in a registered and approved setting elsewhere on campus.

### **Entry of Room by College Personnel**

1. Delaware Valley College is dedicated to preserving students’ rights to study, to reflect, to have quiet, and to rest in their rooms. However, the College reserves the right to enter and inspect any student’s room at any time.
2. Members of the staff of the Office of Student Affairs, staff members of the Department of Public Safety and Security, and Maintenance Personnel are authorized to enter a student’s room to determine occupancy, to inspect the room for health and safety reasons, to provide for maintenance or make repairs and for routine and random inspections.

3. College staff may also enter rooms if there is a reason to believe a violation of College policy or Code of Conduct is occurring or has occurred. Except in situations involving violations of policy, maintenance, or safety concerns which require immediate attention, the personal belongings of students are not disturbed.
4. When emergency situations exist, College staff may enter rooms. College staffs are authorized to enter rooms with law enforcement officials to determine whether a violation of the law has occurred. The evidence gathered from this entry may be used in College disciplinary proceedings and in a court of law.

**Fire Drill Procedure**

1. When a fire alarm sounds, all occupants of the building will proceed in an orderly fashion to the nearest accessible exit and leave the building as quickly as possible. An attempt should be made to close all windows.
2. To ensure safety and to account for each resident, it is required that once outside the building, residents of each residence hall regroup in these areas:  
 Barness Hall ..... Meet in the field at rear of residence hall  
 Berkowitz Hall ..... Meet in the parking lot behind res. hall  
 Centennial Hall ..... Meet in the field behind Barness and Cooke  
 Cooke Hall ..... Meet in the field at rear of residence hall  
 Goldman Hall ..... Meet in grassy area across from res. hall  
 Samuel Hall ..... Meet in Student Parking Lot  
 South Hall ..... Meet on the Segal Hall Parking Lot  
 Ulman Hall ..... Meet on the quad field  
 Work Hall ..... Meet on the baseball field
3. When a College official gives an “All Clear” notice, you may return to your room. Failure to comply may result in disciplinary action.
4. During inclement weather, it is recommended that students wait inside another building (such as the gym or the Student Center) until such time that the “All Clear” notice is given.
5. Failure to leave a building will result in a minimum \$100.00 fine.

**Fire Safety**

1. Each Residence Hall room is equipped with a smoke detector. Batteries in each smoke detector must remain in each smoke detector! If the smoke detector in a student’s room signals a need for new batteries, it must be reported to an RA or Security to request replacements. There is a sprinkler system in Centennial and South Halls.
2. State and Federal laws require that fire drills be scheduled periodically. Failure to comply with this procedure will result in disciplinary actions. Tampering with fire equipment or setting off a false fire alarm will result in a minimum \$1,000.00 fine , loss of on-campus housing (if applicable) and disciplinary probation for the remainder of the student’s academic career at the College.
3. Unauthorized fire in or around the residence halls are prohibited at all times and are considered endangering the safety of other students. This includes, but is not limited to bonfires, campfires, candles, incense, and any item that creates an open flame. The sole exception to this policy is lighting cigarettes outside of the residence halls.
4. If a fire extinguisher is discharged in a residence hall for reasons other than putting out a fire, a fine of \$1,000 will be assessed to the student who discharges it. If the individual can not be identified, this fine will be charged to the residents of the floor or residence hall.

## **ID Cards**

Students are expected to carry their IDs at all times and must present their ID upon request of a College Official. If a student loses his/her ID card, a replacement will be issued by the Office of Security and the student will be responsible for any fee associated with the replacement.

## **Key Policy**

1. Students are issued a numbered residence hall key at the beginning of the year and are expected to carry this key at all times. If a key is lost or stolen, it must be reported to Residence Life located on the 2nd floor of the Student Center between the hours of 8:30am- 4:30pm. After hours, reports may be directed to an RA, Area Coordinator and/or the Public Safety and Security Office.
2. If a student loses his/her issued key or fails to return their key upon checking out of a room, the College Locksmith will replace the core of the lock and issue new keys. The charge will be billed to the responsible resident's student account. The charge is \$150.00 for Centennial and South Halls; \$100.00 for all other residence halls.
3. Students locked out of their rooms may contact an R.A., Area Coordinator or the Public Safety and Security Office.
4. Room keys must not be duplicated or loaned to another student or individual.
5. Possession and/or use of any key by a resident other than those issued to that person will result in Disciplinary action.
6. Original keys must be returned to a member of the Residence Life Staff at the time of checkout.

## **Personal Property/Liability**

1. The College does not insure personal belongings against damage or theft, and the College is not responsible for such incidents. It is recommended that students check their family's homeowner's policy to determine if their belongings are covered - if not, the student should seek an appropriate renter's insurance policy.
2. When leaving their room, residents should lock the door to secure their belongings and safety. It is also recommended that students put their name on personal property (engraved, permanent marker, etc.) before coming to school.
3. Delaware Valley College is not responsible for the loss of valuables of any person or for the loss or damage of any person's property from any cause. The Office of Student Affairs recommends that insurance coverage, such as renters insurance, be contracted for by individual students with the appropriate agencies. If a student is a victim of theft, for documentation purposes, the incident may be reported to the Public Safety and Security Office as well as the Office of Student Affairs.

## **Pets**

Fish are the only animals permitted in the Residence Halls. Students are permitted one aquarium (up to 10 gallon capacity) per room for fresh water or tropical fish. Care should be taken when cleaning fish tanks so as not to allow gravel to go down the drains. This causes damage to the plumbing.

All other pets are prohibited. Violation of the pet policy will result in a \$200 fine per pet, with an additional fine of \$50 for every day the pet remains. The presence of pet supplies (pet food, cages, animal transporters, cat litter, etc.) will be construed as a violation of this policy. Disregarding this policy may result in dismissal from the Residence Hall.

## **Propping/Popping of Doors**

For the safety of the Residence Hall community propping and/or popping doors to gain entry or allowing others to enter the hall without proper access is prohibited. If locked out of a residence hall due to card loss or malfunction, residents may call x2315 to have someone from the Office of Public Safety and Security let them in.

### **Public Display of Offensive Symbols or Material:**

Symbols, flags, or pictures that may be considered offensive by members of the campus community (such as the Confederate Flag, Swastika or pornographic material) may not be displayed in a manner as to be visible from outside of the Residence Halls or the hallway. In addition, they may only be hung in individual's rooms with the consent of all roommates.

### **Request to Move Off Campus**

Residents may request to move off campus by filling out a Request to Move off Campus Form available in the Residence Life Office located on the 2nd floor of the Student Center. The Assistant to the Dean of Students must formally approve this request. If approved, this would still be considered a breach of the housing agreement and a breakage fee will be applied to the students account. This fee does not apply if the student is graduating, transferring, or withdrawing from the college.

### **Room Assignments**

1. Room and board charges cover a period of thirty (30) weeks during each college year. When a student requests a room, the reservation is considered to be for two semesters, and the student will be billed accordingly. All resident students are required to sign a Housing Agreement, which is a binding agreement between the student and the college, and can only be terminated if the student officially withdraws from the college or if the college cancels the agreement due to disciplinary actions or if the student requests to move off campus/commute from home.
2. Students cannot deny someone the right to live on campus. Students who are uncooperative in the placement of a new roommate will be subject to disciplinary actions. Failure to comply with accepting a new roommate or making the process difficult, will result in being charged an additional \$1000 for the remainder of the semester.
3. No student may claim "ownership" of a specific housing assignment. All students assigned to a room are considered as having equal rights to that room as shared space, regardless of when each roommate moved in. Furthermore, all roommates retain equal rights to the room regardless of whose housing lottery number was used to secure the room during housing selection.
4. If space permits students without roommates may request to live in a single room. Single rooms will be charged an additional \$1000 over the cost of a regular room. Requests must be made to Residence Life in writing and approved by the Assistant Dean of Students. These requests must be made at the beginning of each semester. The College reserves the right to consolidate students who do not request to keep their room as a single.
4. Students must maintain 12 credit hours per semester to live in on-campus housing. Any exceptions to this policy are at the discretion of the Assistant Dean of Students.
5. If a student wishes to request special housing accommodations based on a specific medical or mental health condition, s/he must provide documentation showing that the special accommodation would be required. This documentation would have to be provided by the treating physician, psychiatrist, or psychologist (whichever is applicable). The medical/mental health professional providing the documentation can not be related to the patient/student (i.e., father, mother, uncle, cousin, etc.). The documentation will be reviewed and, if approved, the student will be notified. If the special housing accommodation request is specifically for a single room, the aforementioned process applies. If a student is approved for a single room, a double room will be converted to "single occupancy" and the student will be charged an additional fee of \$1,000 per semester.
6. Failure to return a signed and completed Room Condition Form will result in that student's forfeiture of his/her right to appeal any room damage assessment.

## **Room Change Request**

1. In order to change a room assignment, residents must fill out a Change of Room Request form at the Residence Life Office, located on the 2nd floor of the Student Center. This procedure does not apply to residents who are having problems with roommate/s.
2. If roommates are having difficulties living together, the mediation process begins with a meeting between the roommates and their RA. The RA will work with the residents to resolve the issues. No room changes due to roommate conflict will be honored unless efforts are first made to mediate the problem.
3. No room changes are permitted in the first two weeks of the semester, and requests will only be honored if there is available housing space.
4. Changing rooms without approval from the Director of Residence Life will result in a fine of \$100.00 and/or Disciplinary Sanctions.
5. In suite style housing, students assigned to a particular bedroom may not switch rooms within the suite without approval from the Office of Residence Life.

## **Room Maintenance**

Room maintenance problems should be reported to an R.A., an AC or the Residence Life Office. Once the problem is documented, a work order will be requested to address the problem. The College Maintenance Department handles all problems dealing with residence hall repairs. Students may call the Maintenance Department directly using a 24-hour “hot-line”. The number is x3494...or “FIXI”. Please act appropriately when making requests.

## **Room Modification**

1. Couches and chairs brought from home are permitted, but their numbers are limited, for fire safety reasons, to the following: Either, one 3-cushion large couch or one 2-cushion love seat + one chair. Due to the size of the rooms in South Hall, be cognizant of adding any additional furniture as this may limit your living/moving space.
2. Residents are encouraged to decorate their rooms to suit their tastes within reason. Use of double sided tape, nails, screws, etc. to hang items may result in damage to the room for which residents will be held responsible.
3. Screens may not be removed from windows for reasons of health and safety. A fine will be assessed to the occupants of any room from which the screens are removed. This assessment is in addition to any replacement or damage charges which may be billed to the occupants.
4. Dismantling of college furniture is not allowed. Residents are responsible for returning room furniture in its original condition.
5. In suite style housing, students may not reorganize the suite by turning one of the bedrooms into a “living room.” Each bedroom is an individual assignment and must retain the occupants and appropriate full sets of furniture.
6. Lofts are expressly prohibited in the residence halls. Any modification to the room – aesthetic or otherwise – must receive prior approval from the Assistant Dean of Students.

## **Semester Break Housing**

Residence halls are closed to students during vacation periods such as Thanksgiving break, Winter break, and Spring break. Students who need to be on campus over the breaks for legitimate reasons must register and receive approval from the Assistant Dean of Students. The only approved reasons for staying over a break are as follows: 1) Working on campus (office, farm, etc.); 2) Student athlete who has an athletic commitment during Break; 3) Student lives more than six (6) hours away; 4) Academic Commitment (internship, field trip, etc.). Non registered students found in the Residence Halls during breaks are subject to disciplinary action and a \$100 fine. The Office of Residence Life will review special requests on a case-by-case basis.

## **Storage**

The College does not provide storage for students' belongings. Between fall and spring semesters, students may if they wish, leave personal belongings in their rooms. At the end of the year, however, all students' belongings must be taken home or placed in an off-campus storage facility

## **Smokeless Tobacco:**

Students are permitted to use smokeless tobacco products (dip/chew) in the residence halls under certain conditions:

1. Students may use smokeless tobacco products in their rooms only with the consent of all roommates.
2. Students may not use smokeless tobacco products in the common areas of the residence halls including, but not limited to, hallways, lounges, computer labs, and Goldman Game Room.
3. Makeshift spittoons (dip/spit cups) must be disposed of properly in sealed containers. Students who do not appropriately dispose of these will be assessed a \$25.00 fine.

## **Smoking**

Smoking is **NOT** permitted anywhere in any Residence Hall. This includes students' rooms, lounges, bathrooms or other common areas.

## **Substance Free Housing**

In addition to State and College alcohol policies, South Hall has been designated as a Substance Free Facility. In this hall, all alcohol products and other controlled substances not prescribed by a doctor are prohibited, regardless of resident's age. If any resident is found in violation of this policy by possessing, consuming, or being in the presence of any prohibited substance in this hall, the resident will be removed from South Hall and provided other housing options as available, in addition to standard sanctions. If space is not available on campus, the student may be asked to move off campus.

## **Summer Housing**

On-campus housing is limited during the summer months. Students who wish to reside on campus during the summer must complete a Summer Housing Profile Form and be approved by the Residence Life Office. Only current resident students who have been assigned on campus housing for the upcoming fall semester are eligible to apply. In addition, all students staying over the summer must either complete an Employment Program, complete a minimum of 350 hours of on-campus work, or be enrolled in summer classes.

## **Vandalism:**

Students involved with the following will be subject to disciplinary action:

1. Inciting to action or participating in unauthorized activities resulting in destruction of property.
2. Tampering with telephone, vending machines, laundry facilities, or causing destruction/damage of any form on campus.
3. Damaging or destroying property in rooms, residence halls, cafeteria, or other College facilities.
4. Removing, damaging or destroying posters, advertisements or signs on campus. Members of individual floors may be assessed cleaning fees or damage charges if those who are responsible do not come forward.

## **Visitation**

1. Roommates are expected to work out problems created by room visitation to their mutual agreement. The desire for privacy by one roommate takes precedence over the desire for room visitors by the other roommate.
2. If a resident would like to have a visitor at a time that is not convenient for his/her roommate, lounges and TV rooms are open during the hours established for visitation.

3. Members of the opposite sex may visit with students in their rooms or in the lounge area of their hall only during the following hours. This does apply to residents who may live in the same building.
  - A. Sunday – Thursday 10:00 am - 12 midnight
  - B. Friday – Saturday 10:00 am - 2am
4. Co-ed lounge areas are always open for coed use by residents who live in those halls only!

### **Guest Policy**

1. Students are responsible for the actions of their guest(s) on the campus or property of the College both legally and financially. Students are permitted one guest per visit. Guests must be the same gender as the student, and must be at least 17 years old (16 if they are a prospective student). All guests must have a valid form of photo ID while on campus. If Photo ID is not possible an official DVC Guest pass must be completed.
2. Guests must register with the Office of Student Affairs between 8:30 a.m. and 4:30 p.m. Monday through Friday. After these hours, guests must register with the Public Safety and Security Office. The same policies for general visitation are to be used for guests.
3. Residence halls are not intended as living accommodations for transients, non-students, non-residential students, or for students to use a room as a “second home” (i.e., staying in a room on a regular basis). The College reserves the right to limit the number and frequency of visits and to address those situations in which a guest or visitor is inappropriately using this privilege.

### **Water Fights/Games**

Water fights and games are forbidden anywhere within any residence hall and on the grounds surrounding each hall. This includes but is not limited to skateboarding, ball playing, lacrosse, water gun fights etc. All other games and roughhousing are prohibited from the hallways of the Residence Halls, as they pose a potential risk to the safety of other students, as well as a disturbance to sleep and study.

## **COLLEGE SERVICES**

### **ACCIDENT/HEALTH INSURANCE**

*(Contact Office of Student Health Services at x2252)*

1. It is a College requirement that all full-time students have health insurance coverage (either a personal plan or by purchasing the College group plan). All full time students will receive information from Hulse/QM to verify insurance coverage. If you have proof of comparable insurance and wish to waive coverage, the deadline to provide such proof will be publicized but is typically by the end of September each year
2. All students (taking 12 or more credits) attending Delaware Valley College must enroll in or waive out of the health insurance coverage offered through the College. All students providing verifiable proof of comparable health coverage, may waive the purchase of the sponsored plan. The Insurance Plan is also available to spouses and children of students enrolled in the Plan.
3. The policy for the current year becomes effective on 8/01/2008 at 12:01 a.m. and expires on 8/01/2009 at 12:01 a.m. Coverage remains in effect during holiday and vacation periods. Should an Insured person graduate or withdraw from the institution, the insurance shall remain in effect until the end of the period for which premium has been paid.
4. All International Students must also provide proof of personal health insurance coverage here in the United States by the beginning of each academic year. If you are late with this information or have no health insurance here in the United States, you will be signed up and billed for the College group plan for the current school year.

## **ALLERGY INJECTION PROTOCOL**

*(Contact Office of Student Health Services at x2252)*

Students who receive allergy treatment have two options to consider:

1. The Student Health Center can provide the names of two local allergists students can contact to continue their injections.
2. Students can call the Student Health Center and make an appointment to receive the injections at the Center. Appointments for injections at the Student Health Center are available Tuesday through Friday at 11:30 a.m. Students **must** stay at the Student Health Center for twenty minutes after their injection.

## **BANKING**

A MAC machine is located in the Student Center Lobby for withdrawals only. If you wish to open an account in a local bank, Harleysville National Bank and Trust Co. applications are available in the Bursar's Office, Lasker Hall (2nd floor). Deposits to Harleysville accounts can be made in the College Bursar's office, Lasker Hall 2nd floor.

## **BOOKSTORE**

(Contact: Rob Hirsch, x6365)

Located in the lower level Student Center, the College Bookstore strives to meet all of your academic and collegiate needs. We offer one stop shopping for textbooks (new and used), school supplies, dorm supplies, toiletries, insignia gifts and clothing, greeting cards, snacks, helium-filled balloons, computer software and supplies (at academic prices) and so much more. Visit the bookstore website [www.delval.edu/bookstore](http://www.delval.edu/bookstore).

### **Bookstore Hours**

Monday -Thursday 8:00am–6:00pm (extended hours during “rush” and “buyback”)

Friday 8:00am–4:30pm

Saturday and Sunday Times vary please call 215-489-6365

### **Fax Machine**

A fax machine is available in the Book Store for Student use. To receive or send a fax the charge is \$1 per page. The Bookstore fax number is 215-230-2961.

### **Graduation Center**

Diploma frames, rings, cap and gown, announcements.

### **Shipping**

The Bookstore provides Fed-Ex Ground Shipping at prevailing rates.

### **Payment Methods**

The Bookstore accepts the following for Bookstore purchases: Cash, Check, Visa, MasterCard, American Express, Discover and Financial Aid Vouchers. If checks are returned for insufficient funds a \$50 fee will be charged to your tuition account.

### **Book Buy Back**

Students have the opportunity to sell their textbooks back to the Bookstore for CASH. Buy Backs are held twice a year during finals week (May and December).

## **CAREER & LIFE EDUCATION**

### **Employment Program**

The Employment Program is a 500 hour experiential education graduation requirement which you will receive four academic credits (hours and credits may be reduced for transfer students). The program is administered by the Office of Career & Life Education (Segal Hall) in conjunction with the Department Chairs.

## **Internships and Employment**

The Office maintains an online list of current full and part-time job openings as well as a list of internships and summer positions. You may search this list and/or post your resume for potential employers to view by going to [www.delval.edu/career](http://www.delval.edu/career) and clicking on the Students icon.

## **Career Guidance and Counseling**

The Career Resource Center (Segal Hall) is open for your use Monday through Friday from 8:30am-4:30pm. Numerous career related resources are available, as is individualized career guidance and counseling on issues such as: career interest self-assessment; job search strategies; resume and cover letter writing; and graduate/professional school information. Plan to visit here regularly - the staff will point you in the right direction and help you define and achieve your career goals.

## **Special Programs and Events**

The Office sponsors several different workshops, special programs and career related events throughout the academic year. Included is an annual campus-wide Career Day, which is attended by over 100 recruiters from business and industry. At Career Day, you have an opportunity to discuss job possibilities with company representatives and obtain valuable career information. Specifically for seniors, the Professional Development Seminar is offered to help manage the transition from college to career.

## **CONTINUING EDUCATION**

1. Full-time students attending may register for classes held in the evening (6:20 PM) providing the section number is designated as a "251" for a lecture, a "161" or "162" for a lab, or "276" for online.
2. Sections designated with a "241" are intended for Evening College students only. Seniors with scheduling conflicts may be permitted to enroll in these sections, only after their advisor and department head verify the conflict and sign-off on the appropriate form.

## **COPY MACHINES**

Copy machines are located in the stairwell of the Student Center, the Bookstore, and the lower level of Library. The cost is 10¢ per page.

## **COPYRIGHT ISSUES**

1. The use of images, recorded sounds, copyrighted materials, trade secrets and trademarks is subject to legal restriction.
2. No one may use photographs, video clips, sound clips, or material which may be subject to copyright, trademark or trade secret restrictions without written permission of all parties involved.
3. No student, faculty, or staff of the College may use the College seal, pictures, or any other copyrighted materials without permission of the College.
4. Anyone violating copyright laws may be punished in accordance with federal, state and local laws.

## DINING SERVICES

(Darryl Gruber, x2357)

1. All resident students must purchase a meal plan.
2. Meals not used during a given week will be forfeited at the end of that week.
3. The meal plan runs from Saturday Breakfast through Friday Dinner.
4. After freshmen year a variety of plans are available to you and are controlled by your Student ID card.
5. Your ID card is your ticket into the Dining Hall and Food Court. No service will be provided without this card.
6. All first year resident students are required to purchase the 20-meal plan.
7. Any changes to a meal plan must be made in person in the Office of the Director of Dining Services located in the David Levin Dining Hall. Meal plan changes can only be made each semester from the first day of classes to the last day to add/drop courses.

*David Levin Student Restaurant Hours:*

### Monday - Friday

Breakfast	7am–9am
Lunch	11am–1pm
Dinner	4:30pm–7:30pm (Fri 'til 6pm)

### Saturday

Breakfast	9am–11am
Brunch	11am–1pm
Dinner	4:30pm–6pm

### Sunday

Brunch	11am–1pm
Dinner	4:30pm–7pm

*Schatzy's Food Court Hours:*

### Monday - Friday

Breakfast	8am–10:30am
Lunch	10:30am–3:30pm
Dinner	3:30pm–7:30pm

Cash Equivalency for each meal can be used at the times mentioned above.

*Sandella's Hours*

**Monday-Friday** 10:30am – 8pm

*Pete's Arena Late Night Hours:*

1. Choose from fresh homemade pizzas, philly cheese steaks, chicken wings, fingers, etc.
2. Pick up Monday through Sunday 7:30 pm – 11:00 p.m.
3. Only cash or flex dollars can be used for Late Night Service.

### Cash Equivalency

Schatzy's Food Court uses a cash equivalency policy. Each plan has a certain dollar value. If exceeded, the student can use flex or cash dollars: Breakfast - \$3.25; Lunch - \$4.00; Dinner - \$4.50

### “Flex Dollars”

1. Flex Dollars is a term given to the additional funds on your meal card.
2. Each meal plan is allocated a fixed sum of money that is used as a debit account for the purchase of meals, beverages and snacks beyond scheduled meals.

3. If a student wants to check his/her flex dollar balance when making a purchase in the Dining Hall or Food Court, the student should ask the cashier for a receipt. This receipt will show the balance.
4. The College suggests that you select a meal plan with either high or low flex dollars based on your expected use. If you need additional flex dollars, you can purchase them at the Bursar's Office in \$25 blocks at any time during the academic year.
5. *Any unused flex dollars remaining at the end of an academic year will be forfeited.* Students who graduate, transfer, withdraw or leave the College for any reason are not entitled to a refund of unused flex dollars.

### **Catering**

Our talented team of culinary and service professionals is dedicated to the task of exceeding your highest expectations. We would be pleased to assist in the designing of your next event. If we can offer you more information or if you would like to make an appointment, please call us at (215) 345-1988.

### **Nutrition**

Visit [BalanceMindBodySoul.com](http://BalanceMindBodySoul.com) for your nutritional information. You will find recipes, nutritional and wellness information as well as an opportunity to "ask the dietician". Balance Mind Body Soul provides reliable nutrition and health information that can easily be accessed every day.

### **FINANCIAL AID**

(Mr. Robert Sauer, Director of Financial Aid, x2272)

1. The Financial Aid Office is located in Lasker Hall, 2nd floor. You can contact Financial Aid at [finaid@delval.edu](mailto:finaid@delval.edu) or at [www.delval.edu/finaid](http://www.delval.edu/finaid)
2. It is your resource for complete information (qualifications, regulations, forms and deadlines) on available forms of assistance.
3. The regular office hours are 8:00 a.m. to 4:30 p.m. Awards of financial aid are based upon your financial need, academic qualifications, and ability to contribute to the life of the College.
4. Requirements for all forms of financial aid are available from our Financial Aid Office. Programs include:
  - a. Federal Supplemental Educational Opportunity Grants (SEOG), Federal Academic Competitiveness Grant Program (ACG), Federal National Science and Mathematics Access to Retain Talent Program (National SMART), Federal Teach Grants, Federal Pell Grants, Federal Perkins Loan Program, Federal College Work-Study Program, Federal Stafford and Plus Loans, Scholarships and State Grant Programs
  - b. Alternative Loan Programs, Contact: Ms. Joan Hock, x2975
  - c. TuitionPay (Interest Free) Payment Plan is available. Arrangements can be made through the Bursar's office x2376.

### **LAUNDRY FACILITIES**

The College provides laundry facilities in Centennial Hall, Samuel, Work and Berkowitz halls. There are also laundry facilities in South Hall. All the machines are free to all resident students.

### **LIBRARY**

(Contact: Circulation Desk x2953)

1. Located at the center of campus, the Joseph Krauskopf Memorial Library is also central to the academic mission of Delaware Valley College.
2. Learning how to find and use information resources is an important part of your success as a student, and you are encouraged to make use of the library from your earliest days at DVC.
3. The Library is fully automated and its catalog and other electronic resources can be accessed from the library's web page, which is linked on the DVC web page. Reference assistance is available for your research.

4. The library has 24 desktop computers and 20 laptops for student use. You will need your student ID card in order to check out a laptop from the circulation desk. Printing charges from library computers are 3 cents a page for regular copies and 50 cents per page for color copies. The library has 2 photocopy machines. Photocopies are 10 cents per page.
5. Quiet study is available in the Shapiro Wing and in the lower level of the library. Students wishing to work on projects together should use the Cooke Wing. The Shapiro Wing is sometimes reserved for campus events and not available for student study.
6. During the fall and spring semesters, the Library is open the following hours:
  - A. Monday – Thurs: 8am–11pm
  - B. Friday: 8am–5:30pm
  - C. Saturday: 9:30am–5:30pm
  - D. Sunday: 1:00pm–11pm
7. Hours vary during summer, holidays, and exam periods; check the library’s web page for changes.

## **MAIL CENTER**

(Contact: Ace Hutchinson, x2225)

1. The College Mail Center is located on the first floor of the Student Center and is open 8:00 a.m.– 4:00 p.m. Monday through Friday. The official zip code for student mail is 18901-2697. A mailbox is provided for each full-time student living on campus. It is each student’s responsibility to obtain his/her mail daily. All personal mail and official college notices will be distributed there. Money Orders are available 8:00 a.m. through 4:00 p.m. Monday through Friday at the Mail Center.
2. Students moving off campus during the year forfeit the use of their on-campus mailbox. Their mail will be forwarded to their home address.

## **MEDIA SERVICES**

(Jim Linden – Media Services Director ; Pat Kelly – Media Services Coordinator)

1. Media Services is located in Eisner Hall, behind the Dining Hall. The Media Services staff are eager to help you design, create, and produce your project. Some of the services the Media Services Department provides are as follows:
  - A. Photographic services - (digital photography assistance and photo editing)
  - B. Video services - (video consultation, editing, duplication, and digital transfer)
  - C. Graphics - (CD ROM graphics available)
  - D. Laminations
  - E. Overhead Transparencies
  - F. Flatbed scanner for scanning photos or graphics
  - G. Optical Character Recognition Software (OCR)
  - H. Copying services:
    - Color copies up to 11x17
    - Scan to .PDF service
    - Faxing services
2. Using the Media Services Multimedia Presentation Room, you can produce, practice, and present your presentation utilizing state-of- the art projection equipment, as well as view your slides or videos.
3. Equipment is available for students to borrow for school related projects.

4. Media Services has convenient hours: Monday –Thursday: 8am–7pm & Friday: 8am–4pm.
5. While most services are free, there is a fee charged for some of the services provided by the Media Services Department.
6. For further information or to schedule an appointment please call (215)489-2387.

## **PUBLIC SAFETY AND SECURITY OFFICE**

(Director, x2315)

### **Vehicle Registration**

You must register your vehicle with the Public Safety and Security Department. There is an annual fee for having a vehicle on campus. You can register your vehicle during the first week of the school year. Unregistered vehicles will be ticketed, booted or towed.

### **Escort Service**

Public Safety personnel will escort you to the Dairy, Equine Center, and NBC classrooms during the hours of darkness or during inclement weather. Traffic Policy Regulations are listed in the Rules and Regulations section of this handbook.

### **Freshmen Parking**

Resident freshmen are not authorized to have a vehicle. Freshmen who require a vehicle on campus must complete and have approved by the Director of Public Safety and Security the Freshmen Exception Parking Request Form. These forms can be obtained from the Public Safety and Security Department. Freshmen who are authorized to have a vehicle on campus **MUST PARK IN PARKING LOT D**

## **RECYCLING PROGRAM**

**Recycling Program** (contact Environmental Health & Safety x2400)

The Environmental Health & Safety Office invites everyone in the campus community to participate to make the program a success. Delaware Valley College recycles glass, plastic, aluminum, paper and cardboard products.

1. Recycling bins are located in academic and administrative buildings, as well as in common areas of Residence Halls. In the bins labeled “Paper,” please place office paper, magazines/catalogs, junk mail and newspapers. In the bins labeled “Cans, Plastic, Glass,” please place aluminum cans, #1 & #2 plastic (soda bottles, milk jugs, some shampoo bottles... check the bottom of the bottle for a number), and any color glass. These recycling bins are intended for single items – **please utilize the large recycling cans in the residence hall trash enclosures for larger amounts of recyclables.**
2. Gray recycling cans are located in the residence hall trash enclosures. These cans are for commingled glass, plastic (#1 & #2), and aluminum. Please place these types of recyclable material from your dorm room into these cans.
3. Recycling centers are located near A-lot and Centennial lot. These recycling centers are to be utilized for small amounts of recyclables; **please place large amounts of recyclables into the gray cans in the trash enclosures.**
4. Delaware Valley College participates in the Abitibi Paper Retriever program. A paper recycling dumpster is located in the parking lot behind Lasker Hall. Please utilize this dumpster for your paper recycling needs. Items to be placed in this dumpster are limited to office paper, magazines/catalogs, junk mail and newspapers. **Please do not place cardboard into this dumpster.**
5. Cardboard should be “broken down” so that it lays flat. Cardboard can be stacked next to the gray recycling can in your residence hall trash enclosure.
6. The Environmental Health & Safety Office is always looking for suggestions & ways to make the program more effective.
7. Thank you for your assistance with the Recycling Program! Following the steps above will allow the program to run smoothly.

## **RESIDENCE HALL MAINTENANCE**

The Physical Plant department is responsible for all residence hall maintenance and repairs. When maintenance services are required, call x3494, Maintenance Fix-It line or e-mail to the Maintenance Department. Maintenance problems should also be reported to your resident advisor (R.A.). Emergencies can be reported during normal work hours 8 am to 4 p.m., call ext. 2228. After 4 p.m., call Security ext. 2315.

## **STUDENT HEALTH CENTER**

1. The Student Health Center (Elson Hall) is open from 8:30AM to 4:30PM. Mon.–Fri.
2. Doctor's hours are 11:30-12:30, Mon.-Fri. Students must come in prior to doctor hours for evaluation by a nurse.
3. Medical care will be provided in a private environment. Your records are kept in the strictest confidential manner.
4. Phones will be answered during hours of operation. You will be seen on a walk-in basis - no appointment necessary.
5. The Health Center is also a source of reference material for health and wellness topics.
6. Bucks County Department of Health provides free, confidential HIV testing on two Wednesdays a month from 1 to 3 PM.
7. Planned Parenthood Association of Bucks County offers counseling, prescriptions and exams on Mondays from 1 to 3 PM. Call x 2252 to schedule an appointment.

## **Emergency Care**

1. Any illness or injuries that occur at home or on campus need to be reported to the Health Center, no matter how slight.
2. If you are too ill to report to the Health Center, notify the nurse on duty (ext. 2252) to make arrangements for proper medical care. Notify the nurse or the Office of Public Safety and Security who can assist you before going to Doylestown Hospital Emergency Dept.
3. Reporting to the Emergency Dept. on your own could result in unnecessary additional cost to you or your parents. You are responsible for submitting all bills to school or private insurance companies. If you need assistance with paperwork or understanding policy for school's insurance, contact the Office of Student Health Services ext. 2252. Claim forms for school insurance can be picked up at the Health Center.

## **Allergy Injection Protocol**

Students who receive allergy injections has two options to consider: the Student Health Center keeps the names of two local allergists students can contact to continue their injections; or students can call the Student Health Center and make an appointment to receive the injection at the Center. Appointments for injections at the Student Health Center are available Tuesday through Friday at 11:30 am. Students **must** stay at the Student Health Center for twenty minutes after their injection.

## **Prescription Medications**

Some prescription medications are available through the Student Health Center when ordered by the physicians. There will be a nominal fee for this service, which will be billed through the Bursar's Office.

## **Medical Forms**

You must provide Health Services with a completed physical and immunization record when entering DVC, and an Insurance Verification Form, yearly. These forms serve as a basis for providing medical care. If you are a transfer student, your former school may be able to provide you with this information.

## STUDENT SUPPORT SERVICES

The College provides a number of services and programs for students including: Counseling, Tutoring, Learning Support, CHOICES, and Act 101.

### Counseling Center

- You might find it helpful to speak with a counselor for a variety of reasons throughout your college experience. Personal concerns can be worked through together with a counselor in a confidential setting.
- For some students, dealing with relationships with roommates, parents, instructors or friends can be difficult. Occasionally you might feel overwhelmed and just need to talk to someone.
- Professional counselors are available to meet with you on a walk-in or appointment basis.
- Outside referrals are also arranged (as necessary) by the Counseling Center.
- The Counseling Center adheres to state law and professional guidelines that protect client confidentiality.

### Tutoring

- Tutoring is available free of charge to all DVC students in the Learning Center located on the 2<sup>nd</sup> floor of Segal Hall. In the Learning Center, peer tutors provide assistance in a wide range of courses.
- Individual and group peer tutoring is available to all DVC students free of charge in the Learning Center located on the 2nd floor of Segal Hall. To request tutoring in a specific course, students are asked to complete a Tutoring Request Form which is available in the Learning Center or on the Learning Center section of the DVC website. For additional information on tutoring, call James Yard at ext.2452.

### Learning Support Services (Disability Resources)

Students with disabilities may be eligible to receive academic accommodations. The College requires appropriate documentation of the disability in order for a student to receive services. Accommodations may include extended time on tests, note taking assistance, interpreters or other adjustments, as needed.

### Technology Fee

1. This fee charged to resident and commuter students includes basic cable television, and use of computers in classroom buildings, residence hall lounges, and the three 24-hour computer laboratories.
2. In addition, the fee includes telephone service, data jacks for each bed in a residence hall room, wireless network access in many areas of the campus, access to WebMail from on or off campus, Internet access, access to electronic library resources, the DVC/TV and radio stations, and in-room movies.
3. Technology used by students in classrooms and the Media Services Department is partially supported by the fee. Commuter students, who live off campus, pay a lower fee than resident students.
4. Other services available:
  - a. Basic Cable Television: Basic cable television service is ready for use in each residence hall room. Premium channels are available at an additional cost to students. For information about the cost of premium channels, contact Media Services at ext. 2387. If you experience problems with your cable TV reception, email [service@privateline.com](mailto:service@privateline.com). Include details of the problem along with your building and room number.
  - b. DCV-TV has three campus TV channels: Channel 4, The Information Channel, telecasts text messages about events and services on campus. Channel 12, the Movie Channel, shows newly released feature films. Channel 24, the Window on the World Channel (W.O.W. for short) shows programs about campus events and people, and documentaries about issues that affect our world. Advertising on Channel 4 is free to campus organizations and students. Local businesses may also advertise for a small fee. For information about advertising contact Media Services at ext. 2387.

## **TECHNOLOGY SERVICES**

(contact x2342)

1. There are over 150 computers available on campus for student use, all connected to the college network.
2. There are three computer labs on campus – Feldman 101, Feldman 103 and Allman 204. Computer labs are open for general use Monday-Friday from 8:30 am – 6:20 pm whenever there are no classes scheduled for the rooms. A room schedule is posted near the door of each room.
3. In addition to the computer labs, there are computer rooms that are open 24 hours/day, 7 days/week in the basement of Segal Hall, the Commuter Lounge in the Student Center, and Miller Hall. There are also computers and laptops in the Library and computers in many residence hall lounges. Networked printers are located in each area. Color printers and scanners are located in the computer labs and 24 hour computer rooms.
4. A wireless network is available in the library, the lobby of Feldman, the first floor of Mandell, South Hall, Samuel, Goldman, Berkowitz and the Commuter Lounge, Pub, and APR in the Student Center. Additional wireless areas will be added throughout the year and students will be notified by email.

### **E-Mail and File Storage**

1. All full time students will receive an e-mail account and instructions on accessing. Student e-mail accounts can be accessed from any computer connected to the College network or from computers off campus by going to the College's web site ([www.delval.edu](http://www.delval.edu)) and clicking on Webmail.
2. Many students have other e-mail accounts through various providers. However, all students should check their College e-mail account, as offices and faculty contact students via these accounts. Notices of scheduled network and server maintenance are also announced via e-mail. E-mail accounts are not backed up, and the College is not responsible for any lost e-mail.
3. All full time students are also given 25 megabytes of storage space on one of our servers. This space is provided as a convenience to students and can only be accessed by the individual and only on campus. It is recommended that students also keep back up copies of any files that are stored on the server. The College is not responsible for any lost or damaged files.

### **Internet Access**

Internet access is available on all computers connected to the College network.

### **WebAdvisor**

1. WebAdvisor is a system that permits you to access academic information from your computer.
2. Some of the options available are:
  - a. Print your class schedule
  - b. Print unofficial transcripts of your grades
  - c. Review the master schedule of classes,
  - d. Print program evaluations,
  - e. Review financial aid information
  - f. Register for classes.
  - g. Pay bills online.
3. WebAdvisor is accessed from the College's web site ([www.delval.edu](http://www.delval.edu)), using the user name and password that are given to you.
4. Please keep your user name and password confidential, as anyone with this information will have access to your academic records.

## Residence Hall Networking

1. Delaware Valley College has network connections in rooms in all residence halls on the main campus.
2. If you are bringing your personal computer to campus, you have the option of connecting to the College's network. Connecting your computer to the network will give you the same access to the Internet that you have in the computer labs, but without leaving your room.
3. Information on system requirements and how to get connected to the network can be found on the Technology Services web page ([www.delval.edu](http://www.delval.edu), Technology).

## TELEPHONE SERVICE

(Contact: [phones@delval.edu](mailto:phones@delval.edu) or x4357)

1. The College provides telephone service in each residence hall room and in various hall locations. This service includes free local calls (campus and Doylestown exchanges), and the telephone itself.
2. The College will be installing a new telephone system in July 2007. Additional information about telephone service may be obtained from the Technology Services webpage ([www.delval.edu](http://www.delval.edu), Technology, Telephones). This information will be updated over the summer, and information will be given to students when they return to campus. Information is also available from the Phone Helpdesk at [phones@delval.edu](mailto:phones@delval.edu) or x4357.
3. Billing calls or services to your residence hall room telephone extension is strictly prohibited. This includes accepting collect calls, wake up calls or any special services that are not available on campus. A student's tuition account will be charged if the College is billed for services of this type.

## Emergency dial 911

1. Dialing 911 will register your location in the Bucks County Police Radio Room and the Delaware Valley College Security Office. **Dialing 911 as a prank will result in a \$500.00 fine.**

## TRANSPORTATION SERVICES

(Contact Noel D'Arrigo, x 2408)

1. Transportation Services maintains a fleet of 12-passenger vans, mid-size sedans and a 29-passenger bus.
2. These vehicles are available for academic field trips, athletic trips and administrative events.
3. Student clubs/organizations requesting transportation should contact Student Activities at 215-489-4128. Transportation Services does not schedule trips for student clubs or organizations.
4. Transportation Services coordinates rental reservations of vans and buses. Departments requesting rental vehicles are responsible for the **cost** of the rental.
5. Students are not permitted to drive rental vehicles.

## Reservations

1. Request forms are available at the Office of Transportation Services, Public Safety and Security, Student Affairs, Lasker Hall receptionist desk and Departmental Secretaries.
2. All student club and organization advisor(s) must approve vehicle request forms before being processed, and submit to the Assistant Director of Student Activities, along with the activity registration form three weeks (minimum) prior to the event.
3. IF, buses (such as Motor Coach and School) or the college's Omni Bus are required for events, four weeks (minimum) notification and a \$30 fee are required for proper arrangements to be made.

## Student Drivers

1. Only students who are currently employed by the college (Resident Advisors, Presidential Diplomats, Tutors and other college departments) and have a current valid driver's license are **eligible** to become approved college vehicle drivers.
2. Interested students are to come to the Office of Transportation Services, located in the Farm Machinery Building (beside D-Lot) to make an appointment for a driver's test.
3. All students who successfully complete the driver's test will be authorized to operate a College vehicle for one semester at a time.
4. Students are not permitted to operate any College vans, with passengers, off Campus.
5. Students must be in possession of a valid State Issued driver's license for a minimum of 3 years and be at least 21 years of age to drive Off Campus
6. Students must be in possession of a valid State Issued driver's license for a minimum of 2 years and be at least 18 years of age to drive On Campus.

## Policy and Procedures

1. College Administration, Faculty or Professional Staff member) must accompany students on all trips.
2. College vehicles are tobacco and alcohol free environments. All tobacco (smoking, chewing / dipping, etc. and alcohol (beer, wine, liquor, etc.) and illegal drug products are prohibited. Severe penalties will be imposed for the violation of this alcohol and drug policy.
3. Drivers of college vehicles are accountable for their actions while behind the wheel. *Any speeding, traffic or parking violations are the responsibility of the "driver" and will not be paid by the college.*
4. Removal of excess trash (drink containers, food and wrappers, etc.) is the responsibility of everyone riding in the vehicle).
5. The Director of Transportation Services reserves the right to forfeit driving privileges by the group, department or person that was issued the vehicle if any of the above policy and procedures is violated.

## WDVC - THE COLLEGE RADIO STATION

WDVC is the student-run radio station of Delaware Valley College. WDVC is broadcast as the audio for DVC-TV Channel 4 (the on-campus bulletin board channel) through the College's closed circuit cable system and reaches all of our on-campus students.

## WEATHER EMERGENCIES

1. If it becomes necessary to close or delay opening of the College due to weather emergencies, the announcement will be made via the radio, television, phone voice mail, and through the RA network. KYW radio and their web site use a number code, and DVC's number is 770. The other stations will use the College's name.)
  - A. KYW (1060 AM radio or [www.kyw1060.com](http://www.kyw1060.com)), school #770
  - B. KYW-3 television
  - C. WCAU Philadelphia – (NBC 10 TV or [www.NBC10.com](http://www.NBC10.com))
2. You can also find out about closing and delays through the College's voicemail system. If you are on campus, dial ext. 4855 then the (\*) key. Off campus, dial 215-345-1500. The main greeting will tell you if the College is closed or classes are delayed.
3. During the Semester and January Term: (Monday through Friday classes). For students and faculty, if the College opens one hour late, **the first period is CANCELED (8:00 a.m. - 9:45 a.m.)**. A two hour late opening means **the first and second periods are CANCELED (8:00 a.m. - 10:15 a.m.)**. Depending on the radio announcement, staff would be expected to arrive one or two hours late. If the College is closed, day classes are **CANCELED**.

4. PLEASE NOTE: Laboratory instructors (with labs covering periods I and II) must have a policy as to whether their class is expected to appear for period II if the College opens one hour late. Faculty should review this policy with their class. It is recommended that the lab should meet for period II. Faculty should explain this policy in their first class meeting and in their syllabi.
5. A separate announcement will be made for the cancellation of Evening and Weekend College classes. **The radio and television stations will be notified by 3:30 p.m. for Evening College class cancellations Monday through Friday. The Weekend College class cancellation announcement will be made by 6:30 a.m. for morning classes and 10:30 a.m. for afternoon classes. ONCE AGAIN, PLEASE CALL THE COLLEGE'S VOICE MAIL SYSTEM OR TUNE INTO ONE OF THE STATIONS LISTED ABOVE!**

## **ACADEMIC REGULATIONS**

### **ACADEMIC HONORS**

At graduation, academic honors are acknowledged as follows:

Summa Cum Laude (with highest honors)	3.90-4.00 GPA
Magna Cum Laude (with high honors)	3.70-3.89 GPA
Cum Laude (with honors)	3.50-3.69 GPA

### **ACADEMIC PROGRESS**

If you receive notification that you are on Academic Probation, you should:

1. Contact your Department Chairperson.
2. Review your academic record carefully with your advisor.
  - A. Look especially for Failures (F) and Incompletes (I).
  - B. Incomplete (I) grades that remain unresolved for more than one year are automatically converted to Failure (F) grades.
  - C. Repeat failed courses promptly.
  - D. If you repeat and pass a previously failed course, the "F" no longer counts against you in the calculation of your GPA.
3. Use the Support Resources available.
  - A. See your Academic Advisor as soon as possible and develop an individualized academic success plan with your advisor.
  - B. Make use of the Academic Support Services staff in Segal Hall for such things as: improving skills in reading, writing, and mathematics, assistance in time management and developing better study habits.
  - C. Contact your Department Chair/Program Director for advice and support to remedy your situation.
4. Consider attending Summer School or a January Mini-Mester.
  - A. The College transfers credits, but not the grade for courses approved for transfer by the Registrar and passed with a "C" or better at another college.
  - B. Courses taken at DVC will earn you both credits and grades.
  - C. To obtain more information about a Summer School or January Mini-Mester. (Contact: Continuing Ed. x2375.)

## **ACADEMIC INTEGRITY**

Any substantiated dishonesty, including cheating and plagiarism, in examinations, reports, themes, class or laboratory work will result in the following actions:

**First Offense:** The faculty member will either (1) fail (zero) the student in the assignment/exam or (2) fail the student for the course. The decision is at the discretion of the faculty member based on the policy stated in the faculty member's syllabus.

**Second Offense:** Automatic failure in the course and subject to suspension upon recommendation by the faculty member or Vice President for Academic Affairs.

**Third Offense:** Automatic suspension for one or more years as determined by the Vice President for Academic Affairs.

The Vice President for Academic Affairs's office will monitor each incident to determine if incidents of academic dishonesty have occurred with the student in other classes.

## **ADD/DROP**

(Contact: Registrar, x2973)

1. After the student's initial registration, they may add/drop through WEBADVISOR without an advisor's signature or in person at the Registrar's Office with the appropriate form that requires an advisor's signature through the end of the published period. Courses dropped during this period are not recorded on the student's transcript and courses may not be added to the student's schedule beyond this period. In cases of independent studies, a student must obtain the appropriate signatures no later than one week after the Add/Drop period. Students may not change full-time/part-time enrollment status after the add/drop period.
2. After the add/drop period, students withdrawing from a course without completing the appropriate withdrawal outlined below can receive a grade of "FA" (failure due to excessive absence). The "FA" grade affects the grade point average and remains on the student's transcript. If the course is repeated and a passing grade is received, the new grade is used for calculation of the GPA.
3. From the end of the add/drop period through the tenth week of classes in a semester, students who want to Withdraw from a course should obtain the academic advisor's signature on a "Drop Form" and go to the Registrar's Office to officially complete the procedure. After the tenth week of classes, students will receive a letter grade for the course.

## **ADDRESS CHANGE**

(Contact: Registrar, x2935)

It is important that a student keep the College informed about address changes. Notify the Registrar's Office either in writing or by filling out the appropriate form. These forms are available in the Registrar's Office.

## **ATTENDANCE POLICY**

(Contact: Registrar, x2935 )

1. Students are expected to regularly attend scheduled classes and laboratories. The College's attendance policy is that a student shall not be permitted to miss more than the equivalent of two weeks of classes in a course during a semester. For example, if a course is three credits with a laboratory (that is, two lecture hours and a three hour laboratory scheduled per week), the student may not miss more than six class meetings, to include no more than two laboratory periods. Absence in excess of these criteria may result in the grade of "FA" (failure due to absence) for the course. Additionally, the individual professor has discretion with regard to how he or she will utilize the College's attendance policy. The instructor's attendance policy will be stated clearly from the beginning of the semester in the syllabus.
2. The Office of the Registrar may be petitioned for an official excuse in cases of prolonged absence (lasting more than three consecutive days but no more than two weeks) for bona fide medical or personal problems. A student must submit a completed Excused Absence Request Form to the Registrar with official documentation as to the reason for the absence (e.g. doctor's excuse). The request will be reviewed by the Registrar in consultation with

the student's Area Dean; the Registrar will communicate the decision directly to the student. A student must provide documentation in order to return to the College.

3. Absences for personal reasons (e.g. brief illness, lack of transportation) are not considered excused absences. Students may receive an excused absence for up to three days for a death in their immediate family. Immediate family is defined as a parent (or legal guardian), grandparent, brother, sister, child or spouse. Documentation must be submitted immediately upon returning to class (within 48 hours) to the Office of the Registrar in order to obtain an official excused absence. Students should notify their instructors of the courses they will miss prior to the absences, if possible. The Office of the Registrar does not notify faculty except when the Registrar has granted an official excuse.
4. Excused absences will not be granted for any other reason than those specifically outlined above. All other absences from class must be discussed with the faculty members. Students are responsible for all work missed during any absence from class at the direction of the faculty member.

## **CHANGE OF MAJOR/DECLARING A MAJOR**

(Contact: Registrar, x2935)

1. A student who desires to change majors must complete a change of major form obtained from the Registrar's Office and have it signed by the designated parties, and return it to the Registrar's Office. The requirements for the new major are determined by the program in effect on that date.
2. Students must declare a major in the second semester of the sophomore year prior to registration. Students must fill out a major declaration form obtained from the Registrar's Office and meet with the department chairperson of their intended major to get the signature of approval on the form. The program determines the requirements for the major in effect on that date.

## **CUTTING A CLASS**

1. You are expected to attend all scheduled classes. Lectures breathe life into the subject and provide a forum for you to interact with other students and raise questions. Labs provide critical "hands-on" experience.
2. The College has a recommended attendance policy, which may be modified at the discretion of each instructor and should be noted in each course's syllabus.
3. Absences in excess of those permitted by the College policy or faculty member syllabus may result in a grade of "FA" (failure due to absences). Contact your instructor with any additional questions.

## **CREDITS COMPLETED - CLASS RANK**

You are ranked according to the following schedule of successfully completed credits:

Class	Credits Completed
Freshmen	0-27
Sophomores	28-59
Juniors	60-91
Seniors	more than 91

## **COLLEGE CATALOG**

1. The Catalog contains complete information on all academic requirements, major and program requirements and descriptions, course descriptions, and academic policies. Detailed information on Financial Aid and expenses for the academic year is also contained in the Catalog.
2. You should become familiar with the requirements for your major and all academic procedures and policies. If you do not have a copy, you can obtain one from the Office of Admissions. The policies in the Catalog are the official policies of the College, but may be changed at any time. Catalog online at [www.delval.edu/registrar](http://www.delval.edu/registrar).

## **DEAN'S LIST**

(Contact: VP for Academic Affairs, x2910)

1. Day students that have excellent academic records will be included in the Dean's List upon meeting the following criteria:
  - A. Completion of 12 or more credits in the respective semester
  - B. A semester academic average of 3.3 for Freshman, Sophomores and Juniors or 3.5 for Seniors
  - C. Satisfactory behavior and attendance records.
2. The Vice President for Academic Affairs is pleased to acknowledge those who have earned a place on the Dean's List at the close of each semester. The Public Information Office releases appropriate press coverage as well.

## **EVENING/WEEKEND CLASSES**

1. Full-time day students can register for those evening classes whose section numbers are 251 or 161. All other evening and weekend classes are scheduled for Continuing Education students. Graduating seniors who have course schedule problems may apply to take an evening course by completing the Continuing Education Cross Registration request form available on the college's website. Consideration for such requests will only be given to graduating seniors.
2. Please be sure to have the form complete with the necessary signatures before submitting to the Continuing Education Office. You will receive a determination on your request within two weeks prior to the start of evening classes for the fall and spring semesters.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

1. Delaware Valley College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, makes provision for the student's rights to petition to prohibit distribution of information concerning his/her record and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints concerning alleged failures by the institution to comply with the act.
2. Copies of the policy established by the College in compliance with the act are available in the Office of the Registrar. (Contact: Office of the Registrar, x2531)

## **Changes to FERPA:**

1. On October 1, 1998, the Higher Education Amendments of 1998, also known as the Warner Amendment, were signed into law. These amendments deal with changes to FERPA. Specifically, Section 952 addresses Alcohol or Drug Possession Disclosure.
2. Nothing in this act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's educational records, if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
3. What this means is that if you are found to be responsible for behavior involving drugs or alcohol we will inform your parents or legal guardian by letter. (Contact: Vice President for Student Affairs/ Dean of Students, x2413)

## **FINAL EXAMS**

The College's policy is to schedule a final exam for every credit course at the end of each semester in both day and evening classes. All faculty members are expected to utilize the final exam period to bring closure to their courses by evaluating, documenting and/or summarizing the learning experience. Some courses do not lend themselves to a traditional final exam (e.g. speech, techniques, design, and seminar). In these courses the final exam period will be used in positive ways to bring an end to the educational experience using student presentations, individual student conferences or other appropriate educational activities. Faculty members are not permitted to use the last week of class for these educational experiences to avoid using the final exam period. Exceptions to this policy must be approved by both the Department Chair and area Dean.

## **FINAL GRADES**

(Contact: Office of the Registrar, x2935)

The faculty enters grades on the WEB each semester. Official grades can be obtained via WebAdvisor. The Registrar's Office does not report grades to students before they are mailed, nor can grades be given over the telephone. Students must contact instructors with questions about course grades. Also, students must complete all grade challenges within one year from the time the final grade is issued.

## **FINANCIAL CLEARANCE**

(Contact: Bursar's Office, x2376)

If your tuition account is up to date, you have Financial Clearance to register. If there is an outstanding balance on your account, check with the Financial Aid Office, and then proceed to the Bursar's Office (second floor, Lasker Hall) for clearance to register.

## **FULL-TIME STUDENT DEFINITION**

1. You are considered to be a full-time student if you carry 12 or more credits per semester. Full-time students are ordinarily limited to a nineteen-credit schedule each semester, although students in good academic standing may petition the Vice President for Academic Affairs for permission to carry additional credits. Students must have a GPA of 2.8 or above to qualify for consideration of 21 or more credits per semester. First see your Advisor and/or Department Chairperson, and then have them request approval from the Dean in writing. You then visit the Dean for his co-signature on your request.
2. Only full-time students may hold office in student organizations or represent the College in intercollegiate competition.
3. For most financial aid, you can maintain your eligibility only by satisfactorily completing (that is, passing in good academic standing) a minimum of 24 credits of coursework per year.

## **GRADUATION**

(Contact: Office of the Registrar, x2378)

1. All students who plan to graduate must file an application for graduation. Failure to do so will preclude graduation and participation in commencement.
2. The filing date for May graduation is October 1, for December graduation - April 1. The Registrar's Office must be notified of any changes in graduation plans and students must re-file the application if they fail to meet the requirements for that semester. One time graduation fee of \$85.00 is due at time of application.

## GRADING SYSTEM

The letter grading system to which the college adheres is as follows:

<b>Grade</b>	<b>Numerical Range</b>	<b>Quality Points</b>
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	Below 60	.0

## GRIEVANCE PROCEDURE FOR ACADEMIC ISSUES

(Contact: VP for Academic Affairs/Dean of the Faculty, x2910)

1. You have the right to present your grievance free from interference, coercion, discrimination or reprisal, with respect to each and every grievance. In the event you have an academic grievance, the following procedures are to be followed:
2. As a first step, confer with your professor in an effort to resolve the disputed issue.
3. If the issue cannot be resolved at this level, you may bring the matter to the attention of the Department Chairperson/Program Director of the department in which the issue is being raised. If the professor involved is the Chairperson/Director, you should bring the matter to the appropriate academic Dean. The grievance or dispute must be thoroughly documented in writing when being brought to the faculty member's supervisor.
4. If the Chairperson/Director or Dean is unable to resolve the matter, you may present a written complaint to the Academic Standards Committee. The chairperson of the Academic Standards Committee will appoint a panel of three Committee members to investigate the grievance and make a recommendation within thirty business days.
5. The recommendation will be reviewed by the Academic Standards Committee as a whole and then forwarded to the Vice President for Academic Affairs for final resolution. The Vice President for Academic may accept the Academic Standards Committee recommendation or pursue the matter further with the parties involved.

## LEAVE OF ABSENCE

1. Students may request an official leave of absence by providing a written, signed and dated request as to the reason for their leave of absence and dates for the leave of absence with the expected return date, to the Vice President for Academic Affairs's office for approval.
2. Approval will take into consideration the reason for absence and that there is a reasonable expectation that the student will return to Delaware Valley College. The total number of days of the student's combined approved leave of absence cannot exceed 180 days in a 12-month period. If a student fails to return from an approved leave of absence, the last date of attendance for withdrawal purposes will be the date the student began the leave of absence.

## NONTRADITIONAL CREDITS

1. Students may earn credits toward their degree via a variety of nontraditional strategies. Information on all of these programs is available from the Registrar's Office.
2. **CLEP/DANTES** – Students who have acquired proficiency in a subject may elect to gain that proficiency by satisfactorily completing either the College Level Examination Program

(CLEP) or the DANTES program; both programs are administered by the Educational Testing Service. Credits earned through these programs are treated as transfer credits.

3. **Course Challenge** - Students may petition to challenge up to five courses while attending Delaware Valley College. Only one challenge opportunity is permitted per course. The challenge form is available in the Registrar's Office. Credits earned through successful completion of course challenges are treated as Delaware Valley College credits.

4. **Independent Study**

Matriculated students who have completed 92 or more credits in good academic standing (2.0 GPA or higher) may request to complete up to two courses by directed independent study. This alternative approach is a faculty supervised, self-paced student learning experience. Students should regard an independent study course as being at least as demanding as a regularly scheduled course and allocate the necessary resources of time and energy. Not all courses are available in an independent study format. Students must first make application to the Office of the Registrar within five business days of the start of a semester. A course syllabus, from the instructor of record, must be submitted to the Registrar before final approval is granted to begin the independent study. A copy of the syllabus will be forwarded to the appropriate department chairperson. The independent study must be completed and graded within the semester in which it is registered. In cases where a student is seeking an independent study to complete a graduation requirement, a student must pursue all other options in conjunction with the academic advisor to complete the requirement to obtain approval. Alternative options include, but are not limited to, DVC evening courses, course substitution, transferring an approved course from another institution, and deferring a course to a future semester. Independent study fees are not included in regular full-time tuition charges. Independent studies are charged by the credit and will be processed by the Bursar's Office once all necessary approvals are obtained by the student.

## **READMISSION**

(Contact: Office of the Registrar, x2935)

Students who wish to be readmitted to the College after two years (four consecutive semesters) of inactivity may have to meet new requirements within the core and/or departmental curricula. The department chair in consultation with the Registrar will make an evaluation of the completed courses. Contact the Registrar's Office to request readmission to the college.

## **REFUNDS**

1. Students who are attending an institution of higher education and who withdraw prior to the end of the 9th week of classes in the current semester will receive a pro-rata refund less a \$350.00 withdrawal fee. No refunds will be issued to students who withdraw after completing at least 60% of the enrollment period for which the student has been charged.
2. The term "pro-rata refund" is defined as a refund to the student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the school equal to the portion of the enrollment period for which the student has been charged that remains on the last recorded day of attendance by the student
3. The term "the portion of the enrollment period for which the student has been charged that remains" is determined: For a program that is measured in credit hours, by dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance by the student.
4. When a student has financial aid and is entitled to a refund, the students' financial aid monies will be repaid to the programs in the following order:
  - A. Federal Family Educational Loan Programs
  - B. Federal Perkins Loan Program
  - C. Federal Pell Grant Program

- D. Federal SEOG
  - E. Other Title IV Programs
  - F. State, Private, and Institution Programs
  - G. Student
5. Students who intend to live on campus are required to sign a Housing Contract that stipulates that they will reside on campus for the full academic year, consisting of the fall and spring semesters, and excluding recesses and scheduled vacations. A nonrefundable \$200 deposit is required prior to housing registration.
  6. An exception to these rules may be granted in the case of a student who is involuntarily called to active duty in the Armed Forces of the United States; such students will receive a proportionate refund of tuition or room charges for the period after the date of withdrawal.
  7. Any student suspended or expelled from the College for disciplinary reasons will not be granted a room refund. A \$600 Housing Contract Cancellation fee will be charged if a student moves off campus during the school year.
  8. **Board Refunds:** Board Refunds will be prorated on a daily basis. If a student moves off campus or officially withdraws from the College, the refund will be based on the date the meal plan is voided. Any student who is suspended or expelled from the College for disciplinary or academic reasons WILL be granted a refund of board charges. The refund will be based on the date the student's meal plan is voided.

## REGISTRATION

(Contact: Office of the Registrar, x2973)

1. Registration for Spring Semester is held in November; registration for Fall Semester is held in March/April.
2. The Master Schedule of course offerings is available two weeks before registration begins. A Copy is posted outside the Registrar's Office, and on their web page. All information regarding registration will be emailed to the student through their Del Val email address, and registration for the upcoming semester will be done using Web Advisor (or by stopping in the Registrar's Office from 8:00 a.m. – 4:30 p.m.). Plan to meet with your academic advisor to prepare for next semester. Course selection and class sequence can be determined in advance of registration.
3. Be certain to have clearance (no outstanding fees) from the Bursar's Office and your completed class registration form signed by your advisor, if you plan to register in person. Registration is encouraged using web advisor.

## REPEATING COURSES

1. Courses may be repeated an unlimited number of times. Although the course will appear with a grade each time it is taken, only the highest grade is calculated in the grade point average and credit is received only one time.
2. Courses may be repeated at another institution. As with all transfer credits the following will apply:
  - A. Prior approval from Registrar is required,
  - B. A grade of "C" or better is needed, and
  - C. Only the credits, not the grades, are counted toward the required credits for graduation.

## SCHEDULE CHANGES

Occasionally, the day class schedule will follow a different day of the week allowing lab classes to make up time missed due to academic holidays. These scheduled switches are planned in advance to accommodate easy adjustments. These changes in schedule are listed in the official Academic Calendar.

## **TRANSCRIPTS**

1. Students may request transcripts of their academic record at Delaware Valley College. Official transcripts bear the College seal and the Registrar's signature on the transcript and are placed in a sealed envelope with the signature of the Registrar. Unofficial transcripts, without seal and signature, may be requested for a student's personal use. The College will withhold any transcript if financial obligations have not been met.
2. A transcript request must include the student's signature, student ID number, name, and dates of attendance at DVC. Forms are available in the Registrar's Office, and on the Registrar's link on the DVC website, [www.delval.edu](http://www.delval.edu). Transcripts are mailed within a three to five day business period. The fee for each official transcript is \$10.00.

## **TRANSFERRING COURSES**

(Contact: Office of the Registrar x2531)

You must receive prior written approval in order to transfer a course you complete at another institution back to DVC. The "Transfer Credit Form" is available at the Registrar's Office. You must obtain written approval from your academic advisor. The Form must be returned to the Registrar for final approval. You must receive a grade of "C" or better for the course to be transferred.

## **WITHDRAWAL FROM THE COLLEGE**

1. The college defines "official withdrawal" as a systematic process whereby the student notifies the Office of the Registrar of his or her intent to withdraw from all classes at the College.
2. A withdrawal of \$350.00 will be charged to the student's tuition account when official withdrawal papers are submitted to the Registrar's Office.
3. It is important to note that non-attendance of classes is not an official withdrawal from the College. If a student intends to withdraw from the College, it is the student's responsibility to contact the Office of the Registrar either in person (preferred) or by telephone or email and complete the official withdrawal and exit interview forms. Withdrawal from the College is not officially completed until withdrawal and exit interview forms are received in the Office of the Registrar. If a student simply stops attending classes but has not notified the Office of the Registrar of his or her intention to withdraw from the College, that student will receive the grade of "FA" for all classes.
4. Federal law requires that students on financial aid must have an exit interview with the Financial Aid Office upon withdrawal from the College. Failure to comply with this federal regulation may adversely affect future financial aid. The college reserves the right to withhold an official transcript if the exit requirement is not met.
5. If a student withdraws from the College during the semester, the authorized date of withdrawal will be recorded in the student's permanent file and reported to the National Student Loan Clearinghouse. If the student withdraws from the College by the last day of classes, the student will receive the grade of "W" for every course. The grade of "W" carries neither credit nor penalty. If the student withdraws from the College after the last day of classes, the student will receive the grade that was earned for every class.

## **ATHLETICS**

### **INTERCOLLEGIATE ATHLETICS**

Our mission is to provide student-athletes with an opportunity to reach their highest potential through intercollegiate competition. We provide quality programs and services to facilitate this overall development. Our focus is to foster life-long learning and leadership; to direct the student-athlete toward self-reliance, self-discipline and responsibility.

The College is a member of the Middle Atlantic States Collegiate Athletic Corporation (MAC). DVC participates in the Freedom Conference of the MAC and also holds membership with the National Collegiate Athletic Association, (NCAA) Division III. The College is also a member of the Eastern Collegiate Athletic Conference (ECAC).

**Men's Varsity Sports:** Baseball, Basketball, Cross Country, Football, Golf, Soccer, Track & Field, Wrestling

**Women's Varsity Sports:** Basketball, Cross Country, Field Hockey, Soccer, Softball, Volleyball, Track & Field

The College competes in all Middle Atlantic Conference and NCAA Championship events with individuals or teams that meet the qualifying standards. Participation in NCAA events is limited to conference championships and special at-large nominations. Participation in ECAC Championships is by invitation.

Men's Lacrosse is a club sport and comes under the direction of the Inter-Club Council. The department sponsors the Cheerleading Squad.

## **INTRAMURAL PROGRAM**

(Contact: Mr. Frank Wolfgang, x2268)

The intramural program is made up of highly organized, competitive leagues, leading to individual or team championships. It's here for your enjoyment and recreational needs.

If you are a student at DVC, you are eligible! Team sports require the team representative to submit a team roster to the Athletic Office or the supervisor of that sport. If you do not have a team, but would like to participate, check with the Athletic Office to learn how to be placed on a team. Schedule information and team results are posted on the Information Board outside the Athletic Office.

The Intramural Program is always looking for reliable students who would like to be trained to be officials or scorekeepers. Call the Athletic Office if you are interested in working for the Intramural Program in this capacity.

## **RECREATIONAL ACTIVITIES**

Free recreational time is an excellent way to meet friends. The gyms are open from 8:30 a.m.–10 p.m. Monday–Friday. All our students, staff and faculty are welcome to use the facilities. Guests must be registered with security and you take responsibility for your guest's behavior.

The fitness/weight room is open:

Monday through Thursday	10am–10pm
Friday	10am–8pm
Saturday	10am–2pm
Sunday	6pm–10pm

Outdoor facilities include many fields and terrific running and biking paths, a sand volleyball court, several tennis courts, a track and lighted basketball courts. The recreational and athletic facilities at Delaware Valley College are for the use of our students, staff, and faculty only. Guests must sign in at the Public Safety Office; receive a guest pass (one guest per student). Guests are the responsibility of the student, staff, or faculty member, and they must be present with the guest while participating in any recreational activity.

All injuries occurring in or on the athletic facilities or fields must be reported, within 24 hours, to the Athletic Department, the Public Safety Office, and Campus Health Services. (Contact: Security at x2315 and Health Services at x2252)

## **STUDENT GOVERNMENT BOARD**

The Student Government Board is the liaison between the Students and the administration, and acts as a coordinating unit for all campus groups. Activities include weekly meetings, elections, Winter Semi-Formal, Recognition Ceremony, and/or other activities that are deemed to be appropriate. Membership on the Board includes positions elected by the Student Body: President, Vice-President, Secretary, Treasurer, Four Class Senate Representatives and Representatives of various clubs and organizations. There are also liaisons appointed to the Student Government Board by the SGB President.

## **STUDENT GOVERNMENT BOARD CONSTITUTION PREAMBLE**

We, the students of Delaware Valley College, hereby establish this Student Government Board. This governing board shall serve as the executive organization for the student body of the college and shall act as the overseeing body for all other campus organizations. This Student Government Board shall also act as a voice for the student body in all areas of concern which directly and/or indirectly affect the students. The Student Government Board shall also have unlimited rights of recommendation in all matters pertaining to the student body.

### **ARTICLE I- NAME**

This organization shall be called Delaware Valley College Student Government Board.

### **ARTICLE II- PURPOSE**

The Student Government Board, henceforth referred to as the SGB, shall be subject to the rules and regulations of the College. This organization shall serve as the executive instrument for providing a democratic student government in all phases of student life. All petitions or recommendations from students that affect or pertain to the student body or student groups must be forwarded to the SGB for action by the representatives to the SGB.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1- Voting Body Requirements**

No members of SGB may be on probation of any form. All members must have at least a 2.0 cumulative GPA and be planning on attending Delaware Valley College for the full tenure of office.

#### **Section 2- Voting Body**

SGB shall be comprised of the following:

\*1 President elected by the student body

1 Vice-President elected by the student body

1 Secretary elected by the student body

1 Treasurer elected by the student body

4 Class Senate Representatives; one from each class respectively

1 A-Day representative elected by the A-Day Committee

1 Communications Representative appointed by the College media organizations

1 Commuter Representative appointed by the SGB President

1 Halloween Haunting Representative elected by Halloween Haunting

1 Inter-Club Council Representative elected by Inter-Club Council

1 Inter-Greek Council Representative elected by Inter-Greek Council

1 Resident Student Representative designated by the R.A. Staff

1 Student Activities Council Representative elected by the Student Activities Council

\*The SGB President may carry a vote at an SGB meeting only in the event of a tie.

Any person elected to a position of SGB shall not be permitted to hold or act as the executive chair or president of any other organization that is a voting member of SGB.

#### **Section 3- Advisors**

The SGB will also have two official advisors that will be present at all meetings for the purpose of advisement on any topic. One advisor shall be the Vice President for Student Affairs; one shall be a duly selected DVC administrator or faculty member. At no time do these Advisors have a vote on the issues before the SGB.

## **ARTICLE IV - OFFICERS AND DUTIES OF OFFICERS**

### **Section 1- SGB Officers and Duties**

The Officers of SGB shall be President, Vice-President, Secretary, Treasurer, and a Member at Large.

- A. SGB President-The President shall have general supervisory powers in all matters concerning the SGB. The President is an ex-officio member of all committees and organizations. The President shall make appointments as needed and as provided for in the Constitution and shall appoint committees as he/she and the SGB feel necessary, consisting either of SGB members, student body members-at-large, and/or both. The President shall perform all duties delegated thereto by the members of the SGB and shall preside over all SGB and Executive Board meetings. The President shall also meet weekly with the College President.
- B. SGB Vice-President-The Vice-President shall assist the President in conducting meetings of the SGB and the Executive Board. The Vice-President shall coordinate all official SGB activities including the Winter Semi-Formal, the SGB/R.A. Banquet, the Founder's Day Award Selection, and the coordination of all Student Body elections. The Vice-President shall serve as the SGB representative to the Faculty at their meetings when requested. The Vice-President shall serve the role of President in the event that he/she is not present.
- C. SGB Secretary-The Secretary shall keep accurate minutes of all proceedings, record the attendance for all SGB meetings, and maintain a file of all correspondence with SGB. The secretary shall also send appropriate tokens to members of this institution who are ill or who have experienced a tragedy in their family.
- D. SGB Treasurer-The Treasurer is responsible for the management of all monies, property, and securities of SGB and shall Chair the Allocations Committee. The Treasurer shall submit a budget to SGB for approval two weeks prior to the end of a semester. The cash flow of the SGB shall be reported at each meeting.
- E. SGB Member at Large-The Member at Large is elected from the voting body to represent the interests of the board on the Executive Team.

### **Section 2- Class Officers and Duties**

The Officers for each of the four classes shall be: President, Vice-President, Secretary, Treasurer, and Class Senate Representative.

- A. Class President- the Class President shall have general supervisory powers in all matters concerning his/her respective class. The Class President shall perform all duties delegated to the President by the members of the class, and if those duties so require the attention of the SGB, he/she shall bring them forward. The Class President shall hold at least one open class business meeting per semester.
- B. Class Vice-President- The Class Vice-President shall assist the President in all matters concerning the respective class. The Vice-President shall serve the role of President in the event that he/she is not present.
- C. Class Secretary- The Class Secretary shall keep accurate records, minutes, attendance, and record all correspondence. He/she will coordinate the distribution of open class minutes to the Class Officers, Class Advisor or Advisors, members of the Class, the SGB President, the SGB Secretary, and the President of the College.
- D. Class Treasurer- The Class Treasurer shall take charge of the budgeting requests and the disbursement of class monies, properties, and securities allocated to the class via the SGB.
- E. Class Senate Representative- The Class Senate Representative to SGB shall bring forth to the SGB any duties so delegated by the respective class. The Class Senate Representative is responsible for attending all SGB meetings and reporting back to the class officers.

### **Section 3- Executive Board and Duties**

The following positions may be appointed by the President of the SGB, according to qualifications, experience and subject to approval by the SGB in the event that the positions are not able to be filled via the election process. The duty of the Executive Board is to make emergency administrative recommendations concerning the welfare of the Student Body.

The Executive Board of SGB shall consist of the following individuals:

- A. SGB President
- B. SGB Vice-President
- C. SGB Secretary
- D. SGB Treasurer
- E. Member at Large serves as a general member from the Board
- F. SGB Advisor; at least one advisor from the SGB must be present at all meetings.

Members of the Executive Board shall not be permitted to hold additional executive positions on any of the voting bodies of SGB.

## **ARTICLE V MEETINGS, QUORUM, AND ATTENDANCE**

### **Section 1- Meetings**

The SGB shall meet once a week, except when school vacation, final examinations, or other government business interferes. Additional meetings of SGB may be called at any time with advance and sufficient notice by the SGB President when deemed necessary. A meeting of the student body may be called at any time with advance and sufficient notice as well. All meetings shall be run according to *Robert's Rules of Order*. The SGB Secretary must provide a written agenda for all SGB members to review prior to the scheduled meeting. All representatives must have a report prepared for all meetings.

### **Section 2- Quorum**

At all SGB meetings, a quorum must be present, which is 2/3 of the voting members of the SGB.

### **Section 3- Attendance**

Attendance is mandatory for all voting members. No more than three regular meetings per semester may be missed. In the case of a conflict, a voting member may inform the Secretary in advance of the scheduled meeting of the coming absence and name a substitute representative. This substitute has no voting rights. Failure to comply with this attendance policy may warrant disciplinary action by the Executive Board of SGB, which could include removal from office. If the Executive Board removes the individual from his/her voting position, the affected organization shall immediately select a new representative.

## **ARTICLE VI - ORGANIZATIONS OF STUDENT GOVERNMENT**

The Constitutions and Bylaws of all of the following Student Organizations must be in accordance with this Constitution. The functions and operations of each of the following organizations fall under the jurisdiction of the SGB, except for monies allocated directly by the College.

### **Section 1- A-Day**

- A. The A-Day Committee shall direct all finances and activities associated with the A- Day Weekend
- B. The A-Day Committee and the A-Day weekend shall utilize and spotlight the College's resources.
- C. The representative of the A-Day Committee shall attend weekly SGB meetings.

### **Section 2- Campus Media**

- A. The Campus Media committee shall act as a coordinating unit for Cornucopia, WDVC, and RamPages.
- B. The committee shall elect one person to sit on SGB at weekly meetings.

### **Section 3 - Halloween Haunting**

- A. Halloween Haunting shall direct all finances and activities associated with the Halloween Haunting Weekend.
- B. Halloween Haunting raises money for DVC student scholarships, utilizes and spotlights the College's resources, and provides a community outreach.
- C. The representative of Halloween Haunting shall attend weekly SGB meetings.

#### **Section 4- Inter-Club Council (ICC)**

- A. The ICC shall act as the coordinating unit for all campus clubs and organizations not otherwise governed or addressed by the SGB through two representatives from each organization; one of whom must attend every meeting and one whom will act as an alternate. All affairs of these organizations fall under the jurisdiction of ICC.
- B. ICC shall be responsible for coordinating club meetings and activities in conjunction with the Office of Student Activities.
- C. ICC shall coordinate all events with the Office of Student Activities.
- D. All judicial matters concerning member organizations of ICC, shall be advised by the Office of Student Activities and/or other college officials when deemed necessary by those respective individuals.
- E. ICC will elect a representative who will attend weekly SGB meetings.

#### **Section 5- Inter-Greek Council (IGC)**

- A. The IGC shall act as the coordinating unit for all campus Greek organizations not otherwise governed or addressed by SGB or ICC through at least two representatives from each Greek Organization governed by IGC. All affairs of these organizations fall under the jurisdiction of IGC, except those affairs where responsibility falls under college officials or SGB as deemed necessary by those respective offices.
- B. IGC shall work closely with the Office of Student Activities.
- C. IGC shall coordinate all events with the Office of Student Activities, ICC or S.A.C. when deemed necessary by the Office of Student Activities.
- D. All judicial matters concerning member organizations of IGC, shall be advised by the Office of Student Activities and/or other college officials when deemed necessary by those respective individuals.

#### **Section 6- Student Activities Council (S.A.C.)**

- A. S.A.C. shall be responsible for the coordination and scheduling of campus programming.
- B. S.A.C. shall be divided into an executive board, committee directors, and general members.
  - 1. The Executive team shall consist of President, Vice-President and Secretary/Treasurer.
  - 2. The Committee Directors shall be Center Stage, Daytime Programs, Live Entertainment, Marketing and Special Events.
  - 3. General members shall be anyone not serving as an executive member or committee director.
- C. S.A.C. shall work closely with the Office of Student Activities.

#### **Section 7 – Commuter Representative**

He/She shall act as a liaison between commuter students and SGB. This position will work in coordination with the Office of Student Affairs and Campus Improvements Representative to promote commuter interests and involvement.

#### **Section 8 – Resident Student Representative**

He/She shall act as a liaison between the Resident Advisor staff and the SGB. This position will be elected by the RA staff.

### **ARTICLE VII LIAISONS TO SGB**

SGB members shall volunteer or be appointed each semester to sit on various specific committees and act as a liaison to the SGB. The President of SGB shall be responsible for the appointment and review of committee members and chairs. These Committee members shall report to the SGB on all important matters pertaining to each Committee.

#### **Section 1- Appointed Liaisons**

- A. Alumni Relations- Shall act as a liaison responsible for coordinating the efforts of the Alumni Relations Office with the existing student body.
- B. Campus Improvements (CI) - Shall act as a liaison between Physical Plant and the SGB. The CI representative is responsible to bring forth issues concerning maintenance and

housekeeping. He/She will also work with housekeeping and other organizations to improve the appearance and beautification of our campus. The CI representative is responsible for setting up one Town Meeting per semester. This person also sits on the Pride & Polish Planning Committee

- C. Community Service Representative- Shall act as a liaison between the Connections team and the SGB. This position will be elected by the Connections team.
- D. Campus Safety and Security—Shall act as a liaison between SGB and the Office of Public Safety and Security. He/She shall serve as the Security Review Chairperson, which shall oversee the Traffic Court committee as a forum for appealing the receipt of traffic violations. He/She shall also review and distribute safety information, make recommendations and suggestions for accident prevention, and enhance a safe and healthy environment for the college community.
- E. Food- This person shall work with Dining Services to hold monthly meetings to determine food needs and wants on campus.

## **Section 2 - College Committee Liaisons**

The following standing committees exist to fulfill their purposes as stated below. Additional Committees may be appointed as needed by the College President and/or Vice President for Academic Affairs. Members of SGB serve as liaisons to each committee.

- A. Academic Standards- Shall discuss and advise the Vice President for Academic Affairs regarding academic standards and integrity. Issues concerning this committee may be brought forth by faculty, students, administration, or staff. Many issues before this Committee are dealt within an atmosphere of confidentiality. This committee shall also be responsible to assist the Vice President for Academic Affairs in maintaining high collegiate academic standards and to encourage academic achievement.
- B. Curriculum Committee- This Committee shall discuss and recommend to the Vice President for Academic Affairs additions, deletions, and changes to the course structures and curriculum at the College.
- C. Library and Instructional Resources- This Committee shall discuss and advise on matters concerning the Library and Instructional Resource structure at DVC.
- D. Information Systems Planning- The Information Systems Planning committee shall oversee all student technology concerns and serve as the student representative on the Information Systems Planning College committee.
- E. Safety-The safety committee shall investigate accidents, review and distribute safety information, make recommendations and suggestions for accident preventions, and enhance a safe and healthy environment for the college community.

## **ARTICLE VIII SGB COMMITTEES**

The following Committees exist to fulfill their purposes as stated below. These are permanent committees unless otherwise noted, and shall not carry a vote. All committees must have a minimum of at least three members. Any bylaws of the following committees shall be in accordance with this constitution.

- A. Allocations- This committee shall be chaired by the SGB Treasurer. It is comprised of the SGB President and Treasurer, the Member at Large, the IGC President, the ICC President, the Senior Class President, the S.A.C. President, and the Vice President for Student Affairs; who shall act as the nonvoting advisor. This committee shall review all financial requests submitted to the SGB and determine the appropriate actions according to the SGB Allocations Manual. No member of this committee may be a budget manager or Treasurer for any organizations funded by SGB. The SGB Treasurer shall serve as Committee Chair.
- B. Constitutional- This committee shall be chaired by the SGB secretary. It shall be responsible to coordinate the efforts of organizations in the process of revising or amending their constitutions. This committee shall have general authority of recommendation on all constitutional matters.
- C. Campus Pride-This committee shall be chaired by. The committee shall work closely with the Campus Improvements Liaison as well as housekeeping and other organizations

to improve the appearance and beautification of our campus, including but not limited to organizing campus clean-ups and recycling.

- D. Elections- Shall be responsible for all facets of elections for the SGB Officers and Class Officers. The Elections Committee Chair shall be the SGB Vice-President or a designated representative in the case that the SGB Vice President is up for election.
- E. Historian- This Committee shall be chaired by the Campus Media Representative. He/She shall keep accurate records of events sponsored by the SGB and its member organizations. All materials and photographs should be compiled into a scrapbook which will be presented annually at the SGB Recognition Ceremony.
- F. Public Relations- This committee shall be appointed SGB. They shall assist with advertising for events sponsored by SGB or its
- G. Special Funds- Shall be responsible for the SGB Special Funds Account. The SGB Treasurer shall sit as the committee chair. This account holds money allocated for a particular purpose as directed by the SGB.
- H. Traffic Court– The Chair of this committee is the Campus Safety and Security Liaison. Appeal forms shall be available in the Office of Public Safety
  - 1. The Judge - Shall schedule and preside over all sessions of the Traffic Court. The Judge must be of at least Sophomore status and be the Security Review Board Chairperson, The judge is responsible to maintain order in court and administer the verdict of the jury.
  - 2. Procedure - The dates of Traffic Court shall be determined by the Judge. A four person impartial jury shall be selected by the Judge from among the Student Body, subject to approval by the SGB President. The Director of Public Safety shall serve as nonvoting advisor to the Traffic Court.
    - a. Jurors shall disqualify themselves from cases in which they might be prejudiced.
    - b. The jury must return a verdict of responsible or not responsible on each appeal. The judge may vote only in case of a tie.
    - c. Following a verdict of responsible, the respective party shall pay any fines as deemed appropriate to the Bursar's Office within two weeks of the Court date.
    - d. All students wishing to be heard, following receipt of the appeal form by the court will be notified of and heard at the first available session. If the respective party is not present, he/she will be judged guilty by default of his/her violation.
    - e. Students in a hearing may seek the aid of any other student as an advocate. Should a student enter a plea of not responsible, normal hearing procedure shall follow. Witnesses shall be limited to those that have direct bearing on the case at hand; character witnesses are not admissible.
- I. Presidential Council – The SGB president shall be the chair of this committee. This committee shall consist of all the class presidents who will meet with the SGB president once a month.

## **ARTICLE IX - ELECTIONS**

### **Section 1 - Procedures and Qualifications for Candidates**

- A. Petitions shall be available in the SGB Office at least three weeks in advance of the actual election. All petitions must be handed in within two weeks of the handout date; so that the third weeks may be used for the distribution and collection of absentee ballots. Absentee ballots must be sealed within a signed envelope and handed in to the Vice President for Student Affairs, who shall hold the unopened ballots until all other ballots have been counted. The ballots shall then be presented to and opened by the elections committee.
- B. Nominations for SGB Officers shall be by petition of 100 unduplicated student signatures.
- C. Nominations for Class Officers shall be by petition of 50 unduplicated student signatures from your respective graduating class.
- D. All petitions shall be reviewed for signature validity by the elections committee prior to approval for campaigning.

- E. Any student who changes the position, for which they are running after petitions have been approved, must re-petition for the new office.
- F. Any student may not simultaneously run for election as an SGB and/or class officer.
- G. All prospective SGB Officer Candidates shall be upcoming juniors or seniors with at least one full year demonstrated campus leadership. All prospective candidates may not be on probation of any form, must have at least a 2.0 cumulative GPA, and be planning on attending DVC for the full tenure of office. Any candidate not meeting these requirements must submit a written request to the Elections Committee, which will evaluate the request to deviate from the stated requirements.
- H. Candidates may not use any permanent campaign materials. Candidates and campaign materials may not alter or destroy college property. Materials may not be taped to any surface including walls, windows, windshields, doors, painted surfaces, etc.
- I. All campaign materials must be approved by the Vice President for Student Affairs and the Elections Committee Chair. All materials must be removed within one week of the election.

## **Section 2 - Procedure for Elections**

- A. The Elections Chair will appoint a committee of up to six impartial students, including the Senior Class President. If the Chair is a candidate for office, the SGB Executive Committee shall appoint an impartial replacement. This Committee is responsible for all facets of the Elections procedure.
- B. All current members of the student body shall be eligible to vote in the election for SGB Officers; only class members in the respective classes may vote for their own Class Officers.
- C. Prior to Elections, candidates must participate in “Meet the Candidates Night”, unless excused by joint consent of the SGB President and the Advisors of SGB. This event shall be held within one week prior to Election Day and shall serve as a forum for candidates to present their platforms and answer questions.
- D. On Election Day, at least one polling table shall be open for no less than seven hours concurrently in two separate campus locations. Only SGB members not running for election may tend to the table, the tables may not be unattended while open. Each voting student must have a valid DVC I.D. in order to vote, and may only vote once.
- E. There shall be no solicitation or campaigning in any form within thirty feet in every direction of the tables.
- F. Ballots shall be counted following the close of elections in the Office of the Vice President for Student Affairs. Ballots shall be counted by the Vice President for Student Affairs, SGB President, SGB Vice-President, Senior Class President, and the Director of Student Activities. If any of the above students are candidates for office, they shall appoint an impartial replacement.
- G. The Office shall be secured while the ballots are being counted, and the ballots shall be properly destroyed only after the results have been announced and accepted.
- H. Newly elected officers shall be notified within twenty-four hours of the election.
- I. Write-ins for vacant spots are subject to review by the executive team.

## **Section 3 - Initial Election of Freshman Class Officers**

The Freshman Class shall elect officers within five weeks of the beginning of the academic year. The election process shall be coordinated by the Elections Committee Chair, who shall follow the above outline as closely as possible.

## **Section 4 - Recall Elections**

Any DVC student may petition for a recall election to determine the confidence level of the Student Body towards the SGB member in question. A petition consisting of the signatures of a majority of the total current student body must be submitted to the Executive Board who shall then schedule and conduct a recall election.

## **ARTICLE X - VACANCIES**

In the event that any SGB member vacates his/her position, their respective club or organization shall appoint a replacement. In event that this does not occur the SGB President shall appoint a replacement for the remainder of the term of office. Should the SGB President vacate his/her position, the Vice-President shall then assume the Presidency.

## **ARTICLE XI - REMOVAL FROM OFFICE**

Any member of the SGB may be impeached and removed from office for unbecoming conduct or failure to fulfill his/her responsibilities as set forth in this document.

### **Section 1- Impeachment and Removal**

Charges for Impeachment may be brought forth by any member of the SGB. A special Investigation Committee shall be formed, which should consist of five impartial students, one from each class plus one member at large appointed by the SGB and its Advisors. The Committee shall meet with the party in question in order to seek clarification and/or a resolution. If a resolution cannot be reached between the Committee and the person identified, the Committee shall bring the matter forth to the SGB for a vote of confidence. A  $\frac{3}{4}$  vote of the entire SGB is necessary to warrant removal from office.

## **ARTICLE XII - FUNDING AND ALLOCATIONS**

The SGB shall receive a Student Government Fee of \$75 per student per semester, \$15 of which is transferred to the respective classes. All organizational budget requests shall be submitted for approval to the Allocations Committee. The Allocations Committee shall disperse the above funding in order to provide for student activities programming and other expenses. SGB money cannot be appropriated to any student or college organization unless said money will benefit the student body. The SGB Allocations Committee reserves the option to receive treasurer's reports from any and all organizations at any time. In the event of severe emergency, the Executive Board shall have the authority to make emergency financial decisions for immediate use. All checks must be co-signed by the SGB Treasurer or the SGB President, and either the Vice President for Student Affairs, or Director of Student Activities. Check requests by individual groups must be signed by the group's treasurer & advisor. Anything over \$1,000.00 must be signed by the Vice President for Student Affairs. The SGB fee and Class dues portion may be changed by a  $\frac{2}{3}$  vote of the entire SGB, pending approval of the College President.

## **ARTICLE XIII - AWARDS**

### **Section 1-SGB Founders' Day Service Awards**

These three awards shall be presented by the SGB President annually at the Founders' Day Ceremony to individuals who have made outstanding contributions to the SGB and the Student Body. One award each goes to a member of the administration, faculty, and staff, as determined by the College payroll listing. The SGB shall make nominations and vote upon these nominations after a one week delay.

### **Section 2-Student Activities Award**

This award shall be presented annually at the SGB Recognition Ceremony to a member of S.A.C. who has shown outstanding involvement and leadership abilities in Student Activities for the past year.

### **Section 3- Student Government Awards**

These awards shall be presented annually at the SGB Recognition Ceremony, one to a member who has shown outstanding involvement and leadership abilities in Student Government for their first year of service. The other award shall be presented annually at the SGB Recognition Ceremony to a member who has shown outstanding involvement and leadership abilities in Student Government for their service of two or more years. These awards shall be voted upon by the members of Student Government.

#### **Section 4–Ms. Pamela Blodget Outstanding Senior Service Award**

This award will be presented annually at the SGB Recognition Ceremony to a senior board member serving at least two years on the board. This award will be given to the member who has shown outstanding service and dedication towards the betterment of Delaware Valley College. The recipient should be looked upon as being a role model by their peers and should exemplify goodwill in human relations. This award shall be voted upon by the members of the SGB.

#### **Section 5–Outstanding Dedication Award**

This award shall be presented annually at the SGB Recognition Ceremony to a member of the faculty, staff, or administration who has worked above and beyond the call of duty for the betterment of students.

#### **Section 6–Dr. William H. Allison Service Award**

This award shall be presented annually at the SGB Recognition Ceremony to a faculty member who has shown outstanding and unending dedication to the DVC student body throughout the past year. The recipient of this award shall be selected by the SGB President and Vice-President.

#### **Section 7–Mr. Paul R. Schatschneider Service Award**

This award shall be presented annually at the SGB Recognition Ceremony to a staff or administration member who has shown outstanding and unending dedication to the DVC student body throughout the past year. The recipient of this award shall be selected by the SGB President and Vice-President.

#### **Section 8 - Student Government Hall of Fame**

This award shall be the single most prestigious honor bestowed upon a member of the DVC Community. It shall not necessarily be an annual award, for Hall of Fame members may come but once in a while. Hall of Fame members shall be inducted based upon: their love and dedication to their fellow human beings, loyalty to our Alma Mater, and vision for the SGB and Student Body. All of their labors shall be viewed as a benchmark for success, to be shared with all current and future DVC Community members.

##### **A. Induction Requirements and Process**

1. It shall be the responsibility of the SGB President to inform SGB each year of the nomination procedures. Evidence for nomination consideration must be presented for consideration at the next meeting and must stand for examination for at least one full week. After this time the nominees may be voted upon.
2. The candidate or the candidate's family shall decide whether to accept a nomination. Any candidate declining nomination shall not be nominated again.
3. Induction of a nominee shall be accomplished by a 2/3 ballot vote of the entire SGB.
4. Only one vote shall be permitted per year.
5. Only one candidate may be inducted per year.
6. The ballots shall be counted by the Vice-President and Advisors, and the meeting of the vote may not be adjourned until the results are given.
7. The awards shall be consistent in size and design to others already hanging, and shall be unveiled and presented at the SGB banquet or an equivalent event.
8. A biography of each respective Hall of Fame member shall be attached to the front of the plaques to ensure that future DVC members remember why each member was inducted.
9. Each plaque shall be placed in the Rosenfeld Room.

##### **B. SGB Hall of Fame Members**

The names of the SGB Hall of Fame members shall forever be listed in the SGB Constitution. With each new Hall of Fame inductee, the constitution should be considered automatically amended.

The Current SGB Hall of Fame Members are:

Dr. William Allison, inducted April 4, 1994

Mr. Paul Schatschneider, inducted April 4, 1994

Mr. Joseph Fulcoy, inducted May 5, 1995

Dr. Craig Hill, inducted May 5, 1995

Dr. Joshua Feldstein, inducted March 17, 1998

Rabbi Joseph Krauskopf, inducted March 29, 2002

Dr. James Work, inducted March 29, 2002

Mrs. Dottie Chizek inducted April 1, 2003

## **ARTICLE XIV - AMENDMENTS**

This Constitution may be amended by the affirmative vote of 2/3 of the entire SGB. Direct approval by the President of the College shall be necessary for any amendments to be officially accepted.

## **GETTING INVOLVED**

### **CLUBS AND ORGANIZATIONS**

Clubs and organizations offer a great opportunity to expand upon the classroom experience and to add to your college career. Pick a club and get involved!

### **STUDENT GOVERNMENT**

**Student Government Board**~ The Student Government Board is the liaison between the Students and the administration, and acts as a coordinating unit for all campus groups. Activities include weekly meetings, elections, Winter Semi-Formal, Recognition Ceremony, and/or other activities that are deemed to be appropriate. Membership on the board includes positions elected by the Student Body: President, Vice-President, Secretary, Treasurer, four Class Senate Representatives and representatives of various clubs and organizations. There are also liaisons appointed to the Student Government Board by the President.

### **THE FOLLOWING ORGANIZATIONS HAVE REPRESENTATIVES SIT ON THE STUDENT GOVERNMENT BOARD:**

**A-Day Committee**~ Each spring, an agricultural and scientific exposition is held on campus sponsored by students! Join this committee and help organize all campus activities held over an entire weekend. All clubs participate in this extravaganza.

**Halloween Haunting**~ Students create a haunted house and hayride. Proceeds go to our scholarship fund. All students are encouraged to join the fun and help with set-up and clean-up as well as to participate in the event.

**Homecoming**~ This committee is responsible for the planning and implementation of the student sponsored Homecoming activities. Some of the activities are the Pep Rally and Parade. The committee consists of a Chair, Vice-Chair, Parade Coordinator, Campus Events Coordinator and Advertising Coordinator.

**Inter-Club Council**~ This council provides information and promotes communication between clubs and organizations. The Council monitors club activities and coordinates participation in club activities. Each year this group runs the Club and Organization Expos, Pride & Polish, and Homecoming. The council consists of 1 representative from each recognized club/organization.

**Inter-Greek Council**~ This council governs all Greek Organizations. It provides information and promotes communication between all Greek Organizations. The council also monitors and coordinates fraternity and sorority activities. The council plans Recruitment activities, Greek Week, and provides leadership, professional, multicultural, and member development opportunities. The council consists of an executive board, two representatives from each organization, and a representative from Order of Omega.

**Student Activities Council**~ Student generated activities designed to educate and entertain the campus community are the responsibility of this group. Committees include Center Stage, Daytime Programs, Live Entertainment, Marketing, and Special Events. If you like planning and producing events, this is the group for you.

## **CAMPUS MEDIA**

**Cornucopia (Yearbook)**~ Cornucopia is responsible for the creation of the college's annual yearbook. From theme identification to a Senior Ads campaign there are many exciting jobs for yearbook staff. Staff members work on photography of campus events, story writing, layout creation, proofs, and cover design. Cornucopia utilizes Adobe PageMaker and Photoshop along with Cannon Rebel cameras.

**Gleaner (Literary Publication)**~ The Gleaner is an annual literary and artistic journal. It features poetry, short stories, creative nonfiction, drawings, paintings, and photos submitted by our students, faculty, and staff. Students may take "The Gleaner" for credit. If so they become part of the staff, responsible for the selection and layout of the material for the journal.

**Ram Pages (Newspaper)**~ The RamPages is the Delaware Valley College newspaper that is published as a hard copy and online. RamPages is run by students that are studying or are interested in mass media. It is an outstanding medium for students who want to write about sports, culture or science.

**WDVC (Radio)**~ WDVC is the student-run radio station of DelVal. WDVC is broadcast as the audio for DVC-TV Channel 4 (the on-campus bulletin board channel) through the College's closed circuit cable system and reaches all of the on-campus students.

## **CLUBS~ MAJOR RELATED**

**Agronomy**~ Promotes interest in the fields of Agronomy, Environmental Science, and Turf. We sponsor a Soil Judging team, have fun on A-Day, and have club trips and lectures. Open to all!

**Animal Science Society**~ Explores various fields of veterinary science and helps you acquire greater understanding of animals and their environments. Field trips, speakers! Open to all majors!

**Biology Club**~ Acquaints its members with the latest frontiers of biological science and career opportunities. Go on field trips! Open to all students!

**Block and Bridle**~ Promotes interest in the field of livestock and allied industries. Open to all!

**Chemistry Club**~ Promotes interaction with students who share an interest in chemistry and to provide members with the opportunity to become acquainted with chemists in various professional occupations.

**Criminal Justice Club**~ The purpose of the Criminal Justice Club shall be to bring people together who have a shared interest in the Criminal Justice system. The club will plan, attend, and sponsor educational symposia, guest speakers, job fairs, and the like on various criminal justice issues.

**Dairy Society**~ Promotes interest and participation in Dairy Science. Speakers present various aspects and interests of the dairy industry. Open to all!

**Education Club**~ Promotes peaceful learning in our school. The club sponsors workshops for students and performs work in the schools in the community. Open to all Education Majors!

**Equine Performance Organization**~ Promotes and contributes to campus activities, promotes a further understanding of performances horse activities, as well as events designed to raise funds for trips and other projects for the members. Membership is limited to all equine science students and alumni, and anyone interested in the Drill Team, Dressage Team, and Vaulting Team.

**Floral Society**~ Expands your knowledge of the floral industry through speakers, field trips, and professional meetings. Open to all!

**Food Industry Club**~ Promotes interest in the food industry by acquainting members about new methods and career opportunities through participation in field trips, club activities, and professional meetings. Open to all!

**Fraud Club**~ Our mission is to promote fraud awareness on campus by providing anti-fraud knowledge and networking opportunities through educational events for students, faculty, and staff. We will endorse ethics training for students to enable them to develop education, research, leadership, and networking skills in the field of fraud examination.

**Horticulture Society**~ Expand your mind! Increase your knowledge of horticulture through club projects, field trips, discussions, and guest speakers. This club serves the College and the surrounding community and all members become participants in the American Society for Horticultural Science Association of the Collegiate Branches. Advisors are Dr. Barbara Muse and Dr. Ronald Muse. Open to all!

**Intercollegiate Judging Team**~ This group sponsors dairy, livestock, equine, soil, and fruit judging teams which compete in intercollegiate judging contests. Open to all - check it out!

**Landscape Nursery Club**~ Develop your landscaping awareness - help beautify the world using the correct techniques! Seminars, trade shows, guest speakers, field trips, competitions, fund raisers, A-Day, volunteer work with local communities, and participation in the beautification of campus. Open to all!

**Positive Awareness of Wildlife and Zoos (PAWZ)**~ PAWZ is dedicated to improving the welfare of animals in the wild and in captivity through enrichment, volunteer work, and public education. We also provide our members with more opportunities in Zoological and Wildlife work atmospheres by networking with different places, such as the Philadelphia, Lehigh Valley, and Elmwood Park zoos

**Sports Management**~ The Sports Management Club provides students with hands on experience in the community, on campus, and in the sports industry while allowing members to gain field knowledge and networking opportunities.

**Students In Free Enterprise (SIFE)**~ Supplements the students' knowledge of business administration and free enterprise. Go on field trips; participate in club projects with the community! Open to all. SIFE promotes members' understanding of and networking in the business world.

**Turf Club**~ Promotes interest in the turf environment, such as golf courses, athletic fields, and other recreational turf facilities. We sponsor various speakers, numerous trips, and many college events. Open to all students.

## **INTEREST RELATED**

**Apiary Society**~ The study of the science and art of beekeeping! Maintain the Honey House, harvest honey; participate in candle making and educational programs. Open to all!

**Drama Club**~ The DVC Players exist to allow students an avenue for expression. Whether your talents are spoken, sung or written the DVC Players welcome all faculty members, staff, and students to help us make our college community a more diverse and entertaining place.

**Equine Club**~ Helps you to expand your knowledge of horses and horsemanship. Club trips and speakers. Open to all!

**FFA**~ Promotes leadership and citizenship, and encourages better understanding of agricultural careers. We also promote trips, guest speakers, and films. Open to all interested students!

**Intercollegiate Equestrian Team**~ The Hunt Seat and Stock Seat Equestrian Teams compete in the Intercollegiate Horse Show Association at all levels. We also participate in club activities such as A-Day, Halloween Haunting, and team fundraisers. We promote teamwork, support, and healthy competition in all of our forms.

**Inter-Varsity Christian Fellowship**~ Promotes and strengthens the spiritual life of its members. We are non-denominational and meet on campus throughout the year. Open to all students.

**Lacrosse Club**~ Promotes interest in and knowledge of the sport - and stimulates competition on campus! Open to all!

**Skiing/Snowboarding Club**~ Provides a fun and relaxed way to get DVC students together and access different mountains and go to different areas in the Pocono's. Our mission is to allow DVC students opportunities throughout the winter season to participate in skiing and snowboarding at times and costs that are both convenient and affordable.

**Students for Diversity**~ Desires to maintain religious freedom, academic responsibility and student rights, through international understanding, unity, diversity, and fellowship. Open to all.

**Underwater Exploration Club**~ The Underwater Exploration Club is about discovering all aspects of underwater life, from the amazing creatures that call the water their home to the dynamics of diving. The club was founded to try to give people a chance to become SCUBA certified or advance their certification.

## **PROFESSIONAL ORGANIZATIONS**

**Association of Information Technology Professionals (AITP)**~ To advocate and promote better understanding of information processing, the related technology and the essential business role of information processing.

**National Agricultural Marketing Association (NAMA)**~ Educates you in the field of agricultural marketing, product research, finance sales, communication, and public relations. Club meetings, guest speakers, trips. Open to all!

## **HONOR SOCIETIES**

**Delta Tau Alpha - ΔTA**~ A national agriculture honor society.

**Order of Omega** - This National Greek Leadership Honor Society honors students involved with Fraternity and Sorority Life that have shown outstanding leadership abilities both on and off campus while maintaining an outstanding academic record. Members are invited to join each semester and are considered through an application and interview process. Activities include academic recognition events for non-member students and fundraising for an academic scholarship given to local high school students for demonstrating outstanding leadership and academic achievement.

## **SERVICE BASED ORGANIZATIONS**

**Alpha Phi Omega - ΑΦΩ**~ This national, coed, service fraternity promotes leadership development, friendship, and service to humanity. APO devotes much of their time to several ongoing community service/development projects.

**E.A.R.T.H. Club**~ E.A.R.T.H.'s mission is to increase environmental awareness at Delaware Valley College and the surrounding community as well as to decrease the college's environmental impact. This is to be done through members volunteering time and effort to helping in issues such as recycling and composting on campus. E.A.R.T.H. will also bring forth issues of concern to faculty and staff meetings to influence maintenance and overall college sustainability issues.

**Habitat for Humanity**~ Promotes an understanding of poverty and low-income housing. Participate in weekend build with local H4H affiliates (groups). Fundraising throughout both fall and spring semesters for the Alternative Spring Break trip to an out of state H4H affiliate for a week of building houses. Fundraising includes apple picking, restaurant nights, John-a-thon, dorm storms, and the solicitation of donations.

**Lions Club**~ Lions are an international network of 1.3 million men and women in 200 countries and geographic areas who work together to answer the needs that challenge communities around the world. Known for working to end preventable blindness, Lions participate in a vast variety of projects important to their communities. These projects range from cleaning up local parks to providing supplies to victims of natural disasters.

## GREEK ORGANIZATIONS

**Alpha Gamma Rho ~ AΓP** ~ A national agricultural fraternity that focuses on the professional development of their brothers. The purpose of this organization is to make better men, and through them a broader and better agriculture by surrounding each member with influences that encourage individual endeavor, resourcefulness and aggressive effort along lines making for the development of the better being. Not only is AGR a professional organization, but social, with a strong group of core members.

**Delta Epsilon Beta ~ ΔEB** ~ Founded in 1996, we are a social sorority. We not only try to establish a strong sisterhood, but encourage lifelong friendships, a shoulder to lean on through the trials and tribulations of school and life. We strive to promote academic excellence and cultural appreciation while bettering the community through many acts of service. We participate in many on campus activities and try to do as much community service as possible. We participate in Homecoming, Halloween Haunting, Pride and Polish, and A~Day. We also have a strong sisterhood bond with our alumni.

**Omega Chi ~ ΩΧ** ~ Established in 1989 as Zeta Chi's little sisters, this organization was officially made the first sorority at Delaware Valley College. This organization participates in all campus activities, community service, and social activities at DVC. Although helping others is important to these women, nothing runs as deep as their commitment to sisterhood.

**Rho Epsilon Kappa ~ PEK** ~ This fraternity is a brotherhood organization that is based on friendship, loyalty, and camaraderie. This brotherhood is for those who enjoy interacting and working together as one to better improve ourselves and the environment around us. Their slogan is "We're Always Open."

**Sigma Alpha ~ ΣΑ** ~ A national professional sorority organized to further the study of agriculture among women by promoting scholarship, leadership, service and fellowship. Their objective is to promote its members in all facets of agriculture and to strengthen the bonds of friendship among them.

**Zeta Chi ~ ΖΧ** ~ The purpose of this social fraternity serves to encourage and instill the cardinal principles of fellowship and loyalty. Members are selected through a new member process.

## ADDITIONAL ACTIVITIES

**Pennsylvania Farm Show** ~ Students show dairy and beef cattle, sheep, and swine at the Harrisburg show in January. Students also participate in the Ornamental Horticulture Exhibit! Investigate and join ~ open to all!

**Philadelphia Flower Show** ~ Our nation's biggest flower show! The Department of Horticulture and Environmental Design enters a major exhibit every year. Join the fun (and work!) ~ we won Best of Show in '96! Students of all majors are invited to participate.

**The Community Service Program** ~ The Delaware Valley College Community Service Program encourages students to learn and grow through community service opportunities. Serving as a primary contact to outside organizations, the program offers information on both local and regional service activities to both individual students and student groups. These unique experiences help foster a connection to the community while providing an opportunity to learn from outside the classroom situations and hands on experience. The Community Service Program also supports Delaware Valley College's Annual Pride & Polish event and New Student Weekend of Welcome (WOW).

## IMPORTANT POLICIES FOR CLUBS & ORGANIZATIONS

**Recognition Policy** ~ *All Clubs and Organizations must have an advisor who is currently a full-time faculty or staff member.* In order to be recognized, all groups must return their completed Officer Registration Cards and Membership Roster to the Office of Student Activities. Groups that fail to do so will not be allowed to reserve facilities or vehicles, register programs, or access their budgets. All registration forms are available from the Office of Student Activities. All forms must include students' proper names and an advisor's signature.

## **Merchandise Procedure for the Clubs & Organizations~**

The College's policy in regard to printed materials is that nothing may be printed (or alluded to) which contradicts policies contained in the Student Handbook. All merchandise (t-shirts, glassware, etc.) designs must be approved by the Director of Student Activities.

### **Procedure~**

- Obtain a Event Registration form from the Office of Student Activities
- Return the form with all appropriate signatures, art work and wording.
- The art work and wording will be reviewed by the appropriate individuals (Office of Student Activities)
- Art work and wording will be approved or disapproved.
- Art work or wording that may be considered offensive to any group/individual is subject to disapproval.
- Once the art work and wording has been approved an organization or club may print their merchandise.

*Failure to follow these procedures will result in these penalties:*

- **First Offense:**           **\$200 Fine**
- **Second Offense:**       **\$300 Fine**
- **Third Offense:**         **\$500 Fine & Probation**

### **Off-Campus Banquets and Social Activities ~**

- All organization-sponsored events held off campus must follow the guidelines set forth in the Student Handbook and the Student Organization Handbook.
- An Event Registration form must be completed.
- The College's Alcohol Policy must be followed. "Distilled spirits are not permitted on the Delaware Valley College campus, nor at any off-campus functions sponsored and organized by groups representing Delaware Valley College."
- In addition, alcohol (beer and wine only) may only be purchased at a cash bar by individual members and guests.
- Organizations may not cover, subsidize, or discount the cost of alcohol at a cash bar function.

### **Posting Policy~**

- Advertisements and other items must be approved prior to posting by the Office of Student Activities.
- Approved items may be posted for a limited time.
- Advertising placed on top of other bona-fide notices will be removed, as well as publicity employing the wallpaper technique.
- Postings are not permitted on doors, windows, ceilings, painted and glass surfaces, etc.
- Advertising should only be placed on designated bulletin boards in all of the academic buildings and Student Center. A list of approved posting areas can be found in the Office of Student Activities.
- All postings must be taken down no later than two (2) days after the event is over.
- *Failure to adhere to these guidelines may result in the removal of posted items and/or disciplinary action for your organization.*

### **Transportation ~**

An Event Registration form must accompany a vehicle request when transportation is needed for activities or events. Students are not allowed to drive any College vehicles.

All other policies of the Office of Student Activities can be found in the Student Organization Handbook, which is a working policy document. This published policy document contains all other policies of the Office of Student Activities not listed herein. All student groups must adhere to these additional policies. Two copies of the Student Organization Handbook are distributed to each registered club and organization at the beginning of the academic year. Any changes made to the Student Organization Handbook throughout the academic year will be relayed at the Inter Club and Inter Greek Council meetings.

## IMPORTANT DATES TO REMEMBER

<b>2008</b>	<b>August</b>	20	Freshmen & Transfer Student Orientation
		21	New Student Check-in
		24	Returning Students Check-in
	<b>September</b>	25	Day Classes Begin
		1	Labor Day, no classes
		2	Evening Classes Begin
		5	Last Day to Add/Drop Courses
		27	Family Day
	<b>October</b>	30	Holiday (No day classes)
		8	FOLLOW THURSDAY SCHEDULE
		9	Holiday (No day classes)
		11	Homecoming Weekend
		13	Mid-term grades due
<b>November</b>	31	Last day to drop class with a “W”	
	3	Registration opens for Spring 09 (Seniors)	
	6	Registration opens for Spring 09 (Juniors)	
	10	Registration opens for Spring 09 (Sophmores)	
	13	Registration opens for Spring 09 (Freshmen)	
<b>December</b>	26-30	Thanksgiving Recess (no classes)	
	5	Last day for Day classes	
	8-13	Final Exams (day and evening classes)	
<b>2009</b>	<b>January</b>	5-20	Winter Session
		21	Martin Luther King Jr. Day (no classes)
		13	Orientation for new students
		13	Residence Hall Check-in
		14	Day Classes Begin, 8:30 AM
	<b>February</b>	19	Holiday – Martin Luther King (College closed)
		28	Last day to add/drop courses
		16	Presidents’ Day (College closed)
		19	Day classes only – follow Monday schedule
	<b>March</b>	6	Mid-term Grades are due
		15-22	Spring Break (no day or evening classes)
		25	Career Day
	<b>April</b>	30	Registration opens for Fall 09 (Juniors)
1		Last day to drop a course with a “W”	
2		Registration opens for Fall 09 (Sophomores)	
		Pride & Polish Day (modified day schedule)	
6		Registration opens for Fall 09 (Freshmen)	
8		Founders’ Day (modified schedule)	
24		“A” Day Preparation (no classes)	
<b>May</b>	25-26	“A” Day Weekend	
	29	FOLLOW MONDAY SCHEDULE	
	1	Last day for day classes	
	4-9	Final Exams	
	8	Senior Final Grades due	
	16	Commencement	
	25	Memorial Day (College closed)	