



Ursinus College

Student Handbook

Effective: August 24, 2017

The experience of living and learning with other students at Ursinus provides an educational opportunity that should parallel and enhance each individual's academic work.

Students join with the faculty and staff of the College to form a community of learning. This community will only be as meaningful as its members choose it to be. Each community member should use mature reflection in balancing the varied, and sometimes competing, interests of personal rights and advancement with the rights and advancement of the community as a whole. Making the balancing of varied interests even more complex, the governing authorities of the Borough of Collegeville, the Commonwealth of Pennsylvania, and the United States have great influence over some important aspects of the Ursinus community. In addition, the interests of the citizens of Collegeville must be respected.

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

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

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Academic Policies

Regulations and Responsibilities

Students must abide by the rules and regulations as stated in the [College Catalog](#). Students must follow the academic requirements of the catalog in effect at the time of their matriculation. When academic requirements are changed after students have begun college, they may choose to follow the requirements of the catalog in the year in which they enter or the requirements that are in effect in the academic year in which they graduate but not a combination of the two sets of requirements. Please refer to the catalog for academic policies. Note: [the online catalog](#), which is updated annually in late May, is the most up-to-date version.

Confidentiality of Student Records

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receiving a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student will be advised of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

The Dean of the College (or a designee) is the Hearing officer appointed to resolve any disagreements, which cannot be settled directly. The Dean (or designee) is available for informal meetings on such matters at any time. If the matter is not resolved through informal means, the matter will be referred to the Committee on Academic Standards whose decision is final. If the student does not agree with the decision, they may submit a letter to be included in his or her educational record expressing the student's explanations or interpretation of the official record.

Note: It is not the intention of the Act to provide a forum for challenging course grades, decisions by the committee on Academic Standards, the Judiciary Board or any other committee or Officer of the College assigned the responsibility to make judgments. Rather it is the intention of the Act and the College's procedures to make known to students the informational base upon which

decisions included in the educational record are made and to allow corrections of that information or the inclusions of explanatory statements by the student.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. A school official is deemed to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his/her position description or by contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provides a service of benefit relating to the student or student's family. Disclosure to a school official having a legitimate educational interest does not constitute authorization to share that information with a third party without written consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA Waiver Request

Institutions are not required to disclose information from the student's education records to a parent of a dependent student. Students who wish to authorize release of their academic information to parents, guardians, spouses or any other individual may do so by signing a FERPA Waiver Request and submitting it to the Office of the Registrar.

By signing a FERPA Waiver Request, the student is waiving his/her rights under the Family Education Rights and Privacy Act and is asking that grades, grade point averages, course schedules, or academic standing be released to the named person(s) indicated on the Waiver.

Financial Aid

FERPA provides an exception regarding the release of education records information without the consent of the student when the release is related to financial aid. The disclosure is permitted if the information is necessary to determine eligibility for the aid; determine the amount of aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid.

Release of Information Under Special Circumstances

Records may be released to third parties without a signed FERPA Waiver Request under certain exceptions. These include: Federal officers as prescribed by law; agencies as required by state law; to research projects on behalf of educational agencies for test norms, improving instruction, etc. (provided that the agencies guarantee no personal identification of students); to accrediting agencies carrying out their functions; judicial orders or lawfully issued subpoenas (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made); an emergency if the information is necessary to protect the health or safety of the student or other persons; state laws requiring disclosure before January 1, 1976.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which educational records and personally identifiable information (PII) contained in such records — including Social Security Numbers, grades, or other private information — may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to educational records without consent to researchers performing certain types of studies, in certain cases even when the College objects or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the PII, but the Authorities need not maintain direct control over such entities. Additionally, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from educational records, and they may track participation in education and other programs by linking such PII to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Record of Access and maintenance of files

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

Notification of Student's Right to Non-Disclosure of Directory Information

FERPA requires Institutions to give public notice to students in attendance of the categories of personally identifiable information, which the institution has designated as Directory Information. Institutions may disclose Directory Information about former students without meeting the notification requirement; however, if a student has requested, at his or her last opportunity as a student, that Directory Information not be disclosed, the institution must continue to honor that request until informed to the contrary by the former student. If requested to withhold directory information by a student after they have left the institution, Institutions may, but are not required to, comply with the request.

Types of Information Which May be Designated as Directory Information

The following information is designated as public or “Directory Information.” Such information may be disclosed without a student's previous consent by the College for any purpose, at its discretion: full name, address, phone, email; major field of study; dates of attendance; admissions or enrollment status;

class year; degrees and awards; most recent previous institution attended; and student activities including athletics.

Students who object to the release of any or all “Directory Information” must express their objection in writing within the first week of the semester. The Office of the Registrar administers the procedure annually and monitors the information.

Definitions

“*Student*” is defined as one who has attended or is attending Ursinus College and whose records are in the files of the College.

“*Educational Records*” are those records, files and documents relating to students and maintained by the College or an agent of the College. College administrative personnel in the course of performance of assigned duties maintain all such records and a log of the request for these records. Only college officials who have a legitimate educational interest shall have right of access to a student’s “educational record.”

“Educational Records” include:

- Admissions applications and transcripts maintained by the Office of the Registrar;
- Ursinus College academic record maintained by the Office of the Registrar;
- Student file maintained by the Dean of Students regarding judicial and disciplinary decisions;
- Student file maintained by financial aid offices;
- Record maintained by Career and Professional Development Office;
- Student records maintained by the Health Professions Advising Committee;
- Student records maintained by the Pre-Law Advising Committee;
- Student records maintained by the Business Office;
- Student records maintained by the library.

The term “Educational Records” does not include:

- Personal files of Faculty and administrators which are not accessible to any other person;
- Record of parents financial status;
- Medical, psychiatric or psychological records created and used for the treatment of a student and available only to those providing the treatment. A physician or appropriate professional of the student-patient’s choice can review these records.
- Employment records which relate exclusively to students as employees and are not used for other purposes;
- Confidential statements and letters placed in the files prior to January 1, 1975;
- Confidential letters and statements to which students have waived a right of access;
- Records and documents maintained by Campus Safety;
- Information or data collected by the Alumni and Advancement Offices about graduates.

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

Source: Office of the Registrar at Chestnut Hill College (August, 2015)

Privacy and Disclosure of Student's Educational Record

1. Normally, educational records can be released, or access given to third parties (i.e., anyone not a member of the faculty or staff with legitimate access to the student's record) only at the written request of the student. Grades are sent to the students at their college address at midterm if they are freshmen or on probation and at home at the end of the semester.
2. However, releases to third parties without student permission may be given only as follows:
 - I. To parents and guardians of dependent students: Release of student grades and official college correspondence is permitted under the IRS code of 1954; notification of alcohol and drug violations of students under the age of 21. This is permitted under the 1998 Warner Amendment.
Note: Students who are financially independent and who do not wish to have grades or official college correspondence released to parents and guardians must provide evidence of their status within the first week of the fall semester, within the first week of the spring semester if the student is a transfer, and within the first two days of a summer session. The test of dependency is determined by the Internal Revenue Code current at the time of the request.
 - II. To Federal officers as prescribed by law;
 - III. As required by state law;
 - IV. To research projects on behalf of educational agencies for test norms, improving instruction, etc. (provided that the agencies guarantee no personal identification of students);
 - V. To accrediting agencies carrying out their function;
 - VI. To respond to a judicial order or lawfully issued subpoena (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made);
 - VII. At the time of emergency if the information is necessary to protect the health or safety of the student or other persons;
 - VIII. As required by state law requiring disclosure before January 1, 1976.

Release of Directory Information

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

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

1. Students have the right to inspect their own educational records, subject to reasonable restrictions as to time, place and supervision. Records must be made available for review within 45 days.
2. Students have the right to challenge any part of their educational record, which they believe to be incorrect. They should point out the discrepancy to the faculty or staff member involved. The Dean of the College (or a designee) is the hearing officer appointed to resolve any disagreements, which cannot be settled directly. The Dean (or designee) is available for informal meetings on such matters at any time. If the matter is not resolved through informal means, the matter will be referred to the Committee on Academic Standards whose decision is final. If the

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

Record of Access and maintenance of files.

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

Academic Honesty

Statement On Academic Honesty

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

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

Students should be aware that there are many legitimate sources of help available on campus. Several departments provide help sessions. There is a writing center run by the Department of English, and the Library provides research help. Tutorial Programs are coordinated through the Ursinus Institute for Student Success for all disciplines and the Dean's Office arranges peer-mentoring services. The student body, faculty, and administration of Ursinus College therefore unanimously condemn academic dishonesty in all its forms and affirm that it is the responsibility of all members of the college community to prevent such activity.

Statement On Plagiarism

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

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

For example, you are cheating if you:

1. Copy answers or use information from a fellow student's paper during a quiz, test, or examination.
2. Divulge answers or information, or otherwise give improper aid to another student during a quiz, test, or examination or accept such aid.
3. Relay or receive any improperly obtained or confidential information concerning a quiz, test, or examination. (Example: if one sees the test before it is given and transmits information concerning its contents or whereabouts to other students.)
4. Use or refer to any unauthorized notes, books, calculators, and/or problem solving aids such as "cheat sheets" during a quiz, test, or examination.
5. Collaborate improperly with another student on an open-book or take-home quiz, test or examination; or obtain information from an unsuspecting fellow student during such an exercise.
6. As a proctor or student assistant, divulge confidential information or aid any student in an improper manner during a laboratory exercise, quiz, test, or examination.
7. Commit an act of plagiarism in any form.
8. Borrow under false pretenses, steal or otherwise improperly obtain lecture or research notes, laboratory data, or any information gathered by another student and present it as your own work (examples: term papers; laboratory reports or experimental yields; computer programs or assignments; English composition themes), or knowingly collaborate with another student by making such material available to him/her.
9. Falsify laboratory data, notes, results, or research data of any type in any course and present it as your own work.
10. Steal or intentionally damage or destroy notes, research data, laboratory projects, library materials, computer software (including the intentional passing of a computer virus), or any other work of another student (or faculty member), out of malice, or for the purpose of sabotaging that person's work and thereby gaining an unfair advantage to yourself.
11. Knowingly and willingly violate any special rules concerning research procedures, group assignments, or inter-student collaboration, which may be established by an instructor in any course.
12. Submit the same work including oral presentations for different courses without the permission of the instructors involved. Since it is expected that different courses offer different learning experiences, students are depriving themselves of an educational opportunity by submitting the same or similar work for more than one course. Examples include but are not limited to submitting a partial or complete paper previously handed into another class, superficially reworking one assignment for submissions to another class. (Example: submitting a sociology paper as an English 100 paper.)
13. Misrepresent yourself to an instructor or an administrator for the purpose of gaining special favors or extensions for academic work missed. Examples include but are not limited to lying about your health or the health of a relative, forging doctor's notes.

14. Forge signatures on forms, documents, or letters pertinent to College business. This may include but is not limited to course of study sheets, drop/add forms, or doctor's notes.

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

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

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

Procedures for Suspected Academic Honesty Violations

Should a faculty member suspect you of having committed an academic honesty violation of any kind, they should confront you with the evidence.

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

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

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

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

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

Procedures for Record-Keeping in Cases of Academic Honesty Violations

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

Copyright Infringement

Unauthorized Use of Copyrighted Material and Unauthorized File Sharing

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

1. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
 - a. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
 - b. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
 - c. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
 - d. For more information, please see the website of the U.S. Copyright Office, especially their FAQ's at www.copyright.gov/help/faq
2. Unauthorized peer-to-peer file sharing will be handled in accordance with established college practices, policies, and procedures, confirmation of inappropriate use of Ursinus College Information Technology resources may result in termination of access, disciplinary review, expulsion, termination of

employment, legal action, or other disciplinary action deemed appropriate. Information Technology will, when necessary, work with other College offices such as Residence Life, the Judicial Board, the Deans' office, Campus Safety, relevant law enforcement agencies, and any other appropriate authority in the resolution of violations.

3. The HEOA also requires that all colleges and universities offer legal alternatives to unauthorized downloads. You are encouraged to visit the [Ursinus website](#) for legal alternatives to unauthorized downloads.

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

Student Code of Conduct

PHILOSOPHY & AUTHORITY

Ursinus College encourages the intellectual and personal growth of its students as scholars and citizens. The College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend the College and by making this choice, students assume the obligations (including standards for conduct) imposed by the College.

Ursinus College students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Ursinus College, municipalities and counties, the Commonwealth of Pennsylvania, and the United States. The policies and procedures in this document are designed to provide an educational and developmental process, balancing the interests of individual students with the interests of the Ursinus College community. Students are responsible not only for the *intent* of their conduct, but also for the *impact* of their actions.

RELATIONSHIP BETWEEN STUDENT CONDUCT & THE VIOLATION OF THE LAW

The campus student conduct process is an educational and administrative process. It is not designed to mirror a court of law, but to further the educational mission of the College by maintaining a safe educational environment and furthering student learning and development. The College provides expectations for students that may be higher than those found in criminal law. Participants in the campus conduct process are afforded the procedural protections provided in this document; however, they do not have the same rights afforded to a citizen participating in a criminal court proceeding. Due process, as defined within these procedures, assures written notice and a resolution with an objective decision-maker. The campus student conduct process and possible outcomes are different from those in a criminal or civil court proceeding. For situations where a student's conduct may be a violation of law as well as College policy, the student conduct process may occur simultaneously, prior to, or following any criminal, employment, or other legal action.

College Authority & Jurisdiction

AUTHORITY

The Vice President of Student Affairs has the ultimate authority for interpretation of this Code, including the determination of a person's status with the institution in a particular situation. The Student Affairs staff serves as the primary investigators and hearing officers for reports of code of conduct violations. The Vice President of Student Affairs may also serve and designate additional College officials to serve the College in one or more roles in the student conduct process, including investigator, hearing officer, appeals officer, and/or advisor.

JURISDICTION

A student's action may be subject to the student conduct procedures whenever the student commits or attempts to commit a violation of the Student Code of Conduct on property belonging to, or under control of the College, or at an activity, function or event sponsored, or supervised by the College. If a student commits a violation of this Code while off-campus (including through technology or social media), the student's behavior may be subject to the student conduct process if the behavior adversely affects:

- the College community;
- the mission or reputation of the College;
- the ability of an individual member of the campus community to pursue an Ursinus College education and/or employment (including the creation of a hostile environment); or
- a function or operation of the College.

When students engage in misconduct as members of a student organization, both the student(s) and organization may be held accountable.

A student charged with violating the Code of Conduct may not avoid the conduct process by withdrawing from the College. Student conduct proceedings may continue without the student's participation, and/or a hold prohibiting further registration and/or release of transcripts may be placed on the student's record at the discretion of the Vice President of Student Affairs until the matter is resolved.

Important Terms

Academic Days: Weekdays (Monday through Friday) when class is in session during an academic semester.

Advisor: Any person who supports a complainant or respondent as the student participates in the conduct process. The advisor's supporting role is limited to conferring with and advising the student directly. The advisor may not participate in the conduct process as a representative or advocate for the student. The College also reserves the right to have an advisor present to advise the College officials during the student conduct process.

College: Ursinus College, also known as College

College Official: Any person employed or designated by the College to perform a specific function on its behalf.

Complainant: A person who initiates a complaint in the student conduct process.

Faculty: Any person employed by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its Faculty.

Hearing Body/Officer: The person(s) who review the information in a case, make a determination of responsibility, and/or issue sanctions. Hearing bodies include panels as well as individual hearing officers, such as administrators, Student Affairs staff, and other employees appointed by the Vice President of Student Affairs.

Member of the College Community: Any person who is a student, College official, Faculty member, or any other person employed by the College. A person's status in a particular situation shall be determined by the person designated to have authority to interpret this Code.

Outcome(s): The determination that a respondent is responsible or not responsible for each alleged violation, as well as any sanction(s) imposed.

Respondent: A student who is accused of violating the Code of Conduct and provided with the opportunity to respond to the complaint.

Sanction: A consequence imposed as a result of a finding of responsibility.

Standard of Proof: The standard of proof used in all student conduct proceedings to determine whether a violation occurred is the "preponderance of the evidence" standard, also known as "more likely than not." A fact is established by a "preponderance of the evidence" if it is found, after considering all the evidence, that there is more than a 50% chance that the fact is true.

Student: Any individual who applies for admission and who is accepted to register for courses (as indicated by being assigned an Ursinus ID number).

Student Organization: Any group of students voluntarily organized for the purpose of furthering their common interests in a particular subject or issue. This includes, but is not limited to student clubs and club sports; Greek organizations and NCAA affiliated athletic teams.

Community Expectations & College Policies

Students are expected to uphold College policies in the pursuit of their educational objectives. The College reserves the right to set and communicate reasonable expectations as needed. The following are prohibited. Examples are provided to illustrate the specific prohibition and are not intended to be all-inclusive. Some incidents will result in multiple policy violations.

- I. **Threat to another's personal safety or conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person.**
Examples include, but are not limited to:
 - a. Physical violence

- b. Threats
- c. Bullying
- d. Stalking
- e. Hazing
- f. Retaliation

II. Risk of the safety of the campus community.

Examples include, but are not limited to:

- a. Possession or use of unlawful or unauthorized weapons
- b. Use of items (including authorized items) aggressively or for violent purposes
- c. Making a threat of violence (including verbal, written, or virtual communication).
- d. Behavior that puts physical safety at risk, including but not limited to:
 - i. Possessing flammable chemicals or fireworks
 - ii. Ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means
 - iii. Knowingly putting others at risk of a contagious disease

III. Conduct that threatens the services of the College or the property of the College or others.

Examples include, but are not limited to:

- a. Misuse, theft, or unauthorized use of College services or property or the property of another.
- b. Trespassing or unauthorized access to physical or virtual/cyber property or services of the College. Areas that are not considered public include rooftops, college infrastructure areas (including but not limited to utility tunnels, equipment rooms, maintenance shops, and storage areas), laboratories, and private offices.
- c. Intentional destruction of property
- d. Use of recreational or outdoor equipment indoors or reckless use of such equipment outdoors.
- e. Having an animal in a campus building, other than in accordance with College policy and ADA laws.

IV. Disruption of any operation of the College, including but not limited to teaching, research, administration, technology, meetings or proceedings, or any other College activity.

Examples include, but are not limited to:

- a. Prohibiting or interfering with classroom instruction or College sponsored events.
- b. Leading or inciting others to interrupt scheduled or normal activities within any campus building or area.
- c. Obstructing the free flow of pedestrian or vehicular traffic on College property or at a College sponsored or supervised event.

V. Illegal, unauthorized or irresponsible substance use.

Examples include, but are not limited to:

- a. Unlawful or unauthorized possession, manufacturing, use, purchase, and/or distribution of alcohol. No person under 21 years of age may possess or consume alcoholic beverages, under any circumstances.
- b. Alcohol is not permitted in the First Year Centers at any time. Alcohol is not permitted in non-residence hall buildings, except for events approved by the College.
- c. Possessing or being in the presence of:
 - 1. Alcohol, including beer, wine, liquor, or mixed drinks being consumed in a container larger than 16 ounces.
 - 2. Grain alcohol
 - 3. Alcohol transported or stored in a container larger than 1 gallon.

4. Binge drinking paraphernalia including but not limited to:
 1. Kegs
 2. Beer Balls
 3. Beer Bongos
 4. Trash cans
 5. Common Source Containers such as a punch bowl
5. Purposeful binge drinking (ie. "Shotgunning" a beer)
- d. Unlawful or unauthorized possession, manufacturing, use, purchase and/or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia.
- e. Being in the presence of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia.
- f. Illegal possession or use of prescription medications.
- g. Public intoxication
- h. Smoking tobacco products, hookahs or vaporizing devices (including e-cigarettes) inside any College building or within 20 feet of any building exit.

VI. Dishonesty.

Examples include, but are not limited to:

- a. Providing false information in any form to any College official or office.
- b. Forgery, alteration, or misuse of any College record, document, or form.
- c. Unauthorized distribution of copyrighted material.
- d. Misrepresentation of one's identity or misuse of the College's copyrighted content and trademark.
- e. Plagiarism - More information available on the Academic [Dishonesty](#) page.

VII. Unauthorized or irresponsible use of College computer, network, or other technology system resources.

Examples include, but are not limited to:

- a. Unauthorized access or misuse of equipment, files, labs, or any other technological resource.
- b. Violation of any College computing or technology policy, including but not limited to use of College technology resources to violate a law.

VIII. Unauthorized use of personal electronic devices.

Examples include, but are not limited to:

- a. Audio, photograph, or video recording of any person without person's prior knowledge or consent. This includes recording in locker rooms or restrooms.
- b. Audio, photograph, or video recording of any person when it is not permitted by law or College policy.
- c. Use of a cell phone or other electronic device in a manner that disrupts educational activities, classrooms, offices, or other usual College operations.

IX. Failure to comply

Examples include, but are not limited to:

- a. Failure to comply with the directions of an authorized College official or representative who is performing College duties, or law enforcement officers acting in the performance of their duties.
- b. Failure to comply with a communicated College policy or procedure.
- c. Conduct that constitutes a violation of the student conduct process or any sanction imposed in accordance with this procedure.
- d. Conduct that constitutes a violation of any College handbooks, program guidelines, rules, or regulations.

- e. Violation of the social event policy.
- f. Refusing to evacuate a building or area under the direction of a college official or while a life safety device is alarming.

X. **Tampering with a life safety device**

Examples include, but are not limited to:

- a. Pulling the fire alarm in a building when no such cause for the alarm exists.
- b. Discharging a fire extinguisher without a fire present.
- c. Removing or covering a smoke detector, heat detector, or carbon monoxide detector.
- d. Damaging a fire extinguisher box or fire alarm pull station.

XI. **Discriminatory Harassment***

Verbal, emotional, or physical conduct related to a person's protected class that unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or educational environment.

The College has a strong commitment to principles of equal employment opportunity and equal access to education and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, creed, ancestry, veteran status, marital status, disability, or other classification protected by applicable law in the administration of any of its educational programs, admissions policies, financial aid, employment, or other College-administered programs.

XII. **Gender-based or sexual misconduct***

College Community members have the right to be free from all forms of sexual and/or gender-based harassment and violence. All College Community members are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College has zero tolerance for sexual and/or gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate College Official's attention, protective and other remedial measures will be taken to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and College Community are remedied, including serious sanctions when a responding party is found to have violated this policy.

Examples include, but are not limited to:

- a. Sexual Harassment
- b. Non-Consensual Sexual Contact
- c. Non-Consensual Sexual Intercourse
- d. Sexual Exploitation
- e. Intimate Partner Violence (including dating violence, domestic violence, and/or relationship violence)
- f. Stalking

For more information, refer to the Ursinus Guide to [Gender Based & Sexual Misconduct](#).

*The College's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The policy is enforced by the College and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Complaints against a student will be resolved by the procedures as outlined in this policy. Complaints against a faculty or staff member will be resolved by the College policy governing staff and related grievance procedures, which can be found in the [Human Resource Policy Information](#).

Violation Definitions

Bullying - Any intentional written, electronic, verbal, or physical act or series of actions directed at another member of the College Community, which is severe and pervasive enough that a reasonable person under the circumstances should know his or her actions will:

1. Place a member or members of the College Community in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damages to his or her property; or
2. Substantially interfere with a student's educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Substantially disrupt the efficient and orderly operation of the College and its programs, activities, and events; or
4. Perpetuate bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another member or members of the College Community.

Hazing – any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation, admission into, or affiliation with, any organization operating under the sanction of or recognized as an organization by an institution of higher education or as a condition for continued membership in said organization. Hazing includes but is not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding. Individuals and/or organizations as a whole found in violation of this policy will be subject to disciplinary action, in addition to any liabilities faced under Pennsylvania's anti-hazing law.

Hazing in any form is prohibited, whether the activities occur on or off campus. The College supports and will strictly enforce the Commonwealth of Pennsylvania's Anti-Hazing Law, Act 175 of 1986, 24 P.S. §§5351-5354.

Physical violence – hitting, pushing, or other such activity resulting in or intended to cause physical harm. Physical violence may or may not include use of a weapon.

Retaliation – intimidation, threats or harassments against a complainant or any participant in an investigation or conduct process.

Stalking - engaging in conduct or repeatedly committing acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:

- place the person in reasonable fear of bodily injury; or
- reasonably cause substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Threats - making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.

Weapons & Explosives – firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same; knives with a fixed blade over 2.5 inches (other than kitchen knives); fireworks, chemicals, explosive devices, or any other object used to threaten or cause harm.

Reporting Student Misconduct

The College encourages students, faculty, and staff to resolve conflicts informally and at the lowest level. When that is not possible or appropriate, any member of the campus community may report alleged student misconduct to Student Affairs. The report should describe the misconduct and identify the person(s) involved in the incident. Designated Student Affairs Staff will review reports, and will initiate the student conduct process if there appears to be reliable information indicating that a violation may have occurred (i.e. complaint). The College may also initiate a case without a formal complaint. When appropriate, reports may be addressed through the Ursinus Crisis Response Team with non-conduct procedures. A call to appear before the President, College Deans, a Hearing Panel, Campus Safety, or Faculty takes precedence over all other duties. Students must respond promptly to such a call.

Culture of Reporting

As the College is concerned about threats to personal or collective safety, including any form of sexual or gender-based misconduct, all reports will be taken seriously and reviewed promptly. If a student may have violated another aspect of the Student Code of Conduct (such as consuming alcohol underage) and is concerned about consequences when reporting a more egregious incident (such as sexual misconduct or a threat of violence), the reporting student should be assured that the College's interest is in maintaining the safety of individuals and the campus. Pending no threat to safety or other compelling reasons, other behaviors may be addressed through alternative means (such as informal discussions or referrals to counseling).

Preliminary Investigation & Review

A preliminary investigation may be necessary in order to determine if there is credible information that warrants charging a student with violating the Code. Preliminary meetings with involved parties or witnesses may occur prior to initiating the student conduct process.

The preliminary investigation and review may result in any of the following:

- **Case Not Pursued:** If there does not appear to be credible information to indicate that a violation occurred, the case will not be pursued through the formal student conduct process. To document that the situation was reviewed, the College will retain the information.
- **Informal Response:** If the situation is concerning but does not appear to be a violation, there may still be an institutional response without formal conduct charges. For example, the student may be asked to meet with a staff member to discuss the situation prior to registering for courses, may be requested to participate in a mediated conversation, or may receive a follow-up letter outlining the concerns.
- **Initiation of Conduct Process:** If it appears that a student may have violated the Code, and that this occurred within the College's jurisdiction, as defined in this Code, the student conduct process will be initiated.

Interim Action

In some cases, interim action prior to the resolution of the case may be necessary. This may be imposed upon initial receipt of a report, when the College becomes aware of a concern, or at a later time in the student conduct process. Reasons interim action may be issued include but are not limited to:

- to protect the health, welfare, or safety of a student or of the community,
- if the student poses a threat of significant disruption to the educational process and/or the normal operations of the College,
- to provide legally mandated interim remedies, such as may be required for the College to comply with Title IX; or
- if the student cannot be located and/or does not participate in the conduct process.

In the event that interim action will be taken, the student will be notified in writing.

Examples of interim action include but are not limited to:

- Suspension from residence halls
- Suspension from the College
- Restricted access to campus, limiting time or location
- Class section reassignment
- No-contact orders

Procedural Guidelines

The standard of proof for decision-making in student conduct matters, including in all findings of responsibility, is the "preponderance of the evidence" or "more likely than not" standard. This means that when all available information is considered, the College official or hearing body determines

whether it is more likely than not that a violation occurred, based on what a reasonable person would consider.

Investigators and hearing bodies do not have the authority to issue a subpoena but may receive information without regard to the legal rules of evidence if the information is related to the questions of the case. Character witnesses are not permitted since decisions about responsibility relate to behaviors, not to character. The hearing body may consider anonymous information (such as reports or statements) but the unknown identity of the source will be taken into account in evaluating the credibility of such information. The College will communicate with participants in the student conduct process mainly via email using an online case management system and the student's Ursinus email address. Communication may occur through other means, such as through phone, U.S mail, or delivered in person.

Role of Advisors

Any participating complainant or respondent may bring an advisor to student conduct meetings to serve as a support person. The advisor may be a friend, mentor, family member, attorney or any other supporter who is both eligible and available. People who will be called as witnesses may not serve as advisors. Students may be accompanied by their advisor in all meetings and interviews, including intake, hearings, and appeals. Advisors should help their advisees prepare for each meeting and are expected to advise ethically, with integrity and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

All advisors are subject to the same campus rules. Advisors may not present on behalf of their advisee in a meeting, interview, or hearing and should request or wait for a break in the proceeding if they wish to interact with campus officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given a timely opportunity to meet in advance of any interview or hearing with the College officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the College investigation and resolution. Any advisor who steps out of their role in any meeting under the Code of Conduct resolution process will be warned that further disruption or failure to respect the limits of the advisor role may result in removal from the meeting or hearing. An advisor whose presence is deemed by the Hearing Officer to be improperly interfering with the proceeding will be required to leave and may be prohibited from participating in further meetings or proceedings under this policy. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the hearing officer will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The College expects that the parties will want the College to release information and documentation related to the allegations with the parties' advisors and will provide a consent form that authorizes the release of such information. The parties must complete this form before the College is able to release information to an advisor. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records disclosed to them by the College and are prohibited from releasing the information to third parties, disclosing the information

publicly, or using the information for purposes not explicitly authorized by the College. This Policy does not create a privileged or confidential relationship between a Complainant or Respondent and an Advisor. If the Advisor for a Complainant is a member of the College community, the Advisor is obligated under this Policy to inform the Dean of Students' Office of information that contradicts the report or charges. Likewise, if the Advisor for the Respondent is a member of the College community, the Advisor is obligated to similarly disclose information that supports the allegations. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, and/or electronic meeting technologies as may be convenient and available.

A student may elect to change advisors during the student conduct process, and is not required to use the same advisor throughout. Students may be required to provide notice that an advisor will be attending a meeting or hearing. Students who qualify for an accommodation under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and who require a person to provide the accommodation or who may require a language translator to effectively understand the English language may also have such a person present in addition to an advisor. If a student requires accommodations under ADA/504, a written notification must be submitted to the College at least 2 academic days prior to the hearing.

Postponement of Resolution

A student who files a report or who is charged with a violation of the Code may request in writing to have a resolution postponed because 1) there is pending or possible civil or criminal litigation which may be jeopardized by the outcome of campus resolution process, or 2) the student is unavailable for communications due to being incarcerated or hospitalized. The College may grant this only when *both* of the following circumstances have been met:

- Interim action as determined by the Vice President of Student Affairs or designee is imposed to prevent further or additional incidents during the resolution process.
- The College does not have any compelling reason why the resolution process should proceed. Examples of compelling reasons include but are not limited to:
 - Concerns for the safety of the campus or its members if the situation is not resolved.
 - The need to provide a timely response in cases alleging sexual or gender-based misconduct.
 - The quality of the investigation or ability to hear from witnesses who have critical case information may be compromised.

The College reserves the right to postpone indefinitely or for a finite period of time. The College may also independently decide to postpone resolution without a request from a student when the above conditions are met or when due to legal requirements.

Resolution Options

There are several forms of resolution available, depending on the nature of the incident and the time of the academic year:

- Informal Resolution
- Administrative Hearing
- Panel Hearing
- Investigative Resolution

Other than as described below, the Vice President of Student Affairs or designee will determine the most appropriate resolution option to be used in a given case. The Vice President of Student Affairs or designee will ensure that all investigators, hearing officials, and hearing bodies are appropriately trained to conduct proceedings in a fair, impartial, and timely manner.

Additional Considerations

Sexual or Gender-Biased Misconduct

Reports of sexual or gender-based misconduct are subject to the requirements of Title IX of the Higher Education Act of 1972, and require an investigation and adjudication conducted by College officials who are trained annually to review and resolve reports of this nature. These cases are often more time intensive and require more extensive training and experience to process and resolve. For these reasons, reports alleging sexual or gender-based misconduct will often proceed through the investigative resolution. The Title IX Coordinator will be informed and consulted on these cases throughout. In addition, the complainant and the respondent have equitable rights in the process and will be kept informed of key updates as the case is resolved.

Student Organization Misconduct

Student organizations alleged of misconduct may proceed through one of the resolution methods outlined in this Code, and they may also be referred to the Office of Leadership Development and Student Activities for administrative review and response in lieu of or in addition to the student conduct process.

Incidents Involving Multiple Students

In incidents where multiple students have been alleged of misconduct, the Vice President of Student Affairs or designee will determine the best form of resolution that balances the protection of privacy of students' records as well as the institutional resources available to provide a timely and fair resolution.

Students with Special Relationships to the College

Students who are athletes, student leaders, student workers, or hold other unique relationships with the college whose behaviors violate the Student Code of Conduct may also face consequences outside of the student conduct process if their behaviors violate NCAA guidelines, Office of Leadership Development and Student Activities processes, employment expectations, or other such standards. Employees who

enter into a relationship with the College as students and whose alleged misconduct occurs in the context of the relationship as a student may also be held accountable through the student conduct process. In those cases, Human Resources may be consulted to ensure there are no conflicts with employee contracts or Human Resources procedures.

Informal Resolution

Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict with students, faculty, staff, or administrators. The person impacted should keep a written log that can aid in later investigation and resolution. Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior, conflict, or misconduct. Members of the College Community are encouraged to consult with Faculty, Staff, Deans, or Human Resources staff to discuss concerns and seek resolution through mediation. However, mediation is not used when violent behavior is involved, when the Title IX Coordinator determines a situation is otherwise not eligible, or if the parties are reluctant to participate in good faith. College officials will facilitate such conversations, upon request, and monitor them for safety. If informal efforts are unsuccessful, the formal resolution process may be initiated. Either party has the right to end the informal process and begin the formal process at any time prior to resolution.

Administrative Hearing

Through this method, a designated College official reviews the information related to a complaint, determines whether or not a respondent is responsible for each alleged violation, and issues appropriate sanction(s) for any findings of responsibility. This is the most common form of complaint resolution, and a Student Affairs Staff member will serve as the administrative hearing officer for most cases. The Vice President of Student Affairs may also designate additional hearing officers and may serve as a hearing officer.

In this method, a student is informed of the opportunity and deadline to meet with the hearing officer to:

- Ask questions about the student conduct process.
- Review the complaint of misconduct and other relevant case information, such as the substance of information received from witnesses.
- Respond to the complaint by providing information about the incident and alleged conduct.
- Bring forth witnesses to be interviewed.
- Acknowledge or deny responsibility for the charged violation(s).
- Provide any information related to sanctions (if applicable), including what was learned from the incident or any factors to be considered at sanctioning.

In some cases, a campus investigation may be done prior to the case proceeding to an administrative hearing. If the respondent chooses not to meet with the hearing officer by the given deadline, the hearing officer may proceed with the determination of responsibility and impose any sanctions. Depending on the nature of the case, the hearing officer may place a hold on the student's account until the student has met with the hearing officer.

Panel Hearing

Through this process, a hearing panel reviews the case information and issues a determination of the Respondent's responsibility for each alleged violation and determines what sanctions, if any will be imposed. Hearing panels are composed of five members: three faculty members and two students. Panel members are selected by Faculty election and student government appointment. The Vice President of Student Affairs or designated College Official has the authority to determine whether an individual is qualified to serve on panel hearings. The Vice President of Student Affairs' designated College Official provides training and coordinates the logistics of the panel hearing process, which may include securing or serving as an advisor to the hearing panel. The College reserves the right to have the College's legal counsel attend a hearing when deemed appropriate. Panel hearings may be recorded at the discretion of the Vice President of Student Affairs. Recordings will be retained by the institution for the purposes of the appellate hearing body's review. Recordings retained by the institution are the only official recordings for the hearing. All parties will be notified in advance regarding advisor attendance and hearing recording.

A party may challenge the presence of any member of the hearing panel on the basis of bias or pre-formed judgment. Such challenge shall be presented in writing at least 24 hours before the panel hearing. If the panel member concurs with the challenge, the panel member withdraws from the panel. If the panel member does not concur with the challenge, remaining members of the panel decide whether the panel member should remain on the case. An alternate from the list of eligible faculty or students, as appropriate, will replace any panel member who withdraws or is removed.

In addition to challenge for bias, the student may challenge one member of the panel with no stated reason. This challenge will be transmitted in writing at least 24 hours before the panel meets in order for an alternate be called.

Panel Hearing Process

In order to provide the College with the most effective hearing process, the hearing body/officer reserves the right to adjust procedures as appropriate, including setting appropriate time limits, depending on the nature of the case. The hearing process provides the opportunities for a complainant and/or respondent to:

- Review the available case information.
- Provide perspective on what happened, including providing witnesses to the incident.
- Describe any effects of the incident, including both harm and learning that may have occurred.

Complainants and respondents will be provided a hearing notice at least two days prior to the hearing date. The notice will include the hearing date and time, a description of the hearing procedures, a list of hearing panel members, a statement of charges, and a list of witnesses and documents to be presented at the hearing. The respondent must provide a list of witnesses and documents to be presented at the hearing at least 24 hours prior to the hearing.

The basic hearing agenda consists of:

- Introductions and guidelines from the panel chair or hearing officer
- Review of complaint and statement of charges
- Information shared by the complainant

- Information shared by the respondent
- Information shared by witnesses
- Closing comments from the complainant and the respondent
- Deliberations on responsibility for charges
- Statement of decision
- Deliberations regarding sanctions (if respondent is found responsible)
- Statement of sanctions

During the hearing, questions may be asked by the hearing body at any time. In cases that do not involve alleged violations of threat to personal safety or sexual violence, the complainant and the respondent may be permitted to ask questions directly of each other. The hearing body reserves the right to require that questions be provided in writing instead of asked directly in all other cases if deemed appropriate. In situations where physical safety or reasonable fear for retaliation exists, the College reserves the right to adjust the hearing format, including using technology to allow parties to participate in a manner that preserves physical safety.

Persons knowingly making false statements or misrepresentations to the Hearing Panel will be subject to severe disciplinary action in accordance with the student conduct procedures.

All hearings are closed. A respondent and the respondent's advisor may be present for all of the information sharing at hearings. In cases involving alleged threat(s) to personal safety, the complainant and the complainant's advisor also have the right to be present. If an individual chooses not to participate in any part of the hearing, the hearing will continue. The respondent and complainant and their advisors will be excused after closing comments, before the hearing body deliberations.

During deliberations, the hearing body or officer will determine whether the respondent is responsible for each charged violation and what sanctions are appropriate, if necessary. Determinations will use the preponderance of evidence standard as defined above and will be decided by a simple majority vote.

If the respondent is found responsible for any charges, the hearing panel will reconvene the hearing and hear information regarding appropriate sanctioning. The hearing body will review any prior student conduct history only after making the determination that the student is responsible for the charge(s). The respondent and complainant and their advisors will be excused before the hearing body deliberates sanctions.

Within ten academic days of the conclusion of the hearing, the hearing officer or chair will provide a decision letter providing the findings, rationale, and sanctions (if applicable).

Investigation Resolution Method

The Investigation Resolution Method is designed to provide a fair and equitable resolution process as required under Title IX of the Higher Education Amendments of 1972, and it may also be used in cases where the Vice President of Student Affairs or designee determines it is appropriate.

Cases involving allegations of gender-based or sexual misconduct will often be resolved through the investigation resolution process. Investigators and hearing officers involved in this process are trained on the student conduct process and issues related to crimes of sexual violence.

In this method, students' rights are protected, although there may not be a face-to-face meeting involving both the complainant and the respondent. All parties have the opportunity to meet with the investigator to review and respond to the case information. Case information is summarized in a final investigative summary report. This report includes any refutation or response provided by either party after their review of it.

The Vice President of Student Affairs designates investigators and hearing officers. Investigations (including determination of outcomes) are generally completed within 60 calendar days. The complainant(s) and respondent(s) will be kept informed in the event of delays in the process. In cases alleging sexual or gender-based misconduct, the Title IX Coordinator(s) will be kept apprised of the process and will coordinate the resolution.

As this resolution process has the fewest employees involved, this method provides the most private form of resolution for both the complainant and respondent and also promotes the timeliest response, depending on the responses of the involved parties and the complexities of the case.

Notice of Outcomes

The Vice President of Student Affairs or designated College Official will provide the respondent with written notice of the final resolution of charged violation(s) within ten days of the hearing or decision issued by the hearing officer or body. In cases where the conduct may also constitute a crime of violence (as described in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f)) and in cases involving any allegation of gender-based or sexual misconduct, the complainant (or victim) will also receive notice of the outcomes. The written notice includes:

1. Each charged violation(s) and the determination of responsibility;
2. A rationale of the findings;
3. The sanction(s) imposed, if any, and the deadlines or time periods for which the sanctions are in effect;
4. A statement of the right to file an appeal and process for doing so;
 - a. Failure to file a request for an appeal within the time below shall be deemed a waiver of the right to an appeal.

College Officials may also receive notice (in all or in part) of the outcomes when there is a legitimate educational reason for such notice, such as when the College Official's role is necessary for enforcement of the sanction(s).

Appeals

The College offers the opportunity to appeal student conduct procedure outcomes. Sanctions are in effect while an appeal is being considered, unless otherwise stated in writing by the Vice President of Student Affairs. An appeal is not a re-hearing of the case, but an evaluation of whether the ground(s) for an appeal are present and should alter the outcome of the case. Not participating in a conduct process is not grounds for an appeal. Appeals may be requested based only on one or more of the following claims:

1. College procedures were not followed, and the deviance would substantially alter the outcome(s) of the case;
2. New relevant evidence was not reasonably available at the time of the hearing and would substantially alter the outcome(s) of the case;

3. Evidence does not clearly support the finding(s); or
4. Sanctions are inappropriate relative to the violation.

Appeals addressing one or more of the above grounds must be submitted in writing to the Vice President of Student Affairs within seven days of the sending of the notice of outcomes. An appeal hearing board of elected or appointed members will review all relevant information to the case and provide a response within ten academic days after receipt of the appeal. The appeal hearing board will consist of two faculty and one student who did not serve on the original hearing. If the grounds for appeal are determined to be founded, the hearing board may adjust the finding(s) and/or the sanction(s). The appeal board's decision is final.

In cases where the behaviors in question may also constitute a crime of violence (as defined in the Clery Act) and in cases involving any allegation of gender-based or sexual misconduct, both the respondent and the complainant (or victim) have the right to appeal the finding(s) of responsibility and/or sanctions based on the above criteria. If an appeal is received, the other party will be notified of the receipt of the appeal, the grounds upon which the appeal has been sought, and of the opportunity to provide information for consideration by the appeal hearing board no later than ten days from the receipt of the appeal. In these cases, the appeal hearing board will have an additional ten days to provide a response.

Investigation Guidelines

In cases requiring investigation, the process follows the guideline below:

- College becomes aware of misconduct
- Investigator:
 - o Schedules an initial meeting with the Complainant to review policy and resolution procedures, discuss interim actions or remedies, and obtain additional information, including a list of possible witnesses.
 - o Conducts a preliminary investigation to determine whether sufficient information exists to charge a student under this Code.
 - o Issues interim action and/or remedies as necessary.
- If the preliminary investigation indicates that the student conduct process should be pursued, the respondent will be provided written notice of the charges and an invitation to a first meeting with the investigator. During this meeting, the investigator will:
 - o Review the conduct process and answer questions.
 - o Allow the respondent to review and respond to the complaint of misconduct. Request a list of possible witnesses.
- Investigator will conduct interviews with witnesses and follow-up interviews with the complainant and respondent, as necessary.
- Investigator will prepare an investigation summary and provide complainant and respondent separate opportunities to review and respond.
- If additional investigation is needed, investigator will inform complainant and respondent and add updates to the investigation summary, as necessary.
- Investigator provides a final report to the hearing officer. The final report includes the investigation summary, any response/rebuttal from the complainant and/or respondent, and a determination of responsibility based on the investigation regarding each of the alleged violations.
- Hearing officer reviews the final report and issues a decision regarding the respondent's responsibility for each alleged violation. If it is determined that any violations occurred, the hearing officer will review relevant conduct history regarding a respondent's prior misconduct,

sanctioning guidance from the Vice President of Student Affairs or designee, and statement from the complainant and/or respondent, if provided.

- Within seven days of receiving the final report, the hearing officer provides a decision letter providing the notice of outcomes, which includes a determination of responsibility for each violation, rationale, and sanctions (if applicable).

Sanctions

Sanctions are designed to promote the College's educational mission, promote safety and deter students from behavior that harms, harasses, or threatens people or property. More than one sanction may be imposed in a case. Some or all of the following factors are considered when determining what sanctions are appropriate in a particular case:

- The nature of the violation(s)
- Prior findings of responsibility and sanction(s)
- Mitigating circumstances surrounding the violation
- The student's motivation(s) for engaging in the behavior
- Impacts of the behavior
- Sanctions which have been imposed in similar cases in the past
- The developmental and educational impact on the student

Standard Sanctions

Standard sanctions pertain to a student's relationship with the College and provide a form of consistency in responding to acts of misconduct. One or more of these is usually issued when a student has been found responsible for violating this Code:

Disciplinary Warning – written notice to the student that the behavior is not acceptable at Ursinus College and that additional incidents may result in more severe sanctions. A Disciplinary Warning is placed in the student conduct file and is not reflected on an academic transcript.

Disciplinary Probation – a period of time (which may be indefinite) during which a student is under warning that any other violation of College policy will result in more severe sanctions, which may include suspension or dismissal. While on Disciplinary Probation the student may not represent the college in any way. Disciplinary Probation is not reflected on the academic transcript.

Suspension – a defined period of time during which a student is not permitted to engage in any of the privileges, courses, organizations, events, or activities associated with being a student at Ursinus. During the period of suspension, a hold designating such will be placed on the student's account prohibiting registration, enrollment, attendance, or ability to earn credit for any credit or non-credit courses offered by the College. A notation is placed on the academic transcript designating that the student is suspended for a specified period of time. Suspension also prohibits receipt of a degree or certificate from the College during this time. Suspension does not prevent a student from attending another college or university, transferring any otherwise qualifying credits back to Ursinus at a later date, or receiving copies of Ursinus transcripts reflecting academic credits previously earned. Once the period of suspension has been completed, the hold will be lifted from the student account, provided the student has completed any other requirements required prior to return. During the period of suspension, the student is also banned from Ursinus property unless otherwise stated.

Dismissal –the indefinite termination of a student’s status at the College. This prohibits engagement in any of the privileges, courses, organizations, events, or activities associated with being a student at Ursinus College. This does not prohibit the transferring of credits earned to another college or university, but the dismissal is designated permanently on the student’s academic transcript. Unless otherwise stated, the student is also indefinitely banned from Ursinus College property. This is the most egregious sanction that Ursinus College can impose upon a student.

Conditional Re-Enrollment – A hold is placed on the student’s account, prohibiting re-enrollment until certain activities or sanctions are completed. The student may also be under behavioral restrictions upon enrollment.

Restriction of Access or Privileges – Prohibition on accessing a specific area or building of campus, and/or prohibition from participating in certain activities. This sanction may or may not affect a student’s ability to take a specific course, but it typically allows for the pursuit of educational programs overall.

Ban from Campus – prohibition on accessing any Ursinus College property.

Individualized Sanctions

Individualized sanctions may be imposed in place of or in addition to standard sanctions. These sanctions are designed to maximize the learning of a specific student. Multiple individualized sanctions may be imposed, including but not limited to one or more of the following:

Reflective Activity: An activity designed to promote reflection by the student about behavior and its impacts. Examples can include: writing assignments, interviews, research projects. Completion will be based on fulfilling the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or point of view.

Counseling Assessment: Documented completion of an assessment with a licensed care provider.

Restitution: Payment to a harmed party, such as repair or replacement of vandalized property.

Fine: Fines may be imposed for drug paraphernalia (\$250 per item) and binge drinking (\$500 per item or action)

No Contact Order: a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means.

Community and/or College Service: Completion of a designated number of hours of service to the campus or community.

Meetings with College Resources: Meeting with a College employee or office to learn about resources offered to support students.

Student Conduct Record

The College maintains student conduct records as part of student education records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C.S. §1232g (FERPA). Students may request to review their student conduct record by contacting the Office of the Vice President of Student Affairs, in writing.

No earlier than seven years following the resolution of any conduct case (including fulfillment of any relevant sanctions), a student's conduct record may be purged in accordance with campus procedures if there is no longer an administrative value to the record **and** the individual's relationship to the campus has ended.

Student conduct records will be disclosed only with written consent of the eligible student or the student's parents (if student is under 18 years of age), except as otherwise allowed pursuant to FERPA and its implementing regulations. The following contains a non-exhaustive list of situations where disclosures of records without consent may be appropriate:

- To other College officials within the institution when there is a legitimate educational interest in the information in order to exercise or complete their responsibilities on behalf of the institution;
- Records related to behavior that poses a significant risk to the safety or well-being of that student, other students, or other members of the College community; including as part of emergency response, emergency notification, timely warning, or other notifications as required by law;
- To college officials, including officials at other institutions, who have legitimate educational interests in the behavior of the student (this includes release of records to another institution where the student seeks to enroll or has enrolled, in relation to a behavioral risk or threat assessment);
- 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 controlled substance to a parent or legal guardian of a student if the student is under the age of 21 and the institution determines that the student has committed a code violation with respect to such use or possession;
- In cases where the behaviors in question may also constitute a crime of violence (as described in the Clery Act), as well as in cases involving any allegation of sexual or gender-based misconduct, the victim and/or complainant will be informed of the outcome, including the determination of responsibility, rationale, and sanction(s); or
- Final results (the name of the student, the nature of the violation committed, and the sanction(s) imposed) of the student conduct process for any student who is found in violation of a College policy that is also determined to be a "crime of violence," may be released publicly as required by the Clery Act.

Policy Revision & Acknowledgements

Policy Revision Statement

To assure continued compliance with Title IX and/or any other state or federal anti-discrimination/harassment/retaliation laws, if state or federal statutory provisions, regulatory guidance, or court interpretations or guidance provided by any authorized regulating agency change, or conflict with college policy and/or procedure including but not limited to the hearing procedures set forth in this

Code of Student Conduct, the college's policy and/or procedure will be deemed amended as of the time of the decision, ruling, legislative enactment or guidance. Further, the procedures set forth in this policy may be modified or changed to protect the due process rights of the parties and/or to comply with Title IX and/or any other state or federal anti-discrimination/harassment/retaliation laws or regulations.

Acknowledgements

- Harper College – Office of Student Conduct
- Edward N. Stoner II and John Wesley Lowery, “Navigating Past the ‘Spirit of Insubordination’: A Twenty-First Century Model Student Code of Conduct with a Model Hearing Script,” *Journal of College and University Law*, 31(1), (2004): 1-78.
- The General Order on Judicial Standards of Practice and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education, 45 F.R.D. 133 C.F.R. (1968).
- Professional resources and guidance from the Association of Student Conduct Administration (ASCA), the Association for Title IX Administrators (ATIXA) and the NCHERM Group, LLC.
- The Student Codes of Conduct and related procedures from: Bowling Green State University, Joliet Junior College, The University of Florida, Waubensee Community College, and Wright State University

Sexual and Gender-Based Misconduct

Ursinus College is committed to ensuring that all members of the College Community have a learning and working environment that is free from sexual misconduct. Ursinus College considers sexual misconduct to include assault, harassment, stalking, and relationship violence of a sexual nature. These acts are considered sexual discrimination. Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681-1688, prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance, including Ursinus. Ursinus expects that all members of the College Community will share in the responsibility of ensuring that the College environment is free from any form of abuse, violence, or verbal or physical intimidation.

All members of the College Community and visitors to campus are strongly urged to report incidents of sexual misconduct. The College will provide support to complainants to seek criminal prosecution under the Pennsylvania Crimes Code. Any student charged with such an offense will be subject to action under the College Code of Conduct. Persons charged with such offenses may also be prosecuted under Pennsylvania criminal statutes.

When the College becomes aware of allegations of sexual misconduct, it will take prompt and effective action. This action may include an initial assessment of safety and well-being, interim provisions for immediate protection and support for a complainant, a Title IX assessment or investigation, remedies-based resolution (as appropriate), or disciplinary action against a respondent. In all instances, the College, not the complainant, will bear the responsibility for investigating and taking appropriate action.

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Ursinus College does not discriminate on grounds of race, color, national origin, gender, sexual orientation, gender identity or expression, religion, age, creed, ancestry, veteran status, marital status, disability, or other classification protected by applicable law in the administration of any of its educational programs or activities or with respect to employment.

Inquiries regarding Title IX should be directed to the College’s Title IX Coordinator:

Title IX Coordinator

Kimberly F. Taylor
Associate Dean of Students

Office: Student Affairs Suite, Wismer Hall
Phone: 610-409-3590
Email: ktaylor@ursinus.edu

Deputy Title IX Coordinator

Jessica Oros
Prevention and Advocacy Coordinator

Office: Wismer Hall 059B – Wismer Lower (off Zack’s)
Phone: 610-409-3361
Email: joros@ursinus.edu

Policy

College Community members have the right to be free from all forms of sexual and/or gender-based harassment and violence. All College Community members are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College has zero tolerance for sexual and/or gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to a College Official’s attention, protective and other remedial measures will be taken to reasonably ensure that such conduct ends, is not repeated, and the effects on the Complainant and College Community are remedied, including serious sanctions when a responding party is found to have violated this policy. Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct. All vendors serving the College through third-party contracts are subject to these policies and procedures, to which their employer has agreed to be bound.

Reports of sexual misconduct committed by students or student organizations will be resolved according to the procedures outlined in the [Ursinus Student Handbook](#). Reports of sexual misconduct against faculty or staff will be resolved according to the [Human Resource Harassment Policy](#).

The College encourages prompt reporting and timely adjudication of all sexual assaults and sexual harassment. Different employees on campus have different abilities to maintain a Complainant's confidentiality. Some employees are required to maintain near complete confidentiality, and some employees are required to report all details of an incident to the Title IX coordinator.

Reports of *Sexual Misconduct* include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact
- Non-Consensual Sexual Intercourse
- Sexual Exploitation
- Intimate Partner Violence (including dating violence, domestic violence, and/or relationship violence)
- Stalking

Violation Definitions

Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature, when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, education, evaluation of academic work, or any aspect of a College program or activity;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Sexual harassment can take many forms. Sexual harassment:

- may be verbal or non-verbal
- may be blatant and intentional and involve an overt action, a threat of reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- may be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- may be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- may be committed by or against an individual or may be a result of the actions of an organization or group.
- may occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating may be a one-time event or part of a pattern of behavior.
- may be committed in the presence of others or when the parties are alone.
- may affect the complainant and/or third parties who witness or observe harassment type and severity.

Key determining factors are that the behavior is unwelcome, is gender-based, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.

Hostile Environment Caused by Sexual Harassment

A “hostile environment” exists when harassment is sufficiently serious to deny or limit an individual’s ability to participate in or benefit from the College’s programs or activities. In determining whether harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It is necessary, but not enough, that the conduct was unwelcome to the student who was harassed. The College will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

Whether a hostile environment exists depends upon a variety of factors, including:

- the type, frequency, and duration of the conduct;
- the identity and relationships of persons involved;
- the number of individuals involved;
- the location of the conduct and the context in which it occurred; and,
- the degree to which the conduct affected one or more student’s education.

The more severe the harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. For example, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Non-Consensual Sexual Contact

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

Non-Consensual Sexual Intercourse (Rape)

Non-consensual sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

Sexual Exploitation

Sexual exploitation occurs when a person abuses or exploits another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose without that person's consent. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity in a place where that person would have a reasonable expectation of privacy, without that person's consent;
- recording, and/or distributing (including streaming) of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without that person's consent;
- prostituting another individual;
- exposing one's genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Stalking

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:

- place the person in reasonable fear of bodily injury; or
- reasonably cause substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Examples of stalking include:

- unwelcome and repeated visual or physical proximity to a person;
- repeated oral or written threats;
- extortion of money or valuables;
- unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages/posts on social media;
- unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- sending/posting unwelcome/unsolicited messages with an assumed identity; or
- implicitly threatening physical contact;
- or any combination of these behaviors directed toward an individual person.

Intimate-Partner Violence

Intimate-partner violence, also referred to as dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate-partner violence can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. Intimate-partner violence may take the form of threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate-partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background

Intimidation

Intimidation is defined as implied threats or acts that cause fear of bodily injury to a person or their family.

Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity (subject to limitations imposed by the First Amendment and/or Academic Freedom). Retaliation against an individual for an allegation, for supporting a Complainant or for assisting in providing information relevant to an allegation is a serious violation of College policy.

Additional Definitions

Consent

Consent to engage in sexual activity must be informed, knowing and voluntary; consent must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

Guidance for Consent:

- Prior to initiating a sexual encounter, one is expected to obtain consent to each act of sexual activity prior to initiating such activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.
- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed, both parties should stop and clarify verbally the other’s willingness to continue before continuing such activity.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in each sexual activity.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.
- Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise their own free will to choose whether or not to have sexual contact.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.
- In the Commonwealth of Pennsylvania, the age of majority is 18. Under state law, consent cannot be given by minors under the age of 13 and can only be given by a minor under the age of 16, if the other party is less than four (4) years older than the minor.

Coercion

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

Force

Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

Incapacitation

With *incapacitation*, an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- decision-making ability;
- awareness of consequences;
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

The College considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, misconduct, or intimate-partner violence and does not diminish one's responsibility to obtain informed and freely given consent.

Reporting Sexual Misconduct

Confidentiality and Reporting

College employees are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, certain counselors and clergy may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate College Officials. These resources can offer options and advice without obligation to report the alleged misconduct unless the complainant has requested information to be disclosed. Other resources exist for a

complainant to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at Ursinus:

Confidential Reporting

If a reporting party wants confidentiality, they may speak with any of the following on or off campus resources:

On Campus Resources:

- Wellness Center Professional Counselors and Medical Providers
Wellness Center (610-409-3100)
- College Rabbi
Rabbi's Office (610-409-3744)

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours.

Off-campus Resources:

- Victims Services Center of Montgomery County
888-521-0983
www.victimservicescenter.org
- The Crime Victims' Center of Chester County
610-692-7273
www.cvcfcc.org
- Delaware County Women Against Rape
610-566-4342
www.delcowar.org
- Network of Victim Assistance (Bucks County)
1-800-675-6900
www.novabucks.org
- Berks Women in Crisis (Berks County)
610-372-9540
www.berkswomenincrisis.org
- Women Organized Against Rape (Philadelphia)
215-985-3333
www.woar.org

Formal Reporting Options

To report sexual misconduct, contact and of the following resources:

- Resident Advisors
- Peer Advocate
- Crisis Response Team 610-409-3344
- Campus Safety 610-409-3333
- Collegeville Police 911

- Title IX Coordinator or Deputy Title IX Coordinator

Except as set forth above, reports made to an employee of the College must be reported to the Title IX Coordinator. Reporting parties should therefore consider carefully whether they disclose personally identifiable details with non-confidential employees, as the employee will disclose those details to the Title IX Coordinator. Employees must disclose all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subject research, or events such as coffee and conversation or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees. Remedial actions may result without formal College action.

If a Complainant does not wish to name the Respondent, does not want an investigation to take place, or does not want a formal resolution to be pursued, the Complainant may make such a request to the Title IX Coordinator, who will evaluate that request in light of the College's duty to ensure the safety of the campus and comply with state and federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College may be unable to honor a request for confidentiality. In cases where the Complainant requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the Complainant and the community, but will not otherwise pursue formal action. A Complainant has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the Complainant, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the Respondent. The circle of people with this knowledge will be kept as tight as possible to preserve the Complainant's rights and privacy.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender-based misconduct of which they become aware, is a violation of College policy and can be subject to disciplinary action.

Interim Action

In some cases, interim action prior to the resolution of the case may be necessary. This may be imposed upon initial receipt of a report, when the College becomes aware of a concern, or at a later time in the student conduct process. Reasons interim action may be issued include but are not limited to:

- to protect the health, welfare, or safety of a student or of the community,
- if the student poses a threat of significant disruption to the educational process and/or the normal operations of the College,
- to provide legally mandated interim remedies, such as may be required for the College to comply with Title IX; or
- if the student cannot be located and/or does not participate in the conduct process.

In the event that interim action will be taken, the student will be notified in writing.

Examples of interim action include but are not limited to:

- Suspension from residence halls
- Suspension from the College

- Restricted access to campus, limiting time or location
- Class section reassignment
- No-contact orders

Additional Policy Provisions

Retaliation

It is a violation of College policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct. For these purposes, “retaliation” includes intimidation, threats or harassment against any such complainant or third party. Retaliation should be reported promptly to Campus Safety or the Administrator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.

Effect of Criminal Proceedings

Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the Sexual and Gender-based Misconduct Policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute sexual misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. The filing of a complaint of sexual misconduct under this Policy is independent of any criminal investigation or proceeding, and the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the Complainant and the College Community, if necessary.

False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Amnesty for Reporting Parties and Witnesses

The College Community encourages the reporting of misconduct and crimes. Students should not hesitate to report sexual misconduct to College Officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of the College Community that parties report to College Officials, and that witnesses come forward to share what they know. To encourage reporting, College pursues a policy of offering Complainants of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. The College pursues a policy of amnesty for students who offer help to others in need. While certain policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Parental Notification

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct reports pursuant to the FERPA.

Adjudication Procedures

Information about investigation and adjudication procedures for sexual and gender-based misconduct allegations against students can be found in the [Student Code of Conduct](#) in the Ursinus Student Handbook, 2017-18.

Faculty/Staff Procedures

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

Informal Adjudication with Faculty/Staff

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

1. **Purpose of Informal Adjudication:** Informal Adjudication provides an opportunity for the Complainant to confront the Respondent in the presence of and facilitated by a presiding officer, as described below, and communicate his or her feelings and perceptions regarding the incident, the impact of the incident and his or her wishes and expectations regarding protection in the future. The Respondent will have an opportunity to respond.
2. **Presiding Officer:** The Title IX Coordinator or designee will act as Presiding Officer, and may elect to be assisted by another College administrator.
3. **Advisor:** Both the Complainant and the Respondent may each choose one individual to accompany them throughout the hearing as their Advisor. The Advisor may submit questions/statements to the Presiding Officer prior to the hearing, and the Advisor may provide support and guidance to the Complainant and the Respondent during the hearing.
4. **Outcome of Informal Adjudication:** The outcome may include protective actions agreed upon by the parties. Without such agreement, the Presiding Officer may impose protective actions

based on information derived from the proceedings, taken together with any other relevant information known to the College at the time of the Informal Adjudication. The outcome may also include sanctions, as outlined by Human Resources. Both parties will be notified in writing about the outcome of the informal adjudication.

5. **Election of Formal Adjudication:** The Complainant may, at any time prior to the conclusion of the Informal Adjudication, elect to end such proceedings and initiate Formal Adjudication instead.
6. **Confidentiality of Informal Adjudication:** In order to promote honest, direct communication, information disclosed during Informal Adjudication will remain confidential while the Informal Adjudication is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

Formal Adjudication with Faculty/Staff

In the event the Complainant or College wants to proceed with formal adjudication, the Title IX Coordinator will appoint a trained investigator to conduct the investigation of the alleged misconduct. All investigations will be thorough, reliable, and impartial and will entail interviews with all relevant parties and witnesses and collection of available evidence. If the investigation shows possibility of a policy violation, the Title IX Coordinator will convene an *ad hoc* committee of three faculty or staff members to hear the case. One member will be designated to chair the proceedings. The *ad hoc* committee will consider the complaint, hear from both parties, consider other pertinent evidence, and will issue findings of facts and recommendations in writing.

1. **Recording:** The Chair will arrange for the hearing to be recorded and may arrange for the preparation of any transcript of the recording that they deem appropriate or which a party requests (upon prompt payment by the requester of the transcription fee). Such recording will be arranged through the Dean of Students' Office.
2. **Advisor:** Both the Complainant and the Respondent may each choose one individual to accompany them throughout the hearing as their Advisor. The Advisor may submit questions/statements to the Chair prior to the hearing, and the Advisor may provide support and guidance to the Complainant and the Respondent during the hearing.
3. **Presence:** Both the Complainant and the Respondent may be present throughout the hearing.
4. **Right of Challenge:** The parties may challenge the presence of any *ad hoc* committee member on the basis of bias or preformed judgment. Such challenge shall be presented in writing to the Title IX Coordinator no less than 24 hours before the formal adjudication meeting. The committee chair, in conjunction with the Vice President of Academic Affairs (faculty proceedings) or Vice President of Finance & Administration (staff proceedings), will consider challenges. An alternate will replace any member removed from the committee.
5. **Evidentiary Standard:** The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence means that the conduct in question "more likely than not" occurred.
6. **Determination Letter:** Following the hearing, the *ad hoc* committee will issue a determination letter to the Respondent, the Respondent's supervisor, and the Complainant. The determination letter will include following information: the name of the Respondent; whether the Respondent has been found responsible or not responsible for Sexual or Gender-Based Misconduct; and explanation of the reasoning for the determination; the sanction imposed, if any, and information about the appeal process. Sanctions take effect immediately at the conclusion of the hearing and

remain in effect, pending an appeal outcome. As guaranteed by Federal law, both the Respondent and the Complainant have a right to this information.

7. **Outcome:** The supervisor, after consultation with the *ad hoc* committee, will inform both parties in writing of the outcome on the complaint.
8. **Timeline:** The Investigation and Formal Adjudication together typically conclude within sixty (60) days of receiving the complaint.

Sanctions

The following sanctions may be imposed upon any member of the College Community found to have violated the Sex and Gender-Based Misconduct Policy. Factors considered in sanctioning are defined in the [Student Code of Conduct](#). The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Student Sanctions (listed below and defined in the Ursinus Student Handbook)

- Warning
- Probation
- Suspension
- Dismissal
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Other Actions

Sanctioning for Sexual Misconduct

- Any person found responsible for a Sexual Assault violation (where no intercourse has occurred) will likely receive a sanction ranging from probation to dismissal, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for a Sexual Assault violation (where intercourse occurred) will likely face a recommended sanction of suspension or dismissal.*
- Any person found responsible for a Sexual Exploitation or Sexual Harassment violation will likely receive a recommended sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The sanctioning official or hearing body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Student Rights

All Students Have the Right:

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

Complainants and Respondents Have the Right:

- To be present or absent during the College judicial proceedings.
- To consideration of a trained support person to accompany him/her through the College adjudication process.
- To be notified of the outcome of the College adjudicative process and/or criminal court proceedings.
- To request confidentiality, which will be provided to the extent possible.
- To be free from intimidation, harassment, and retaliation.
- To receive a written statement of their rights as defined under this Policy and the Student Handbook or Faculty and Staff Handbook, as applicable.

Complainants Have the Additional Right:

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

If You Have Experienced Sexual Misconduct

1. **Get to a safe place immediately.**
Get to a safe place as quickly as you can. If you think you are in imminent danger, call the Police by dialing 9-1-1 or call Campus Safety at 610-409-3333.
2. **Contact someone for help and support.**
Ursinus offers support services and resources to Complainants, including the Crisis Response Team ("CRT"), Peer Advocates, and the Wellness Staff. Complainants will be treated with sensitivity, dignity, and respect. Depending on the nature of the offense and the status of the accused, there may be instances when Ursinus must take action to protect the Complainant and/or members of the College Community by use of a Campus Crime Alert, Warning, or other type of protective or remedial measures.
3. **Seek medical attention as soon as possible.**
Even if you do not want to report to the police, or if it has been a while since the assault, you can still benefit from medical attention. **Local hospitals** have Sexual Assault Nurse Examiners to administer care and collect evidence. Health concerns such as sexually transmitted disease

(STD), pregnancy, and treatment of injuries will be addressed.

A hospital or medical facility can aid in the collection of evidence of a sexual assault, which can only be collected for a short time after a sexual assault occurs. Evidence is best preserved if you do not change your clothes, shower, bathe, douche, wash your hands, brush your teeth, or comb your hair prior to seeking medical attention.

The Wellness Center also provides pregnancy testing, STD prevention, emergency contraception, and evaluation services. To schedule an appointment, call 610-409-3100 or email wellness@ursinus.edu. You may also visit the Wellness Center without an appointment.

4. **Get Emotional Support.**

Tell someone you trust. There are resources available both on and off campus to provide you with guidance and support after a sexual assault. The following resources are available to all Ursinus College students:

- Crisis Response Team: 610-409-3344. CRT members will meet with you to provide support and immediate interventions. A member of the Crisis Response Team is available to respond to calls 24 hours a day.
- Wellness Center: 610-409-3100. Campus counselors are available to provide confidential support during business hours.
- Montgomery County Victim Services Center 24 hour hotline: 610-277-5200. In addition to the 24-hour crisis hotline, Victim Services offers free legal advocacy, individual and group therapy, and other resources for reporting parties.

Questions and Answers

Here are some of the most commonly asked questions regarding the College's sexual misconduct policy and procedures.

Does information about a report remain private?

The privacy of all parties to a report of sexual misconduct must be respected, unless it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy cannot be strictly kept, it will still be tightly controlled on a need-to-know basis. The College will not disseminate information and/or written materials to persons not involved in the resolution process without the consent of both parties. Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by the College, though both parties are allowed to share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

In all resolutions of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged complainant. Certain College Officials are informed of the outcome within the bounds of student privacy (e.g., the President of the College, Dean of Students, Director of Campus Safety). The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an "[Annual Security Report](#)" of campus crime statistics. This statistical report does not include personal information.

Will my parents be told?

No, not unless you tell them. Whether you are the reporting party or the responding party, the College's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. See [Parental Notification](#) for more details about when College officials will contact parents.

Do I have to name the responding party?

You can report the incident without the identity of the responding party, but doing so may limit the institution's ability to respond comprehensively. In order to take corrective actions and investigate, the responding party must be identified.

Will the responding party know my identity?

Yes, if the College determines there is reasonable cause to believe a violation has occurred and investigates the matter. The responding party has the right to know the identity of the reporting party. If there is a hearing, the College does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

What do I do if I am accused of sexual misconduct?

DO NOT contact the reporting party. You may immediately want to contact someone who can act as your **Advisor**. You may also contact the Student Affairs Office, and an administrator can explain the College's procedures for addressing sexual misconduct reports. You may also want to talk to a confidential counselor at the [Wellness Center](#) or seek other community assistance. See below regarding legal representation.

What about legal advice?

Complainants do not have to retain a private attorney to pursue criminal prosecution because representation will be handled by the District Attorney's office. You may want to retain an attorney if you are considering filing a civil action or are the respondent. The respondent may retain counsel at their own expense if they determine that legal advice is needed regarding criminal prosecution and/or the campus conduct proceeding. Both the responding party and the reporting party may also use an attorney as their advisor [or advocate] during the campus' resolution process. Attorneys are subject to the same restrictions as other advisors in the process.

How is a report of sexual misconduct decided?

The College investigates allegations of sex/gender based harassment, discrimination or misconduct to determine whether there is evidence to indicate a policy violation is "more likely than not." This standard, called the preponderance of the evidence, is met when, considering all the evidence a violation is found more than 50% likely to have occurred.

What services are available to me if I report sexual misconduct?

When sexual misconduct is reported, College Officials will work with you to provide supportive options which may include:

- Assistance from College support staff in completing a room relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance;
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Escorts to and from campus locations;
- On or off-campus counseling assistance;
- Other accommodations for safety as necessary.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault should be collected within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been sexually assaulted, you should go to the Hospital Emergency Room, before washing yourself or your clothing. A Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). An advocate from the College can also accompany you to Hospital, and a member of the CRT can provide transportation. If an individual goes to the hospital and reports that they have been sexually assaulted, local police will be called, but the individual is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a Complainant, but they will not be obligated to pursue any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the Complainant decide later to do so.

Hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a Complainant be sanctioned when reporting a sexual misconduct policy violation if they have illegally used drugs or alcohol?

No. The seriousness of sexual misconduct is a major concern, and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. The College provides amnesty from any consequences for minor policy violations that occur during or come to light as the result of a Complainant's report of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct resolution?

The use of alcohol and/or drugs by either party will not diminish the Respondent's responsibility. On the other hand, alcohol and/or drug use is likely to affect the Complainant's memory and, therefore, may

affect the resolution of the reported misconduct. A Complainant must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove that policy was violated. If the Complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the Respondent without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a Respondent.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact Campus Safety, your Resident Advisor, or a Peer Advocate. You may also call the Crisis Response Team number at 610-409-3344. If you need medical attention, go directly to the hospital or call Campus Safety for transport.

Sexual Violence Risk Reduction Tips

Risk reduction tips can often take a tone of blaming a reporting party, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below solely help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Give thought to sharing your intimate content, pictures, images and videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared or disseminated.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.

- Do not make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. Your partner's consent should be affirmative and continuous. If there are any questions or ambiguity, then you do not have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Do not take advantage of someone's drunkenness or altered state, even if they willingly consumed alcohol or substances.
- Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Do not abuse that power.
- Do not share intimate content, pictures, images and videos that are shared with you.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Social Events

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

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

Guidelines

At all social activities, the following guidelines will apply:

1. The sponsoring group will name individuals to serve as event directors, who will be responsible for planning the event, overseeing adherence to state and local laws and college policies during the event, and ensuring that proper cleanup procedures are followed after the event. Two event directors are required in Reimert and four event directors are required in the Main Street Houses; one event director must be at least 21 years of age.
2. If alcohol is present at the event, the following guidelines will apply:

- a. Alcohol may only be consumed by persons 21 years of age or over.
 - b. College funds may not be used to purchase alcohol.
 - c. A sufficient quantity of non-alcoholic beverages and food must be provided.
 - d. Advertising or promotion of the event may not include any reference to drinking or to the availability of alcoholic beverages.
3. Students must present a current Ursinus ID to enter any social event.
 4. Visitors must present proper guest registration information to event directors in order to enter any social event. Visitors must be escorted to the social event by their directors.
 5. Events should not be over-crowded.

Events in violation of any of these guidelines will be “Unregistered Events.” Sanctions may include the following: weekend (morning) community service for at least two members of the area, suspension of event privileges for the organization(s) for a period of time, loss of squatting privileges, loss of housing and other individual sanctions, as necessary.

Event Director Policy & Expectations

An Event Director is a student trained by a professional staff member who manages registered social events held on-campus. Event Directors are responsible for maintaining a safe event environment, and ensuring that all attendees abide by federal, state, and Ursinus College laws and policies.

Any registered event within a Reimert suite requires two Event Directors to be present for the duration of the event. Any registered event within a designated Main Street house requires four Event Directors to be present for the duration of the event.

Event Director Expectations

- One Event Director must be at least 21 years of age.
- Must be sober before and throughout their event.
- May not be in possession of alcoholic beverages, drugs, or drug paraphernalia throughout their event.
- Be present inside the event suite or house for the duration of their event, with the sole exception of an Event Directors standing immediately outside of the event suite or house’s door.
- Ensure that all attendees abide by federal, state, and Ursinus College laws and policies. In the event that an Event Director witnesses a violation of law or policy, they must contact a College Official or Police.
- Ensure all event attendees exhibit appropriate behavior; confront any inappropriate behavior that might occur during an event.
- Notify a College Official or Collegeville Police if an attendee poses a health or safety threat to self or to others.
- Ensure that event is operating only within registered and approved times.
- Maintain communication with RAs and Campus Safety throughout event.
- Ensure that the event suite or house’s exterior has been cleaned immediately following an event and interior has been cleaned by 10AM the morning following their event.

Event Directors will share judicial and/or financial responsibility for any policy or law violations that occur while at their event. If an Event Director violates Event Director expectations, they will face judicial consequences as appropriate.

Event Directors who are found to be in violation of Event Director policy (including, but not limited to, hosting while under the influence, being in possession of any alcoholic beverages, drugs, or drug paraphernalia while hosting, not being physically present at their event house or suite during registered hours, failure to contact appropriate authorities if an attendee is not following federal, state, or Ursinus law or policy or poses a health or safety threat to self or others, and for failing to provide for the timely cleanup following a registered event) may face disciplinary action.

Campus Safety

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

All campus policies and procedures are in effect at all times, as outlined in the Student Handbook and the Campus Safety web pages.

Ursinus is private property. Non-members of the campus community who engage in misconduct within College programs or on College property can be subject to actions that limit their access and/or involvement with College programs and property as the result of the misconduct. All vendors serving the College through third-party contracts are subject to all policies and procedures, to which their employer has agreed to be bound.

Location and Services

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

Services

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

Telephone Numbers

Police, Fire or Medical Emergencies: 911 (additional 9 is not needed from campus extensions)
Campus Safety: 610-409-3333 (ext. 3333 from a campus phone)

Emergency Guidelines

Emergency Guidelines for Active Threats

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

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from the danger, and take protective cover. Stay there until assistance arrives.
3. Call 911 and the Ursinus Campus Safety Department at 610-409-3333 providing each dispatcher with the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of persons who may be involved
 - Your exact location
 - Injuries to anyone, if known
4. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.
 - If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
 1. Go to the nearest room or office.
 2. Close and lock the door.
 3. Turn off the lights
 4. Seek protective cover.
 5. Keep quiet and act as if no one is in the room.
 6. Do not answer the door.
 7. Wait for local police or emergency personnel to assist you out of the building.

The Ursinus Emergency Alert System

Ursinus College has augmented the existing emergency notification system with a text messaging service that will instantly and simultaneously distribute brief messages in situations posing **imminent physical** threats to the college community. Registered users can choose how they wish to be contacted which include text message, e-mail, smart phone app, and voice phone calls.

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

Motor Vehicles

The Ursinus College campus is private property, and the College determines all motor vehicle regulations. All vehicles brought on campus must be registered with Campus Safety in Wismer Hall within the first week of classes, or within twenty four (24) hours of arrival during the semester. The College is not responsible for the safety or protection of motor vehicles, or their contents, while parked on College property. First-year students must submit written requests to the Campus Safety Parking Division for review and approval to have automobiles on campus. Applications are available at

<https://www.ursinus.edu/parking>. Parking for first-year students is very limited. To register cars, students must have their Ursinus College ID and the vehicle registration. Unregistered vehicles may be booted or towed at the owner's expense. The registration fee is \$110.00 per vehicle (including motorcycles). If approved, the registration fee will be applied to the student's account.

To help maintain the beauty of the campus, students must abide by all Ursinus College traffic and parking regulations. These regulations are provided on the Vehicle Registration form and Parking web pages. Special parking areas are marked. All drivers must adhere to state and local parking ordinances. Violations will be distributed when vehicles are not parked according to Ursinus regulations. Fines may be assessed to student accounts at any time once ownership of a vehicle is determined. Repeated violations may result in a tire boot being placed on the vehicle or loss of parking privileges.

By registering a vehicle, the registrant agrees that neither Ursinus College nor its employees are responsible for injury to persons, nor for the theft of, or damage to, vehicles or their contents, while parked on College property. Vehicles must be operated in a prudent manner relative to conditions of the road or lot, weather, time of day, etc., while on College property. Responsibility for any liability resulting from the location or operation of a motor vehicle on College property rests with the operator or owner and not with the College. The person who registers a vehicle is responsible for assuring that the vehicle, regardless of who drives it, is driven in accordance with these regulations.

Parking Guidelines for Ursinus College

1. All members of the college community are expected to adhere to the following parking regulations:
2. All cars must be parked on paved or conditioned surfaces (e.g. macadam, blacktop, or stone). There is no curbside parking on campus. Vehicles must park in a designated spot.
3. No parking is permitted on grass, dirt, or wedged in between trees.
4. All campus driveways are considered fire lanes (regardless of markings). Therefore, parking in driveways is strictly prohibited, and vehicles may be towed without warning.
5. All cars must be registered with Campus Safety. Stickers are not transferable to other cars. Faculty/Staff may register their cars with Human Resources on the lower level of Corson Hall.
6. All visitors to campus must register their cars with Campus Safety in Wismer Hall. A temporary permit for parking in the West lot will be issued to visitors who are on campus for more than three (3) hours and who park outside of the Corson Visitors lot.
7. Temporary Permits for students are available in the Campus Safety Office and will be issued for no more than a 14-day period per academic year. A student may be issued one temporary permit per semester. Additional requests will require vehicle registration.
8. Parking stickers must be displayed and properly affixed on the driver side of the car on the outside of the vehicle in either the rear windshield or on the rear bumper. Permit must be visible. Vehicles not properly displaying a permit may be ticketed.
9. Lost or stolen permits will be replaced for \$50.
10. Students with vehicles will be issued one of the following parking permits:
 - a. Main Street Permit – This permit will be available only to Junior and Senior students living in a Main Street house. This sticker is valid in all student lots. No other vehicles may park in the Main Street house lots at any time. Parking at most Main Street house locations is limited, and a space is not guaranteed. Students not able to park at a Main Street location are required to park in one of the larger lots located throughout campus.
 - b. Main Campus Permit – This permit will be available to all commuting and upper-class students living in Reimert, Richter/North, New, BWC, or BPS. This permit is only valid

- in student spaces in the following lots: West Lot; Wismer Lot; Ritter Lot; both gravel lots. The parking lots behind Corson, the Unity House and between Ritter and New Hall will only be available for student parking after business hours and on weekends.
- c. First-year Permits will be granted by permission only. Pre-approved first year students must park in designated spaces to be determined by Campus Safety. First-year students may not park in any other location on campus at any time.
 - d. Students with valid permits may only park in lots designated for that sticker. Parking in any other lot is strictly prohibited and may result in revocation of parking privileges. There are no designated lots for residence halls.
11. Student parking is designated by white lines. Yellow lines indicate spots designated for Staff/Faculty parking. Vehicles parked outside of designated areas will be ticketed.
 12. Students, faculty, or staff may not park in the Corson Visitors lot during business hours (8:00 am – 5:00 pm). Visitor’s spots are clearly marked with a VISITOR designation.
 13. Vehicles may be towed without warning if they are parked improperly. This may include but is not limited to vehicles: blocking parking lot entrances, fire lanes, loading docks, dumpsters or recycling bins; parked in driveways; parked on the grass; or parked in handicapped spaces without handicapped tags or badges. Vehicles without proper state inspection or registration may not be stored on the Ursinus campus. In addition, vehicles that are not in working order and/or vehicles that cannot be properly secured must be removed from campus immediately. Vehicles not removed may be towed without warning. All towing and storage charges are the responsibility of the vehicle owner.
 14. Vehicle violation appeals must be submitted in writing within 10 days of the violation. Appeals can be submitted online at: <http://www.ursinus.edu/parking>. Appeals received after 10 days will not be considered for any reason.
 15. Repeated violations will result in disciplinary action, which may include but is not limited to: revocation of campus parking privileges, vehicle immobilization, or towing. A \$75 fee will be assessed for removal of the immobilization device.
 16. A campus parking permit is a privilege that can be lost if registrant fails to adhere to the Ursinus College parking policies.

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

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

| | |
|-------------------------------------|-------|
| Parked in faculty/staff area | \$25 |
| Parked improperly | \$25 |
| Permit not valid in parking area | \$50 |
| Parked in handicapped space | \$100 |
| Parked on grass/lawn/hash marks | \$35 |
| Parked on sidewalk | \$35 |
| Unregistered vehicle | \$110 |
| Improper location of decal/no decal | \$10 |
| Parked in fire lane/campus driveway | \$100 |
| Removal of boot from vehicle | \$75 |
| Parked in Visitor parking space/lot | \$50 |

A more inclusive list of parking violations and additional information about parking on campus is available at <https://www.ursinus.edu/parking>.

Wellness Program

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

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

Students seeking medical treatment

- For Emergencies: Call an ambulance - 911.
- For Non-emergencies: Medical services may be obtained through the Wellness Center, 610-409-3100 or campus extension 3100, on weekdays, during normal business hours, by appointment only. During the Fall and Spring semesters, these services are offered by Dr. Paul Doghramji of Collegeville Family Practice. Dr. Doghramji and a Nurse Practitioner offer routine medical and gynecological services during scheduled appointments at the Wellness Center. **Walk in appointments are available for students who are experiencing acute distress and acute injuries.**

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

Policies and Procedures

- It is important that students use prescription medications only at the specific direction of a Physician or the Nurse Practitioner .
- All hospital care and all medical tests are charged directly to the student by the provider.
- All students are required to provide proof of health insurance and must complete the [Online Insurance Enrollment/Waiver Form](#). An optional Student Accident and Sickness Insurance policy is available through the College. Information about the insurance available through the College may be obtained through the Wellness Center
- Medical History Forms must be completed with up-to-date immunization records. Students who do not submit this information will not be permitted to register. The medical records from the Wellness Center will be kept for seven years beyond expected graduation date.

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

Students Seeking Psychological Treatment:

For Emergencies (during business hours on weekdays):

There is a designated, walk-in crisis hour from 3:00-4:00 pm on weekdays for students who feel they cannot wait for a regularly scheduled appointment to be seen. If a student is in acute distress, is not feeling safe, or is unable to wait until the 3:00 pm hour, please come directly to Wellness and tell the receptionist that you are in crisis and need to see a therapist as soon as possible.

For Emergencies (after hours):

An on-call counselor is always available after hours. For acute crises that are imminently life-threatening call 911. Students, who have an emergency of a psychological nature, should go to the Emergency Room of the Pottstown Hospital for immediate evaluation and treatment.

For crises that are not imminently life-threatening, a student can access the counselor on-call by calling Campus Safety 610-409-3333, or contacting the on-call Assistant Director of Student Affairs.

For Non-emergencies:

Students interested in making an appointment to speak with a psychologist can call 610-409-3100, email wellness@ursinus.edu or stop by the Wellness Center to schedule in person on weekdays, during normal business hours, by appointment only. During the Fall and Spring semesters, these services are offered by Dr. Jessica Parrillo, Dr. Kristen English, Dr. Thomas Mack or one of our doctoral psychology trainees.

A variety of services are offered free of charge including: individual and couples counseling, group counseling, crisis intervention, psycho-educational outreach programs, consultations or referrals to off-campus mental health professionals.

Change of Status

Ursinus has three different change of status options for students. Please read the descriptions below and select the change of status that fits your situation.

- [Medical Leave of Absence \(MLOA\)](#)
Students may experience **medical** situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students can request a medical leave of absence (MLOA). A MLOA allows students to take a break from College life and their studies for the remainder of the semester. After receiving treatment students can request to return to the College with an enhanced opportunity to achieve their academic and co-curricular goals.
- [Leave of Absence \(LOA\)](#)
Students may encounter circumstances other than medical, that require them to take time away from the College. A leave of absence (LOA) allows a student to take the needed time away.
- [Withdraw](#)
Students planning to transfer or leave the College permanently may request a Withdraw.

Medical Leave of Absence Policy

Students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students can request a medical leave of absence (MLOA). A MLOA allows students to take time away from the College for the remainder of the semester in order to receive treatment. Students are encouraged to discuss their request with someone in the [Ursinus Institute for Student Success](#).

The following procedures provide for an individualized and reasonable approach for assessing a student's eligibility to take and return from a MLOA.

The Exit Process

Students interested in a MLOA must submit the online form below and be prepared to move-out of residential housing within 24 hours of the MLOA being approved.

[Request for Medical Leave of Absence form](#)

The Ursinus Institute for Student Success will review a student's request for a MLOA and contact the student as quickly as possible to allow the student to immediately step away from the College and receive needed support. Students approved for a MLOA are not permitted on campus until they have been approved through the Return to Active Status process.

A MLOA may impact financial aid, student account or academic progress, so students considering a MLOA are encouraged to contact [Student Financial Assistance](#), [Student Billing](#) and their academic adviser to verify impact.

Returning from a MLOA

Students interested in returning to the College from a medical leave of absence must complete a [Request to Return to Active Status form](#) and attach the [Authorization to Release/Request Confidential Information form](#) at least one month prior to the anticipated semester for return. This ensures sufficient time to complete the process.

The Request to Return to Active Status form includes the following:

Treatment Summary completed by a medical practitioner, including:

- Period of treatment, Diagnosis, Summary of Treatment Progress, Prognosis
- Whether or not student complied with recommended treatment
- Whether or not the student is deemed ready to return
- List continuing treatment plan and recommendations

Personal Statement addressing the following questions:

- What is your understanding of the difficulties that led you to take a Medical Leave of Absence?

- What have you done since you went out on leave to get treatment, cope with, or otherwise improve the situation?
- What are your plans for coping once back on campus if readmitted?

The College may also require this information be submitted at a later time if it is determined that the other information submitted is not sufficient to make a recommendation about return. In those cases, the College will provide the student with a written explanation for this determination. Any requests for additional information may extend the College's timeframe for reviewing requests to return. The College will notify the student of any situations where its review is delayed and the cause for the delay.

Processing a Student's Request to Return from a MLOA

Once materials have been submitted, the student should call the Ursinus Institute for Student Success to confirm receipt of materials and to discuss the review process. The Director of Wellness will review the Treatment Summary and the Ursinus Institute for Student Success will determine if the student appears ready to resume academics and campus life. Every effort will be made to respond to the student's request for return in a timely manner.

Significant weight will be given to the student's treatment providers regarding the student's ability to function academically and safely at the College with or without accommodations. During the process of reviewing an application the Ursinus Institute for Student Success consults with the Director of Wellness regarding the Treatment Summary. If the Director of Wellness determines that information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files, the Director of Wellness will contact the treatment provider to obtain additional information. In extraordinary circumstances (e.g. The College is concerned about the medical provider's credentials), the Ursinus Institute for Student Success may request that the student undergo an additional assessment to allow the College to make a determination about the student's readiness for return. In those rare instances, the Ursinus Institute for Student Success will notify the student of its rationale for making this request.

Once a return is approved, the Director of Wellness will contact the student to request a check-in visit to review the students' safety and review their plan for sustained health, including recommendations for ongoing treatment, off campus. Students with disabilities are eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act (ADAA) of 2008. Students are responsible for communicating their requests for academic accommodations to [Disability Services](#). Detailed information on the process for requesting accommodations may be found on the [Disability Services](#) website.

A student may appeal the recommendation that they are not ready to return to the College by submitting an appeal letter in writing to the Dean of the College within 7 business days of receiving notice of the negative decision. The student may also submit any information they believe to be relevant to the appeal.

Leave of Absence (LOA)

Students may encounter circumstances that require them to take time away from the College. In those situations, students can request a leave of absence (LOA). Students are encouraged to discuss their request with someone in the [Ursinus Institute for Student Success](#).

A LOA may impact financial aid, student account or academic progress, so students considering a LOA are encouraged to contact [Student Financial Assistance](#), [Student Billing](#) and their academic adviser to verify impact.

The Exit Process

Students interested in a LOA must submit a [Request for Leave of Absence](#).

The Ursinus Institute for Student Success will review the student's request for a LOA and communicate with the student about. If approved, students on a LOA are not permitted to be on campus.

Returning from a LOA

Students interested in returning to the College from a LOA must submit the [Request to Return to Active Status](#) at least one month prior to the anticipated semester for return. This ensures sufficient time to complete the process.

Withdraw

Students planning to transfer or leave the College permanently must submit a [Request to Withdraw](#).

The Ursinus Institute for Student Success will review the student's request for withdraw and contact the student.

Student Activities

The [Leadership Development and Student Activities Office](#) offers assistance to all students who are interested in planning events for the campus, clubs, or Greek organizations. The staff can provide information on how to start a new club, how to apply for funds through the Activities Fund Allocation Committee (AFAC), and how to advertise your event.

Rules and Regulations

1. A student organization must have its constitution and by-laws approved by the Ursinus College Student Government (UCSG) and the Student Activities and Services Committee (SASC). Any subsequent amendments to the constitution or changes in the by-laws must be approved by UCSG and SASC. The proceedings of all student organizations must be open at all times for faculty inspection. A student organization must have an adviser approved by the Leadership Development and Student Activities Office. The faculty may dissolve an organization of students, which it deems detrimental to the interests of the College.

2. Locations and times of all regular meetings and formal on-campus activities of student organizations must be approved by the Leadership Development and Student Activities staff. In order to avoid conflicts, all campus spaces should be reserved through the Event Management System managed by the CASE office. Please consult the Leadership Development and Student Activities Office when reserving all facilities. Groups or individuals not associated with Ursinus College must obtain permission from CASE to use college grounds, buildings, and/or other property.
3. No student shall prepare or cause to be prepared, or publish or cause to be published, any paper, whether a single issue or a periodical, on which the name of the responsible author is not stated. Permission for the mailing of any paper must be obtained from the President, or from the faculty adviser to whom the authority has been delegated, before the paper is mailed.
4. Participation in any extracurricular activities may be restricted at the discretion of the Dean of the College or as a disciplinary penalty.
5. The responsibility for student behavior at any student activity, on or off campus, belongs to the individual student's participation in that activity. Students and their guests participate in these activities at their own risk. While college employees may participate in various aspects of some student activities, the College and its employees do not stand *in loco parentis* in any sense. The College will take appropriate action against students, their guests, or trespassers who violate college regulations or disobey directions from proper college authorities.

Student Organizations

Becoming an Ursinus Student Organization

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

1. Set up an appointment with a student leadership development consultant in the Leadership Development and Student Activities Office.
2. Begin your application process by reviewing the Intent to Organize Form and Student Organization Constitution Model and Guidelines found on the LD/SAO website.
3. Create an organizational constitution using the above mentioned model and guidelines.
4. Choose an organizational advisor. The advisor must be a full-time faculty or staff member of Ursinus College.
5. Submit application materials to the Leadership Development & Student Activities Office for consideration for advancement to the next stage.
6. The application materials will be presented to UCSG. Members of UCSG will have an opportunity to review and discuss the application. The application will then be presented for a vote at the next regularly scheduled meeting.
7. If the application is approved by UCSG, the application will be presented to the Student Activities and Service Committee (SASC) for final approval. When approved by SASC, the organization will need to register with the Leadership Development and Student Activities Office.
8. If the application is denied by either UCSG or SASC, the applications will be returned to the student petitioning the request. The group will be allowed to reapply for recognition at a later date to be determined by the Leadership Development & Student Activities Office. All groups will be notified by email, phone or in person concerning all decisions.

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

Activity Fund Allocation Committee (AFAC)

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

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

Fundraising Guidelines

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

All student organizations, college departments and course-sanctioned groups must complete a request form and obtain approval of the fundraising activity from the Fundraising Approval Board (FAB). FAB is comprised of student and staff representatives from the following departments: Student Activities, UCARE, Business Office, Advancement, Dean's Office and Academic Programming. The group meets weekly throughout the semester.

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

Student Governance

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

Ursinus College Student Government (UCSG) – governs the student body and appoints students to campus committees. The UCSG serves as a voice for the student body when there are issues, concerns, or ideas affecting the quality of student life.

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

Visit the [Student Organizations website](#) for a complete list of student groups.

Greek Life

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

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

Greek Expansion Policy

The following information contained in this document pertains to students who wish establish a new social fraternity/sorority here at Ursinus College. Ursinus College recognizes that fraternities and sororities can provide significant positive experiences for the development of student leaders through academic rigor, civil engagement, and social interaction. The procedures in this document will serve a guide to assist in the process of positive fraternal opportunity for any student hoping to take up the challenge of starting a new organization. In addition, it is important that any expansion of the greek system (new or reinstated) occurs in a manner that is consistent and conducive to the policies, practices, and mission of Ursinus College. Prior to an organization becoming a fully instated chapter at Ursinus College, the proposed greek letter organization must first become a colony. A colony is an approved student organization working toward recognition as a chartered chapter of a greek-letter organization. By following these guidelines, any group wishing to colonize on this campus will be provided with the opportunity for successful colonization through a process that is both meaningful and rewarding allowing for a betterment of the existing greek community.

A chartered chapter of a greek-letter organization is a campus group of a national organization. Within each organization, chapters are usually referenced via a greek-letter order. For example, the founding chapter would be the “Alpha Chapter,” and the second chapter is usually the “Beta Chapter.” Since local organizations are unique only to the institution, the term “chapter” refers to their recognition of the Inter-Greek Council at Ursinus College.

Chartering: For local organizations: obtaining permission from Ursinus College to become a recognized greek-letter organization. For national organizations: obtaining permission from their national affiliate to become a recognized greek-letter organization at the desired institution.

A colony (or colonization period) is a proposed greek-letter organization in the process of becoming a fully instated chapter for both local and national organizations.

Criteria for Expansion:

For the addition of social greek letter organizations, the expansion process can begin by way of any of the following methods:

1. An interested group of at least ten students as determined by the Leadership Development and Student Activities Office submit a letter requesting to establish a new or previously recognized national/local chapter on our campus to the Leadership Development and Student Activities Office.
2. Through reviewing a formal petition for recognition by an organization coming off of a disciplinary sanction having resulted in the loss of the organization’s charter and College recognition.
3. Formal expansion is requested by the Inter-Greek Council, and/or the Ursinus Student Gov’t Association and an invitation to national Greek organizations will be extended by the College (LD/SAO) for participation in the expansion process.

Process for Expansion:

For a New International/National Organization:

Upon receiving a written request to establish a new organization, the Leadership Development and Student Activities Office will initiate the following:

1. Students, who are interested in starting a new International or National affiliated greek letter organization, must submit a letter of interest to the Leadership Development and Student Activities Office.
2. The LD/SAO will then review the submitted request to verify that the proposed group does have the appropriate number of interested members and understands the expansion process and established timeline.
3. Once there is approval from the Leadership Development and Student Activities Office, the Inter-Greek Council will be notified of the possible interest in expansion of the greek system.
4. Following, the interest group requesting a chapter will provide the LD/SAO with the Application for Recognition as a Greek Organization, which can be found on the last page of this packet.
5. The Leadership Development and Student Activities Office will review this information. It is the responsibility of the interest group applying for expansion to adhere to all college policies and regulations as outlined in the Ursinus College Student Handbook.
6. After reviewing the recommendation and consulting with the LD/SAO, the request will be presented to the Student Activities & Services Committee for final determination on the expansion request.
7. Each group wishing to start a new organization will make an open formal presentation the Ursinus community and the Inter-Greek Council concerning the proposed new organization.

For an Organization that has had its Charter Revoked:

Greek organizations whose recognition was revoked due to disciplinary sanctioning will not be permitted to apply for renewal.

To Gain Recognition for an Inactive Organization:

Greek organizations with no active members are deemed inactive. In order to regain active status the organization will need to do the following:

1. For an organization that has gone inactive, the organization will be required to recolonize following the process for expansion for new/international chapters.

To Re-Gain Recognition for an Organization that has had its Charter Revoked due to Probationary Loss:

Greek organizations that have lost their charter due to probationary loss are not permitted to re-gain recognition and will not be permitted for a review.

To Re-Gain Recognition for an Existing Organization on Probation

Greek organizations that have lost recognition from the Inter-Greek Council or have failed to meet the standards of the Five Star Program are considered on probation. The probationary period will last a total

of one academic semester. These organizations will need to do the following in order to gain recognition from the Inter-Greek Council and remove the probationary status. Failure to meet these requirements will result in loss of the organizations charter.

1. The organization must attend every IGC meeting with at least two delegates from their organization.
 - a. The organization will not be allowed to vote on any motions presented at the IGC meetings.
2. The organization will not be allowed to participate in Homecoming, Greek Week, or Formal Recruitment.
3. The organization will not be allowed to host parties.
4. The organization will not be allowed to participate in intermural sports as an organization.
5. The president of the organization must attend bi-weekly progress meetings with the Director of Leadership Development and Student Activities.
6. The organization must plan and implement a campus wide service event that demonstrates the importance of community.
 - a. Organization must have 75% or more membership attendance.
 - b. The event must be approved by the UCARE and Leadership Development and Student Activities Office.
 - c. The event must benefit the Ursinus Community.

If the request is denied at any stage in the process, the interest group will not be permitted to reapply for at least one calendar year from the initial request date. The Inter-Greek Council will recognize no more than one interest group for each gender as a colony within the governing body/council at one time. Therefore, the governing body/council will not be allowed to expand further until the colony has become a chartered chapter or has been disbanded.

The interest group members, representatives from the National Organizations, or local alumnae will work with the Leadership Development and Student Activities Office regarding the fulfillment of the Colony/New Organization requirements.

There are three major National Fraternity and Sorority affiliations. Below are their mission statements as well as a link to direct you to the standards set forth by the affiliations. In addition to the three mentioned below, there are several other organizations that provide membership to multicultural greek letter organizations.

Those include:

- National Association of Latino Fraternal Organization
- National Multicultural Greek Council
- United Council of Christian Fraternities and Sororities
- National Association of Asian Pacific Islander Pan-Hellenic

National Pan-Hellenic Conference

www.npcwomen.org

Established in 1995, The National Pan-Hellenic Conference Foundation continues to promote values and ethics in women's fraternities and encourages all members to be active and responsible leaders in their respective communities. Our mission is supported through the sponsorship of National Pan-Hellenic

Conference educational and charitable programs addressing health, safety, education, leadership and general women's issues in today's society. The Foundation was incorporated in August, 1995, in the State of Indiana and is a 501 (c) (3) public educational charity. To advance the 26 women's organizations of the National Pan-Hellenic Conference and their commitment to personal growth by underwriting initiatives that launch and sustain women leaders

National Pan-Hellenic Council

www.nphcq.org

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter Sororities and Fraternities: Alpha Kappa Alpha Sorority, Inc. Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc. Phi Beta Sigma Fraternity, Inc. and Omega Psi Phi Fraternity, Inc. NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. All 9 organizations are historically African American greek letter organizations.

Northern American Inter-Fraternity Council

www.nicindy.org

The North-American Inter-fraternity Conference (NIC) is a voluntary trade association and membership in the NIC requires each member organization to adhere to the following Standards of Membership, known as the NIC Standards. Undergraduate chapters are self-governing. Nothing in the NIC Standards shall be interpreted to imply that a member organization has a duty to provide day-to-day supervision or direction, or control the daily activities of undergraduate chapters and/or individual members associated with that member organization. However, member organizations are expected to provide appropriate follow up with their chapters on compliance with NIC Standards to the same extent they follow up with chapters on compliance with the policies of the member organization and to provide its undergraduate chapters with ongoing education on the NIC Standards. Failure of a member organization to provide appropriate follow up with their chapters on compliance with NIC Standards shall subject the member organization to appropriate action by the NIC, up to and including suspension or expulsion of membership in this voluntary trade association.

The Five Star Program

In addition to the guidelines mentioned above, currently the Inter-Greek Council institutes the "5 Star Standards Program" for all fraternities and sororities. This plan will require all groups to participate in benchmarking activities including community service, membership levels, risk management, scholarship, campus leadership, and greek community accountability. Below are the current standards that the IGC requires for recognition:

Scholarship Development:

1. Organization grade point average had met or exceeded Ursinus College men's/women's grade point average
2. Organization has appointed a scholarship officer who is responsible for the organizations scholarship program and their academic achievement.

3. The organization has a written scholarship program that includes academic policy or procedures for those members not meeting the required GPA to be in “good standing.”
4. The scholarship officer has written academic goals for the organization.
5. The organization, at least one member, has attended academic success programming efforts on campus to ensure academic success.

Organization Development

1. Organization has bylaws and advisor information on file in the Leadership Development and Student Activities Office.
2. Organization participated in IGC and can confirm delegate attendance.
3. Organization supported campus involvement through clubs, organizations, and athletics with at least 75% of organization members belong to another.
4. The organization president has met with the Director or Assistant Director of the Leadership Development and Student Activities as least four times throughout the academic year.
5. Participated in all community education events throughout the year including Greek Forums with at least one member in attendance.
6. The organization included values of its organization in the programming it conducts. The organization promoted lifelong membership especially through alumni events.

Risk Management

1. The organization has a risk management chair and risk policy on file in the Leadership Development and Student Activities Office.
2. Organization attended educational programs that promote healthy lifestyles with an 70% attendance rate. These include self-care programs, speakers, and health/wellness programs.
3. The organization attended all risk management programs including Anti-Hazing Prevention Awareness Week, put on by the IGC governing board.
4. The organization did not have any members with risk management related disciplinary infractions on file.

New Member Development

1. Organization has at least 80% retention rate of its new member class each semester.
2. The new member class semester grade point average met or exceeded the all sorority/fraternity semester average.
3. Hazing Compliance Forms are on file in the Leadership Development and Student Activities Office and signed by all new members, new member educator, and president.
4. Organization has a New Member Education Program on file. The program emphasizes the importance of ritual and values and assists in developing its newest members into excellent lifetime initiates.
5. The organization abided by all policies/procedures set forth by the Leadership Development and Student Activities Office and their governing council regarding recruitment, new member education, and initiation.
6. The organization participated in Recruitment and distributed at least 5 bids.

Service to the Campus

1. The organization demonstrated commitment to service on campus by participation in at least 4 (greek and non-greek) service events.
2. At least 75% of active members participated in at least 3 of the 4 events.
3. The organization conducted one philanthropic event each year with at least 80% of their organization participating.
4. The organization collaborated with another organization (greek or non-greek) to conduct a service event.
5. The organization participated in at least one IGC service event per semester with at least 75% participating from organization population.

New Member Education Guidelines

Introduction and Purpose

New Member Education (NME) activities must adhere to all state and local laws and Ursinus College policies. Please pay particular attention to the following sections of the 2016-2017 Student Handbook: “Student Conduct,” “Greek Life,” “Alcohol Policy,” “Illegal Drugs,” and “Noise Regulations.”

All NME activities must be approved by the Leadership Development & Student Activities Office.

NME activities must conform to the Pennsylvania Anti-Hazing Statute. Each member and potential new member will be required to sign a document indicating that he/she understands the anti-hazing statute.

Guidelines and Procedures

1. NME plans must be submitted electronically to Todd McKinney by Wednesday, September 13th at noon. Detailed plans must include times, locations, dates, and an in-depth description of the activities for each evening. Each activity must include a statement of purpose.
2. In order to participate in NME, each organization must have a faculty or staff advisor. The advisor must be a full-time Ursinus employee. Advisors will:
 - a) Have frequent and consistent contact with the organization concerning all aspects of the fraternity or sorority’s activities.
 - b) Approve and sign the NME plan.
3. All members of each organization must also sign an anti-hazing agreement via electronic means before commencement of NME (Wednesday September 13th). Failure by any member of the organization to adhere to this statement (i.e. breaking the hazing agreement) will result in the immediate suspension of all members of the organization and the new member class. The suspension will entail immediate removal from campus of all students in the organization until a determination is made regarding the violation or incident
4. If charges of hazing are reported to any college official, the NME activities for the group in question will immediately be suspended, pending an investigation. Loss of time or activities will not be made up during NME, and the college may require an abbreviated plan be followed for the remainder of the NME period.

5. New Member Education will consist of no more than 8 “weeks” of education spread over eight calendar weeks during the fall semester, chosen by the Leadership Development & Student Activities Office. New member education activities can take place seven days a week but are limited to **twenty hours** per week. Activities are permitted at the following times:

- a) Monday – Friday: 5pm - 11pm.
- b) Saturday – Sunday: Any hours between 7am – 11pm.

Meals & breaks are required for extended sessions.

6. Due to the fall break and homecoming, the weeks are broken down as follows. You may only complete up to **80** hours of New Member Education. This means that you can complete this process in 4 weeks. There is a 20 hour a week cap on New Member Education with the above mentioned hours in consideration. New Member Education must be completed by November 11th with no more than 10 hours per week over an 8 week period.

- 6. No group activities associated with new member education will be permitted outside of these days/hours. If the organization wishes to hold a campus event at another day/time other than that specified, e.g. a community service project – prior permission must be granted by the Leadership Development & Student Activities Office.

Academic Information

1. Each new member educator must have a cumulative GPA of at least 2.5 and be a full time student at Ursinus College. All new member educators must be in good academic and disciplinary standing with the College.

2. In order to participate in NME, a student must:

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

3. If the mean GPA of a fraternity/sorority’s new member class is below 2.33 for the semester of new member education, that fraternity/sorority will be placed on social probation for the following semester. Each fraternity/sorority new member education plan must include provisions for assisting a new brother/sister whose GPA drops below 2.0 during the semester in which new member education occurs.

4. Academic performance of the new member education class must take priority over any new member activity. No new member activity may be scheduled which conflicts with a new members academic commitment or performance.

Student Development

1. NME activities should insure that the new members are empowered. Any activity, which includes fraternity/sorority members giving “orders” or “requests” which new members must “obey”, will not be permitted. A NME program may establish specific “objectives” (making of banners, completion of scavenger hunt, learning fraternity/sorority songs, preparation of skits, etc.), which the new member class organizes itself to “attain.”
2. All activities including “new member work” which may include but not be limited to the making of crafts, paddles, learning songs – must be completed during approved NME hours during the eight week period. No NME activities may take place outside of the allotted time period each day.
3. Traditions that are not educational or healthy (i.e., yelling at or harassing behaviors) will not be tolerated. New Member Educators are not to instill fear, intimidation, or anxiety into a new member. Sleep deprivation and the lack of social contact with friends or members of the opposite sex are deemed inappropriate behaviors.
4. New members may not be required to do favors or tasks for members including: buying food or cigarettes, running errands, providing shuttle services, and/or providing entertainment in the form of public demonstrations. New members are not in the process to be treated as servants or second class citizens by the membership of an organization. The purpose of new member education is to allow for the learning of the history, values, and high moral/ethical ideals of the organization.

New Member Education Regulations

1. The following items are NOT permitted during New Member Education activities:
 - a) Alcohol. This includes new members and current brothers and sisters.
 - b) “Fake” new member educators. All new member educators must participate in NME training and must be present during bid signing.
 - c) Off- campus activities. All NME activities must take place on campus. Groups may request in writing an exception to go “off campus” for an activity or event. The exception must be educational and have merit such as a community service event. Activities may not be held at member or alumni homes. Off-campus events should be public in nature and, if possible, have a third party associated with the event (i.e., charity run or walk).
 - d) Profanity or derogatory references to under-represented persons or groups. This includes, but is not limited to: ethnicity, sex, race, sexual orientation, or religion.
 - e) Meal time lineups/performances. New members may not be required to serve brothers/sisters, eat in unison, or act out skits/sing songs.
 - f) Food/Foreign Substances. At no time shall the new members be directed or asked to eat or drink anything. No activity involving food or any foreign substances being placed in or on a new member will be permitted.
 - g) Drops. New members may not be taken off-campus and left without money, ID, and/or transportation back to campus.

- h) Uniforms. New members may not be made to wear any attire that makes the person stand out in a way that causes embarrassment or humiliation. Each new member education plan will specifically describe any items that new members may wear or carry as a part of new member education.
 - i) Dangerous and/or strenuous activities. If any physical activity is included (games, hikes, etc.), the physical limitations of each new member must be considered. Activities involving a higher-than-usual likelihood of injury should not be conducted.
 - j) Public line-ups and/or wall shows.
2. NME activities (singing or noise at the beginning of formal rush, giving out bids, etc.) may not violate normal noise regulations.
 3. Combined organization activities (i.e., fraternity/sorority) are prohibited.
 4. New Member Educators must ensure that all campus areas are clean and trash free at the conclusion of an NME activity.
 5. To avoid the possibility of embarrassment or ridicule, private performances of songs, skits, etc. by new members must be carefully planned by the new member class, new member educators and the Leadership Development & Student Activities Office. These performances may include both traditional and original material. Performances (a) must be controlled by the new member class, and (b) must be designed to use the varied talents of each new member, without requiring any new member to be embarrassed or demeaned in any way.
 6. Ursinus faculty and staff may enter a new member education activity at any time. Groups may not bar access to Resident Advisors or Campus Safety Officers in the performance of their duties.

Alumni/Alumnae

Fraternity and sorority alumni may not be involved in NME activities. New members may not be present at Alumni functions held off campus during the NME period. If a group wishes to discuss a certain event or activity concerning Alumni interaction with the new member class, it must be done prior to the beginning of the new member education period. Exceptions are permitted only with written approval from the Associate Dean of Students or Assistant Director of Leadership Development & Student Activities. Violation of this policy will cause immediate termination of the organization's new member class and the President and New Member Educators may face judicial action.

Greek Advocate

During the new member education period each organization will select a Greek Advocate to assist new members in addressing concerns during the NME process. The advocate will make time available to meet with new members who may have concerns regarding activities, events, or actions of the organizations or its members. The Leadership Development & Student Activities Office will serve as a safe space for the advocate to meet with any student from his/her organization – this interaction and any information will be held in confidence and may only be shared with the organization and members of the student life staff if a severe violation of the state, local laws, or college policy.

Medical/Academic Concerns

Students who are unable to finish new member education due to illness/injury, athletic or academic concerns must be offered membership in the organization that they have chosen. Every attempt should be made by the organization to assist the new member with fulfilling the requirements of membership. A decision to deny membership must be approved by the Office of Student Life.

Hazing

The following sections are excerpted from Title 24 of the PA consolidated Statutes:

Section 5352: Definitions. "Hazing."

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanctions of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Section 5353: Hazing Prohibited.

Any person who causes or participates in hazing commits a misdemeanor of the third degree.

Hazing

"Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanctions of or recognized as an organization by an institution of higher education." —
Pennsylvania State Law

Examples of hazing (list is not inclusive):

- a) **PHYSICAL HARM** can occur as a result of a direct action: any brutality of a physical nature, required eating and/or drinking, drug use, forced exercises, exposure to elements, arduous phone-runs.
- b) **PHYSICAL HARM** can occur as a result of indirect action: someone gets hurt while blindfolded or during an illegal drop trip; someone becomes ill because of a new member education activity.
- c) **PSYCHOLOGICAL HARM** is less easy to define: activities which cause extreme mental stress; sleep deprivation; exclusion from social contact; extreme embarrassment and/or public ridicule.

- d) **A NOTE ON COMMUNITY STANDARDS:** Since people feel embarrassed when others regard them as ridiculous, the opinion of other members of the community (including faculty, staff and administration) are important in determining what activities could be embarrassing.
- e) **PUBLIC OR PRIVATE PROPERTY** may not be taken or broken. A scavenger hunt using public or private property is defined as hazing.
- f) **THE WILLINGNESS OF AN INDIVIDUAL TO PARTICIPATE IN HAZING DOES NOT MAKE THE ACTIVITY LESS ILLEGAL.**

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

Club Sports

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

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

Solicitations

Campus Advertisements & Postings

In order to communicate to the campus community the vibrant and exciting happenings offered here at Ursinus College, use the following guidelines when posting materials or advertising about specific events, programs, or activities in academic and administrative buildings:

- Postings are permitted in the following locations: bulletin boards, stairwell landings, elevators, metal doors, and bathrooms stalls.
- Flyers and publicity materials may not create a safety hazard.
- Postings may not be placed on glass doors, windows, at the top or bottom of stairwells, close to or covering lighting fixtures, or in places that may disrupt the flow of traffic in a building.
- Postings must be hung in an orderly, non-cluttered fashion, without multiple postings in one location.
- Permitted posting materials include thumb tacks, push pins, poster putty, painter's tape, or magnets.
- Scotch, packaging or duct tape on any surfaces is prohibited due to the damage and difficulties associated with the removal of such items from walls, doors, and windows.

- Postings or advertisements should be removed within 24 hours after the event, program, or activity has occurred.
- Any posting or advertisement that has been damaged and is deemed unreadable may be removed by college personnel.

Please direct any inquiries concerning this policy to the Leadership Development & Student Activities Office.

Guidelines for Parent Solicitation

The following guidelines are intended to inform student organizations of the appropriate avenues concerning the solicitation of parents in regards to the sale of services or goods. Any officially recognized student organization may make a request for parent contact information from the Leadership Development/Student Activities Office. Requests may be made during any period of the academic school year (August through May) and must be approved by a member of Leadership Development/Student Activities Office staff for content. Any requests that are found to be in poor taste or of an offensive nature will be denied, and the sponsoring group may lose their privileges. Offerings must provide goods or services that add to a positive community environment here at the College, and should be of value or worth to the purchaser. Organizations may not ask for donations of money or property and must adhere to all local, state, and federal laws. Raffles, 50/50s, or regulated items such as drugs, alcohol, tobacco, firearms, etc. are strictly prohibited as offerings. Good common sense along with the faculty adviser's approval should be used when making a request for parent information to make a solicitation. Please direct all inquiries to Leadership Development and Student Activities Office located in the lower level of Wismer Hall or call 610-409-3608.

Campus Vendor Solicitation Policy

The vendor program for Wismer Hall is overseen by the CASE Office, and usually runs from late August to the end of October for the fall semester. During the spring semester the vendor program runs from mid-March until the end of April. The only vendors allowed on campus are organizations, groups, or businesses that offer items for sale that are received at the point of sale. The area directly in front of Wismer Hall (Bears' Den), the Bears' Den, Olin Plaza, Zack's Patio, and Wismer Lower Lounge are the approved areas for vendors in or around Wismer Hall.

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

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

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

UCARE

UCARE- Ursinus Center for Advocacy, Responsibility and Engagement

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

Philosophy

- Inspire thoughtful and positive civic involvement of all students
 - Through disseminating civic engagement and service opportunities via our office, weekly newsletter, website and emails
- Empower students to think critically and become agents of change
 - Through experiential learning opportunities (civic engagement courses, community based learning practicum and community based research projects)
- Promote community partnerships through developing new relationships with outside organizations
 - Through weekly service opportunities and our semi-annual Community Week

Programs

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

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

To read more about the programs offered through UCARE, [visit its website](#).

Location and Hours:

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

Residence Life

[Residence Life](#) at Ursinus is part of Student Affairs. The Student Affairs mission guides our work and procedures. Student Affairs is dedicated to helping students become engaged citizens by living lives of purpose and integrity. We foster a community of care with respect for difference and seek to grow students' curiosities by connecting classroom experiences to our campus and community. We value respect, personal responsibility, communication, and service and social justice.

Residence Hall Procedures

Residence Hall Opening Procedures – Room Inventory Information

During the first week of the semester, residents will receive room inventory information via email from our office. It is your responsibility to review the room inventory information and contact our office if there are discrepancies. Failure to notify our office of discrepancies before the deadline means you forfeit participation in the damage charges appeal process.

Break Periods & Staying During Winter Break

Students are encouraged to leave campus during break periods. Housing during winter break is provided for International students and those affiliated with an approved College-sponsored program. Students approved to stay on campus during winter break may be required to consolidate into another building. Students found in the residence halls without permission during winter break will be required to leave campus immediately and may be subject to disciplinary penalties.

Residence Hall Closing Procedures

Rooms may not be occupied:

- By new students prior to the date specified in the Orientation program.
- By returning students prior to the day preceding the first day of classes.
- By students during winter break unless participating in an approved college-sponsored activity.
- At any time other than while the college is in session.

Students must perform a pre-checkout with their RA and return keys to the Key Room in the designated envelope before departing campus. Failure to complete a pre-checkout with the RA and/or return keys properly may result in a fine. The RA is responsible for discussing potential damages with the resident prior to checkout. Students will be held accountable for any discrepancies between the Room Inventory information and final condition of the room. The room will be inspected by staff following the closing of the residence halls to assess damage charges. If personal belongings remain in the room after a student has checked out, the college reserves the right to confiscate or discard them. Residents will be charged for damages and missing items.

When leaving the residence hall for break periods, students should do the following:

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

Entering Student Rooms

Students have a right to privacy in the residence hall rooms. College personnel have the right to enter student rooms for routine maintenance and inspection at all times. Under certain circumstances, the student right to privacy is waived, including instances when: 1) a student requests that maintenance work be completed in the room; 2) the college needs to repair, inspect and/or maintain facilities; 3) the College or its representatives reasonably fear harm to life, safety, health, property, or illegal activity; (4) the college is closed.

Living in the Residence Halls

Residence Hall Lounges and Common Areas

Students are encouraged to use residence hall lounges as social and study areas. Lounges can be reserved for specific dates and times by contacting [Residence Life](#). Residence hall lounges and common areas should not be used for overnight sleeping or hosting non-Ursinus students. Additionally, lounge furniture must remain in the appropriate lounge space; it may not be appropriated to residence hall rooms. Students who remove furniture from the lounges and common spaces are subject to disciplinary penalties.

Noise Policies

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

- **Courtesy Hours:** During these hours noise should not be audible at a level that bothers others outside the hall, house, or suite, and students are expected to respond positively to neighbor requests to decrease noise. Stereos, radios, musical instruments, and televisions should be played at reasonable times and at a volume that will not negatively impact others. Courtesy hours are in effect in a residence hall, house, or suite at all times when approved social events or quiet hours are not in effect.
- **Quiet Hours:** During these hours, noise should not be audible outside the individual room. Quiet hours are in effect in every residence area from 12:00AM to 8:00AM Monday through Friday and from 2:00AM to 8:00AM on Saturday and Sunday. Certain residence areas have more restrictive quiet hours set by the college or by the residents. Common rooms, common spaces, and lounges are recommended for larger group activities.

Items and Behaviors Not Permitted In Residence Halls

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

The following items are prohibited from the residence halls:

- The use or possession of any flammable substances, flame emitting articles, open coiled/flamed items, or candles
- Halogen lamps
- The use of heat-generating electrical equipment such as electric heaters
- Exterior radio and television aerials are prohibited in, on, or about the residence halls/houses or rooms
- Firearms, ammunition, fireworks, incendiary or toxic chemicals, explosives, and weapons
- Public signs, college signs, dining hall property, and laboratory equipment
- Waterbeds and swimming pools of any kind
- Animals, except fish. Violations involving animals will include disciplinary action and mandatory fines for clean-up costs, currently set to the cost of labor
- Alcohol is strictly prohibited in all first-year centers
- Motorcycles and motor vehicles of any kind
- Solicitors and/or photographers without authorization from the Residence Life Office
- Formal and/or informal athletic activities that should be confined to the proper playing fields or gym
- Students are not permitted on the roof tops of any residence halls or academic buildings at any time
- All buildings, including all residence halls, are strictly smoke-free

Items Permitted In Residence Halls

- Small portable refrigerators (3 cubic ft. maximum).
- Air conditioners (maximum of 5500 BTUs), in residence halls without central air. Only one air conditioner in each student room where A/C units are permitted.

Facilities in the Residence Halls

- All residence hall rooms are provided with a cable TV connection. Services to the buildings on the Main Campus and to the houses between 5th and 9th Avenues are provided through the ECHOSTAR/Dish Satellite Network. Other houses receive Comcast Cable Services. There is no additional charge for Cable/Satellite TV Services. No premium channels/services are provided. Information on channel line-ups may be found on the Ursinus College web site. For more information contact Information Technology.
- Wired telephone connections in residence hall rooms are available for activation upon request. On-campus and local calling services only are available. There are no additional charges for these basic telephone services. Calling cards for long distance calls are available for purchase in the campus bookstore and surrounding area stores. When dialing another campus telephone, use the 4 digit extension number only. To request telephone services in your residence hall room or for more information contact [Information Technology](#).
- Washing machines and dryers located in residence halls are provided as a convenience for resident students. Service calls regarding inoperative equipment should be directed to Residence Life. Residents will be held responsible for damage to laundry equipment.

Room Selection & Lottery

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

Room Occupancy Policies

- Only students who are enrolled full-time at the college may occupy a room.
- A student who is no longer enrolled full-time at the college or found not attending classes must remove all personal effects from the residence halls and return residence hall keys within 24 hours.
- Rooms shall not be occupied by fewer or more than the number of students stipulated by the college.
- If a student is living in a room that is not completely filled (i.e. has vacant beds), the Residence Life Office may fill this vacancy at any time.
- There will be no refund of room charges to a student who withdraws, is suspended, or is dismissed from college during a term or to a student who remains in college but changes from resident to commuter status.
- Students agree to refrain from using or permitting the use of any portion of the premises for any purpose other than as an orderly study and living area, to keep the premises in a clean and

sanitary condition, and to comply with all College policies, police regulations, laws and health procedures with respect to the premises.

- The college reserves the right to change or cancel room assignments of students in the interest of health, security, discipline, improvement of the educational environment, or the general welfare of students.

Room Assignments & Room Changes

Room changes may not occur during the first and last two weeks of each semester. Additional room change restrictions may occur during the Room Lottery and Selection period. Any student requesting a room change must first discuss the need for a change with the RA. The RA will attempt to resolve conflicts occurring between roommates. If a need persists, the student should contact the Residence Life professional staff. Any change made without permission and written confirmation from the [Residence Life Office](#) will be considered an unauthorized room change. Disciplinary action including, but not limited to, a \$100 fine and loss of “Squatter’s Rights” may be assessed. A second offense could result in the inability to participate in next year’s Room Lottery and Selection Process.

Key Replacement

An exterior building key, MSC (Mail Stop Code) key, and individual room key will be issued to residents of each hall as appropriate. If you lose a key, report the loss to [Facilities Services](#) immediately. There will be a \$15 replacement charge (per key). At the end of the academic year, students must return room and exterior building keys, but keep MSC keys. Only graduating seniors, students changing their residency status to commuter or off campus, and students permanently leaving the college return MSC keys at the end of the year. If room and exterior building keys are not returned at the end of the year, the student will be charged key replacement fees as appropriate.

Property Loss & Damage

Individual Property Loss and Damage

The College shall not be directly or indirectly liable during the academic year or during vacations, for loss or theft of any personal property of students or their guests or for damage or destruction of such property by fire, water, or any other natural cause. Occupants of all residence halls are advised to procure personal insurance against such eventualities. Each student should keep a record of the identifying serial numbers carried on all personal property. Students are discouraged from keeping large sums of money or irreplaceable items in the residence halls. Any loss or theft should be reported immediately to [Campus Safety](#). In the case of theft, students should notify the police and file a report.

Common Area & Building Damages & Repairs

The exterior of buildings and other public areas may not be decorated without permission from [Residence Life](#). Residents will be held responsible for repair to buildings and furnishings in public areas beyond that due to ordinary wear. Charges will be made upon determination of the cost of repairs or replacement and will be levied as follows: to an individual who accepts responsibility for the damage; or to the occupants of the room where the damage occurred when individual responsibility is not assumed; or to all occupants of a floor or hall for damages to corridor walls, doors, closets, kitchens, lounges, and bathrooms on that floor or hall, except when direct responsibility is assumed. Facilities and Residence

Life Staff conduct periodic inspections. Students are encouraged to share information about the source of common area and building damages with the Residence Life staff whenever possible.

Room Decorating Guidelines & Policies

- Decorations in a room must not damage ceilings, walls or woodwork. Students may not paste, glue, or nail materials to the walls, ceiling or furniture. Students should be careful about potential damage when decorating walls.
- Students shall not (a) remove any furniture, equipment or property belonging to the College from the room, (b) remove furniture from lounges for room use, (c) alter or tamper with the installed heating or electrical systems, or (d) alter the floor, walls, ceiling or doors of the room.
- Students may not paint their rooms or common areas. The suite doors of Reimert may be painted with permission through the Reimert Suite Painting Program.
- Repairs needed in the residence halls should be reported to [Facilities Services](#).
- The resident is responsible for all furnishings supplied for the residence halls by the college at the time of occupancy. Charges will be made for loss or damage to the room or to its furnishings.

Fire Safety and Regulations

Fire Regulations

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

- Playing with fire
- Possession/lighting of fireworks, smoke bombs, explosives, or corrosive or flammable chemicals
- Propane tanks of any size
- Disposing of cigarettes negligently
- Burning candles
- Overloading electrical sockets
- Tampering with fire extinguishers, smoke detectors, fire alarms, and sprinklers (keep 18” clearance around sprinkler heads)
- Possession and use of halogen lamps
- Space heaters
- Open flames, including pit fires, hibachis, chimeneas, and bonfires
- Barbecue grills must be at least 20 feet from any building. BBQ grills are not permitted in Reimert Courtyard (including individual floors or balconies) or on the BPS front lawn area. Allow grills to cool down after use, but do not leave them outside, or they will be discarded. When using grills, please be safe.

Evacuation Procedures

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

- Immediately place a call to the Fire Department by calling 911 –dial 9-911 from your campus phone—and give them the location of the fire by building and floor.

- Sound the alarm to notify the residents of the residence hall. If there is no visible alarm in the building, warn the other occupants by knocking on doors and shouting as you exit the building.
- Rooms should be closed, not locked.
- Leave the building in an orderly manner and evacuate through the nearest available exit. Use the nearest stairway. Do not use elevators.
- Gather in your building's identified gathering space. Spaces are announced to students during routine fire drills. If you are unsure of your designated gathering space, report to Wismer Lower.
- Only use a fire extinguisher if the fire is very small and you know how to use it safely. If you cannot put the fire out, leave immediately. Make sure the Campus Safety Office (extension 3333) has been contacted — even if you think the fire is out.
- Do NOT go back into the building until the fire department or a college official says it is safe to do so.
- If students are not permitted back in the building, instructions will be given to the students for temporary housing assignments.

If You Get Trapped:

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

If You Have Physical Limitations or Disabilities:

- Learn about fire safety. Plan for fire emergencies.
- Be aware of your own capabilities and limitations.
- Be sure the Assistant Director of Residence Life for your area and Campus Safety are aware of your limitations.
- The staff will notify the fire department of residents with disabilities to help them find you.
- Look for “areas of refuge,” like stair enclosures or the other side of corridor fire doors. Most elevators are designed to stop operating when the alarm is sounding and are not safe during fires. Sometimes it may be safer to stay in your room
- Follow the advice for being trapped

Fire Sprinkler Information (for Residence Halls and throughout campus)

- Besides prevention, fire sprinkler systems are the most effective way to avoid property loss, injuries, and fatalities that result from fires.
- Studies have shown that 90-95% of all fires are extinguished or controlled by sprinkler systems in structures equipped with them.
- Sprinkler systems are individually heat activated – at approximately 165°F; the liquid-filled glass bulb will shatter to open a sprinkler head, releasing water directly over the source of heat.

- Only sprinkler head(s) in the area of the fire will discharge water, not the entire system.
- Once activated, a sprinkler sprays about 20-25 gallons of water per minute in a uniform pattern throughout the room.
- The water in the sprinkler pipes is often dark and has a foul odor when first released from the system.
- An outside company regularly tests Ursinus College's sprinkler systems.

Preventing False Sprinkler Activations

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

Fines related to Fire Safety and Equipment

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

Athletics

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

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

Campus Resources

Floy Lewis Bakes Center – Helfferich Hall

- Students are required to show I.D.s at all times.
- Guests of students must be in the company of their host at all times. The host is responsible for the conduct of guests.
- Health and Exercise Physiology (HEP) classes, intercollegiate varsity sports, and intramurals have priority over free play or use of facilities.

- Floy Lewis Bakes Center - Helfferich Hall Hours:
Monday – Friday: 6:30 a.m. – 10:00 p.m.
Saturday & Sunday: 12:00 p.m. – 5:00 p.m.

Fitness Center

- I.D.s must be displayed upon entering the facilities.
- There is an enforcement of a dress and conduct code.
- All users must sign Fitness Center Usage Forms.
- Hours:
Mondays-Friday: 6:30 a.m. – 10 p.m.
Sundays & Saturdays: 12 p.m. – 5 p.m.

Racquetball Court Policies

- All users must have Ursinus College I.D.
- HEP classes, Intramurals, Athletics have priority for use of the courts.
- The court is reserved for faculty/staff 12:00 noon – 1:00 p.m.
- Use of the courts is on a first come, first serve basis.

Tennis Court & Track Policies

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

Intramural Sports and Recreation

Intramural Sports Director, Kathy Wright
610-409-3498
Floy Lewis Bakes Center

Intramural individual and team sports leagues & tournaments:

FALL SPORTS

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

WINTER SPORTS

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

SPRING SPORTS

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

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

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

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

Dining Services

The Market Place Main Dining Room

Hours of Operation

Monday – Friday

Open 7:30 a.m. - 9:00 p.m. Continuous Service

Saturday

Open 7:30 a.m. – 7:30 p.m. Continuous Service

Sunday

Open 9:00 a.m. – 7:30 p.m. Continuous Service

Casual Meal Rates

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

Breakfast \$7.50

Lunch / Brunch \$10.00

Dinner \$12.25

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

Meal Plans

All first-year students are automatically assigned the 21-meal plan for their first academic year. Upper classmen are able to change their meal plan each semester before the last day of drop-add, via the Blackboard site or the link provided from the Dining Services website: <http://foodservices.ursinus.edu>.

I.D. Cards

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

Replacement I.D. Cards

Replacement I.D. cards may be obtained at the Tech Support Help Desk, located in the basement of the Myrin Library between the hours of 8:30 a.m. and 6:00 p.m., Monday through Friday. In order to obtain

a replacement I.D. Card, you must present some other form of photo I.D. with your signature on it. The cost of the replacement card is \$10, which may be billed to your student account.

Commuting Students

Commuting Students may purchase any of the available meal plans or set up a “Bear Bucks” account through the Business Office.

Guest Meals

The 21 meal plan includes two guest meals per semester. Your Guest Meals may be used to pay for a guest at The Market Place in Wismer or in Zack’s for any amount up to the Meal Credit amount. Any amount over the Meal Credit amount may be paid using Dining Dollars, “Bear Bucks” or Cash.

Bag Meals

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

Dietary Needs

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

Birthday Cakes

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

Catering

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

Table Flyers

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

Dining Hall Regulations

- Students are required to present I.D. Cards for all meals. This Policy will be strictly enforced to protect the Students’ meal plan balances.
- Everyone must carry dishes and tableware to the designated dish return area at the completion of the meal. Dining room property, such as dishes, trays, pitchers, silverware, kitchen equipment and furniture equipment, must not be removed from the dining room.

- No food or beverages are to be removed from the dining hall. All food and beverages must be consumed in the dining hall, with the exception of one piece of fruit, or one ice cream cup or cone.
- Neither smoking products nor alcoholic beverages are permitted in any dining facility.

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

Zack's Place

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

Hours of Operation

Jazzman's

Monday - Friday 8:00 a.m. – 7:00 p.m.

Saturday & Sunday Closed

SubConnection

Monday - Friday 11:00 a.m. – 7:00 p.m.

Saturday & Sunday Closed

Grill 155

Monday - Friday 11:00 a.m. – 7:00 p.m.

Saturday & Sunday Closed

Wholly Habaneros

Monday - Friday 11:00 a.m. – 7:00 p.m.

Saturday & Sunday Closed

Convenience Store

Monday – Sunday 10:00 am – 11:00 pm

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

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

Dining Dollars

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

At the beginning of each semester, all meal plan participants will receive a set amount of Dining Dollars as part of their meal plans. These funds are meant to be used to pay for the price differential above the

Meal Credit amount allowed in Zack's. These funds work in conjunction with meals and are intended to allow for more variety and purchasing power.

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

For more information, please visit the website at <http://foodservices.ursinus.edu>.

Facilities Services

The Ursinus College Facilities Services department is responsible for all aspects of construction, grounds care, cleaning, maintenance and other services for campus buildings and housing. The campus consists of more than 65 buildings set on 168 acres of beautiful gardens, healthy green lawns, well-groomed athletic fields, and natural woodlands.

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

Fixed Repair Rates

| | |
|-------------------------------------|------------|
| HVAC | |
| Repair Thermostat | \$60.00 |
| Tamper with heat valves | \$50.00 |
| Replace baseboard heat unit | \$75.00 |
| Replace discharge vent on HVAC unit | \$50.00 |
| PLUMBING | |
| Open clogged sink or shower | \$25.00 |
| Open clogged toilet | \$50.00 |
| Broken Showerhead | \$100.00 |
| Replace broken toilet seat | \$50.00 |
| Replace broken toilet | \$250.00 |
| Replace broken sink | \$200.00 |
| Replace faucet handles (per piece) | \$35.00 |
| Replace single lever faucet | \$100.00 |
| Replace water fountain | \$1,200.00 |
| ELECTRICAL | |
| Replace missing switch covers | \$20.00 |
| Replace missing receptacle covers | \$20.00 |
| Replace broken light fixture | \$100.00 |

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|---|------------|
| Replace broken light cover or globe | \$50.00 |
| Replace broken light switch | \$35.00 |
| Broken cable/data outlet | \$50.00 |
| Replace campus pole and light | \$3,600.00 |
| Reair/reinstall light post (weld/paint) | \$500.00 |
| Replace light pole head only | \$1,800.00 |

LIFE SAFETY SYSTEMS

| | |
|---|--|
| Tampering with/discharging extinguishers, smoke or heat detectors, or fire alarm pull boxes | \$250.00 plus any additional contractor fees |
| Tampering with exit systems- includes door prop alarms and lock mechanisms | \$100.00 |
| Exit sign (Richter/North or New Halls) | \$185.00 |
| Exit sign | \$125.00 |
| Replace fire escape ladder | \$250.00 |

ARCHITECTURAL - DOORS

| | |
|---|----------|
| Repair door lock | \$50.00 |
| Replace Reimert suite door lock | \$415.00 |
| Replace door lock | \$150.00 |
| Replace passage set on door | \$50.00 |
| Replace interior fire rated door | \$700.00 |
| Replace interior door | \$350.00 |
| Replace exterior door | \$700.00 |
| Replace closet door | \$250.00 |
| Rehang closet door | \$50.00 |
| Replace double door panic bar | \$500.00 |
| Replace single door panic bar | \$250.00 |
| Replace door strike | \$40.00 |
| Replace door knob | \$50.00 |
| Replace wooden door jamb | \$75.00 |
| Refinish door (strip & refinish) | \$150.00 |
| Replace peep hole | \$25.00 |
| Replace mechanical door closer | \$100.00 |
| Replace toilet partitions (custom order) | \$680.00 |
| Replace air louvers on bathroom doors (Reimert) | \$150.00 |

ARCHITECTURAL - WALLS/WINDOWS/FLOORS

| | |
|--|----------|
| Repair hole in wall 12"x12" or less | \$150.00 |
| Repair hole in wall 12"x12" or larger | \$200.00 |
| Replace broken window pane 12"x12" or less | \$50.00 |

| | |
|---|------------|
| Replace broken window pane 12"x12" or larger | \$75.00 |
| Replace broken thermal window glass (dorm rm) | \$159.00 |
| Replace broken tempered door glass | \$150.00 |
| Replace security window screen | \$85.00 |
| Replace window shade | \$25.00 |
| Replace carpet in student or common room | \$500.00 |
| Replace VCT (vinyl) flooring - per tile | \$25.00 |
| Repaint wall | \$150.00 |
| Repaint room | \$300.00 |
| Touch up paint due to vandalism | \$75.00 |
| ARCHITECTURAL - MISCELLANEOUS | |
| Replace paper towel dispenser | \$60.00 |
| Replace toilet paper dispenser | \$60.00 |
| Replace towel hook or bar | \$20.00 |
| Replace bathroom mirror (wall mount) | \$150.00 |
| Replace missing/broken shower rod | \$50.00 |
| FURNITURE | |
| Replace lounge sofa | \$1,000.00 |
| Replace lounge love seat | \$900.00 |
| Replace lounge chair | \$500.00 |
| Replace lounge end table | \$175.00 |
| Replace lounge coffee table | \$225.00 |
| Replace 5' round table (event furniture) | \$300.00 |
| Replace 6' rectangular table (event furniture) | \$175.00 |
| Replace bed frame & spring | \$300.00 |
| Replace mattress | \$125.00 |
| Replace dresser | \$400.00 |
| Replace missing/broken dresser drawer | \$75.00 |
| Replace desk | \$330.00 |
| Replace missing/broken desk drawer | \$50.00 |
| Replace desk chair | \$125.00 |
| Reassemble student bed | \$50.00 |
| CAMPUS EQUIPMENT (MISCELLANEOUS) | |
| Replace missing trash or recycling bin (common) | \$35.00 |
| Replace missing room recycling bin | \$15.00 |
| Replace missing/broken vacuum | \$275.00 |
| Replace missing/broken dorm mirror | \$60.00 |
| CUSTODIAL SERVICES/VANDALISM REMOVAL | |
| After hours custodial cleaning (call in) | \$120.00 |

| | |
|---|----------|
| Remove excessive trash (trash & personal items left) | \$150.00 |
| Remove moderate trash (larger personal items & trash) | \$100.00 |
| Remove minor trash (few small personal items) | \$50.00 |
| Clean walls or adhesive removal | \$50.00 |
| Clean door excessively damaged | \$50.00 |
| Clean excessively dirty carpet | \$50.00 |
| Clean dorm refrigerator | \$50.00 |
| Remove/return college furniture/items (per piece) | \$30.00 |
| Remove/dispose non-college couch | \$150.00 |
| Remove/dispose non-college chair | \$25.00 |
| Remove/dispose non-college loft | \$50.00 |
| Remove/dispose electronics/refrigerators (per piece) | \$75.00 |
| Clean/remove minor graffiti | \$50.00 |
| Clean/remove excessive graffiti | \$100.00 |

GROUNDS/LANDSCAPE DAMAGE

Subject to replacement costs for materials (trees, shrubbery, sod, mulch, etc.)

Plus labor charges

OTHER DAMAGES NOT APPEARING ON THIS LIST WILL BE SUBJECT TO ACTUAL REPLACEMENT COSTS

NOTE – Labor charges assessed are based upon Facilities trades salaries each year. These include, but are not limited to: carpenters, plumbers, HVAC locksmiths, and supervisory charges.

- Carpentry/plumbing - \$38/hour day - \$57/hour OT (2 hour minimum)
- HVAC/electricians/locksmith - \$40/hour- \$60/hour OT (2 hour minimum)
- Groundskeeper- \$35/hour- \$53/hr OT (2 hour minimum)
- Supervisory staff - \$43/hour day - \$65/hour OT (2 hour minimum)

Key Replacement

An exterior building key, MSC key, and individual room key will be issued to residents of each hall as appropriate. If a student loses a key, he/she should report the loss immediately to [Facilities Services](#). There will be a \$15 replacement charge (per key). At the end of the academic year, students must return room and exterior building keys, but keep MSC keys. Only graduating seniors, students changing their residency status to commuter or off campus, and students permanently leaving the college return MSC keys at the end of the year. If room and exterior building keys are not returned at the end of the year, the student will be charged key replacement fees as appropriate.

I.D. Cards

In order to provide for the identification of individuals in the Ursinus community, students, faculty, and staff are given identification cards. Students should carry these cards at all times as they may be required

to access certain College buildings, services, and events. In addition to identification, these cards may have monetary value assigned to them by Dining Services as part of the meal plan obtained by the cardholder or through the Bear Bucks program. Thus, all members of the Ursinus community should report a lost or stolen I.D. card immediately to protect this value. In addition, a bar code printed on the I.D. allows students to check out materials in the Myrin Library.

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

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

Information Technology

Student Accounts and Email

All students are provided with an account that enables them to access campus and internet resources, to send and receive e-mail, and to store documents and files. Students' account names and e-mail addresses are based on the following convention: the first two letters of the student's first name followed by the student's full last name. Jane Doe's account would therefore be "jadoe" and her email address would be jadoe@ursinus.edu. In the case that there are students with the same last name and the same first two letters of their first names, one student usually has a 1 appended to their address. For example, James Doe's account name would be "jadoe1." Students will be able to access their e-mail on- and off-campus by using a web browser such as Firefox, Chrome, or Internet Explorer or by using a Outlook.

Student Technology Resources

All full-time students from the classes of 2018, 2019, and 2020 have been given laptop computers for their use while at the college (the program is being phased-out for future class years). Students were given a new laptop when they entered as freshmen. At the end of their sophomore year, students return the laptop originally provided to them in exchange for another new laptop to be used until the completion of their senior year. At that time, the laptop will either be returned to the college or may be purchased for a fee; the laptops remain the property of Ursinus College until that time. Students are responsible for the appropriate use, care, and security of the laptops and are required to return their laptops on demand for misuse or for mandatory maintenance. Students must also return their laptop immediately if there is a change in their full-time student status. Failure to do so will lead to a charge for the laptop's value on the student account. The laptops are covered under a two-year warranty and all service to them will be provided by the College's Technology Support Center (in the lower level of Myrin Library). Additional information on student responsibilities is provided during the laptop distribution process, and students are required to sign for their laptops and acknowledge those responsibilities.

There are public print stations on the first floors of Myrin Library, Pfahler Hall, Olin Hall and the lower level of Wismer Center. There is a per-page fee associated with the use of these printers, which is charged via the college's 'Bear Bucks' program. More information on this program is available at www.ursinus.edu/bearbucks.

Students have access to an on-line course management system (through which faculty post course materials and facilitate various course activities), the Microsoft Office suite (which includes word

processing and spreadsheet packages), other general purpose software packages, internet and web browsing tools, course and discipline specific software packages (including statistical and scientific utility packages), programming languages, the Myrin Virtual Library, and a variety of other digital resources found on the college's web site and on the internet.

The campus wireless network and the internet is accessible from all academic, administrative, student life, athletic, and residential halls, as well as the library, classrooms, lounges and dining areas. Students are prohibited from establishing their own wireless networks because of the potential interference they pose to the college wireless network.

Several resources can be accessed on the main level of the Myrin Library for creating multimedia objects, developing video presentations, and using other multimedia resources.

The Technology Support Center also has a poster printer that is available to students for academic purposes. Charges may apply for use of the printer. Most classrooms are equipped with data projectors or smart boards that can be connected to the faculty or student laptops.

Residence Hall Networking

All main campus buildings (including residences and all residential village houses) have wireless networking to accommodate student connection to the Internet. The laptops provided to students are set up and configured for network use.

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

Network Storage

The s:\ drive (\\ursinus.local\ucdrives) is a network resource to store, backup and share files. Each student has access to three main folders:

- The 'Private' folder is a location that only you can access, it is a great place to back up your important files and documents, there is a 5 GB limit for this folder.
- The 'Public' folder is a location where you can place documents that anyone can see, but only you can modify or delete, it is a great place to share document with your class and peers. There is a 2 GB limit per individual on this drive (the limit is separate from the one on the private folder) – private files should not be placed here
- The 'Share' folder is a location where faculty and staff can share files within their departments and other working groups, there are no quotas on this folder.

Whom to Contact

The Technology Support Center is located in room 019 in the lower level of Myrin Library. All technology related questions including problem reports and service requests, should be directed to the Center at extension 3789 or via e-mail at techsupport@ursinus.edu. When off-campus you may call 610 409-3789.

Acceptable Use Policies

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

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

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

Higher Education Opportunity Act (HEOA)

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

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

1. A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
2. A summary of the penalties for violation of Federal copyright laws; and
3. A description of the institution’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system.

Further information on HEOA and Copyright may be found on the Ursinus College web site: www.ursinus.edu/HEOA

Myrin Library

Myrin Library Hours

Holiday and Finals hours will be posted in the library and on the library website

Monday – Thursday 8:00 a.m. - 2:00 a.m.

Friday 8:00 a.m. - 9:00 p.m.

Saturday 9:00 a.m. - 9:00 p.m.

Sunday 10:00 a.m. - 2:00 a.m.

Policies

- Students are required to show their I.D. to borrow all library materials.
- The loan period for library books is thirty days. A renewal of another thirty days is allowed as long as there are no holds placed against the book. Students requiring the use of library books for a longer period should see the Manager of Library Operations to arrange for a longer loan period.
- The loan period for DVDs, audiobooks, and videos is one week. No renewals are allowed. Longer borrowing periods are permitted only for research and per faculty approval.
- Reserve materials circulate for 2 hours, 1 day, 3 days, and 7 days, depending on faculty directive.
- Fines are charged for overdue library materials. A list of fine amounts is posted each semester at the Circulation Desk in the Library.
- All accumulated library fines must be paid by the last day of each semester. Unpaid fines will be charged to your account in the Business Office.
- A collection of “Current and Popular” books is available for recreational reading.
- Interlibrary Loan service is available.
- Information about other policies is available from the Library staff.

Student Mail Services

Each new student will be assigned a keyed mailbox and a permanent Mail Stop Code (MSC) number. Returning students keep their previous numbers.

Lost Keys

If students lose the mailbox key, contact Facilities Services at 610-409-3598, extension 3598 for a replacement key as soon as possible.

Location

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

Student mailboxes are located outside of Wismer Hall, directly outside of Zack’s, adjacent to the Love Statue, and are accessible 24 hours a day. Mail is sorted to the boxes Monday through Friday.

Receiving Mail & Packages

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

When a student receives a package, Mail Services sends a notification e-mail. Present student I.D. at the Mail Center to obtain the package.

Address Formats

For mail and postal packages:

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

For UPS, Fed. Ex., etc.:

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

If you have questions, call 610-409-3483 or email mailcenter@ursinus.edu.