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 College has established the procedures and regulations described below. Individuals are responsible for complying with 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 and for any reason, with or without notice.
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Section I: Student Code of Conduct

Philosophy and Authority

Ursinus College encourages the intellectual and personal growth of its students as scholars and citizens. The College strives to maintain a campus community where the educational programs can flourish for all students. 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 an educational environment that furthers student learning and development. The College provides expectations for students that may be different 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 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.

Student Code of Conduct

- College Authority & Jurisdiction
- Important Terms
- Community Expectations & College Policies
- Violation Definitions
- Good Samaritan Policy
- Reporting Student Misconduct
- Resolution Options
- Investigation Guidelines
- Sanctions
- Student Conduct Record
- Policy Revision & Acknowledgements
College Authority & Jurisdiction

Authority

The Dean of Students 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 Director of Student Conduct serves as the primary investigator and hearing officer for reports of code of conduct violations. The Dean of Students 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 Dean of Students 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 Dean of Students.

**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, who is accepted to register for courses (as indicated by being assigned an Ursinus ID number), and who is attending classes at Ursinus.

**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.
1. **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:*
   - Physical violence
   - Threats
   - Bullying
   - Stalking
   - Hazing
   - Retaliation

2. **Risk of the safety of the campus community.**

   *Examples include, but are not limited to:*
   - Possession or use of unlawful or unauthorized weapons
   - Use of items (including authorized items) aggressively or for violent purposes
   - Making a threat of violence (including verbal, written, or virtual communication).
   - Behavior that puts physical safety at risk, including but not limited to:
     - Possessing flammable chemicals or fireworks
     - 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
     - Knowingly putting others at risk of a contagious disease

3. **Conduct that threatens the services of the College or the property of the College or others.**

   *Examples include, but are not limited to:*
   - Misuse, theft, or unauthorized use of College services or property or the property of another.
   - 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.
   - Intentional destruction of/tampering with college property, including but not limited to: security equipment and signage.
   - Use of recreational or outdoor equipment indoors or reckless use of such equipment outdoors.
   - Having an animal in a campus building, other than in accordance with College policy and ADA laws.

4. **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:*
   - Prohibiting or interfering with classroom instruction or College sponsored events.
   - Leading or inciting others to interrupt scheduled or normal activities within any campus building or area.
   - Obstructing the free flow of pedestrian or vehicular traffic on College property or at a College sponsored or supervised event.
   - Disruptive behavior
   - Hosting a disruptive gathering

5. **Illegal, unauthorized or irresponsible substance use.**

   *Examples include, but are not limited to:*
   - Unlawful or unauthorized possession, manufacturing, use, purchase, and/or distribution of alcohol. Students may not sell, provide, or furnish alcohol to those under 21. No person under 21 years of age may possess or consume alcoholic beverages, under any circumstances.
o Alcohol is not permitted in the First Year Centers at any time. Alcohol is not permitted in non-residence hall buildings and is not permitted in outdoor spaces, except for events approved by the College. For more information, refer to Requirements for Registered Events.

o Possessing or being in the presence of:
  o Alcohol, including beer, wine, liquor, or mixed drinks being consumed in a container larger than 16 ounces.
  o Grain alcohol
  o Alcohol transported or stored in a container larger than 1 gallon.
  o Binge drinking paraphernalia including but not limited to:
    ▪ Kegs
    ▪ Beer Balls
    ▪ Beer Bongs
    ▪ Common Source Containers such as a punch bowl or trash cans
    ▪ Beruit, beer pong, or water pong tables

o Irresponsible use of alcohol:
  o Binge drinking (i.e. “Shotgunning” or “Funneling” a beer)
  o Engaging in or organizing activities, games, and/or other behaviors designed for the purpose of rapid ingestion or abusive use of alcohol (e.g., use of binge drinking paraphernalia, keg stands, “around-the-world” parties, flip cup, quarters, beer/water pong, Beirut, power hour, beer die, and/or other alcohol consumption based on speed and/or volume, etc.

o Operating a vehicle while under the influence of alcohol or illicit drugs/controlled substances.

o Unlawful or unauthorized possession, manufacturing (or attempted manufacturing), use, purchase and/or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), cannabis, or paraphernalia.

o Being in the presence of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), cannabis, or paraphernalia.

o Illegal possession, use, or distribution of prescription medications.

o Public intoxication

o Smoking tobacco products, hookahs or vaporizing devices (including e-cigarettes) inside any College building or within 20 feet of any building exit.

6. **Dishonesty.**

   *Examples include, but are not limited to:*
   o Providing false information in any form to any College official or office.
   o Forgery, alteration, or misuse of any College record, document, or form.
   o Unauthorized distribution of copyrighted material.
   o Misrepresentation of one’s identity or misuse of the College’s copyrighted content and trademark.
   o Possession, use, manufacturing, and/or distribution of false identifications.
   o Plagiarism - More information available on the Academic Dishonesty page.

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

   *Examples include, but are not limited to:*
   o Unauthorized access or misuse of equipment, files, labs, or any other technological resource.
   o Violation of any College computing or technology policy, including but not limited to use of College technology resources to violate a law.
8. **Unauthorized use of personal electronic devices.**
   *Examples include, but are not limited to:*
   - Audio, photograph, or video recording of any person without person’s prior knowledge or consent. This includes recording in locker rooms or restrooms.
   - Audio, photograph, or video recording of any person when it is not permitted by law or College policy.
   - Use of a cell phone or other electronic device in a manner that disrupts educational activities, classrooms, offices, or other usual College operations.

9. **Failure to comply**
   *Examples include, but are not limited to:*
   - 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.
   - Failure to comply with a communicated College policy or procedure.
   - Conduct that constitutes a violation of the student conduct process or any sanction imposed in accordance with this procedure.
   - Conduct that constitutes a violation of any College handbooks, program guidelines, rules, or regulations.
   - Violation of the registered event policy.
   - Refusing to evacuate a building or area under the direction of a college official or while a life safety device is alarming.
   - Failure to comply with federal, state, and local law.

10. **Tampering with a life safety device**
    *Examples include, but are not limited to:*
    - Pulling the fire alarm in a building when no such cause for the alarm exists.
    - Discharging a fire extinguisher without a fire present.
    - Removing or covering a smoke detector, heat detector, or carbon monoxide detector.
    - Damaging a fire extinguisher box or fire alarm pull station.

11. **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 identity and expression, 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.

12. **Sexual Misconduct/Sexual Harassment and Title IX Misconduct** *(pdf)*

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**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:

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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.

**Disruptive Behavior** - conduct that is so loud, untimely (as being after Quiet Hours), destructive, or that otherwise disturbs other persons’ peaceful enjoyment of their living, learning, or working environment, such that a report is made to or by a RA, Campus Safety Officer, Police Officer and/or other College staff complaining of such conduct.

**Hazing** – See definition in Section V of the Anti-Hazing Policy. Ursinus College does not tolerate hazing. Any student, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the college, and may also face criminal charges under state law including The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.

**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.

Stalking is also addressed in the College’s Policy Prohibiting Title IX Misconduct and Other Sexual and Gender-Based Discrimination, Harassment, and Related Misconduct.

**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.

Good Samaritan Policy

Ursinus encourages students to seek medical assistance for those in need, including oneself. Sometimes, students are hesitant to seek medical assistance for fear that they may get themselves or others in trouble. The College has a policy of not pursuing disciplinary action against students in situations involving alcohol or drug use or possession at the time of help seeking for students who actively seek medical help for themselves or others, for students who provide help seeking assistance, or for students who accept medical help.

- When an Ursinus faculty, staff, or student-worker initiate help seeking, this policy does not apply.

In situations where more serious or significant alleged violations of the Code of Conduct other than alcohol or drug use or possession may have occurred, in situations where a student has repeated incidents of alcohol or drug use or possession, or when a recommendation of hospital transport is refused by the student, the College may pursue disciplinary action against the student(s) involved.

Requirements of students under this policy:

- Involved students will be required to meet with a Student Affairs staff member who may issue educational requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance use assessment. Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the educational assignments or treatment recommendations will result in disciplinary action.

In the Case of Good Samaritans During Registered Events

In circumstances where a student or organization is found to be hosting a registered event where medical assistance is sought for an intoxicated guest, and the hosting organization or student contributed to the needed medical assistance, the hosting organization or student(s) may be held responsible for violations of the Code of Conduct.

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 may 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. A request to appear before the President, College Deans, Student Conduct staff, a Hearing Panel, Campus Safety, or Faculty, takes precedence over all other duties. Students must respond promptly to such a request.

**Culture of Reporting**

As the College is concerned about threats to personal or collective safety, 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 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.
- 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. Students are responsible to review pertinent provisions, including updates, in conjunction with any proceeding.

**Role of Advisors**

Any participating complainant or respondent may bring two advisors to student conduct meetings to serve as a support persons. The advisors may be a friend, mentor, family member, or any other supporter who is both eligible and available, only one of whom may be an attorney. People who will be called as witnesses may not serve as advisors. Students may be accompanied by their advisors 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 an 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 an 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 two advisors. If a student requires accommodations under ADA/504, a written notification must be submitted to the College at least two 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 Dean of Students 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:
  o Concerns for the safety of the campus or its members if the situation is not resolved.
  o The need to provide a timely response in cases alleging sexual or gender-based misconduct.
  o 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 resolution 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
- Bears Own Up
- Administrative Hearing
- Panel Hearing
- Investigative Resolution

Other than as described below, the Dean of Students or designee will determine the most appropriate resolution option to be used in a given case. The Dean of Students 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, as set forth in this policy.

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 an informal process. However, informal resolutions are not used when violent behavior is involved 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. The following are types of informal resolution processes available to the College Community and are not all encompassing. If you are interested in exploring one of these processes, please reach out to the Associate Dean of Students.
Conflict Coaching
Conflict Coaching is a one-on-one consultation process designed to assess and develop an individual’s communication skills and conflict management strategies. This can either be in response to a specific conflict or is also available to those who simply want to strengthen their conflict resolution skills.

Facilitated Dialogue
Facilitated Dialogue is a conversation between two or more people involved in a conflict that is supported and structured by a trained, multiparital facilitator.

Mediation
Mediation is a more structured form of Facilitated Dialogue where typically two involved parties in a conflict meet with a trained, multiparital facilitator, to discuss the conflict and negotiate an agreement that resolves the conflict.

Shuttle Negotiation
Shuttle Negotiation is an indirect negotiation between two or more people involved in a conflict. In shuttle negotiation each person in the conflict meets separately with a facilitator to discuss their needs and interests, and the facilitator assists in finding a solution that is acceptable to everyone involved.

Restorative Justice Conferences and Circles
Restorative Justice Conferences and Circles are highly structured processes that are based on and rooted in indigenous practices. Restorative Justice Conferences or Circles provide an opportunity for community members to come together to address harmful behavior in a process that explores harms and needs and a path toward accountability and repair. “Restorative Justice” is a philosophy of justice as well as a specific set of practices that bring together those who experienced harm with those who caused harm, along with the community, to “make things as right as possible.”

Bears Own Up
Students are always encouraged to take responsibility for their actions and take accountability for any harm done to the College or other community members. Students who choose to accept responsibility for violations of the Student Code of Conduct may forgo an administrative hearing and opt to move through Bears Own Up. Through this method, students work with a Student Affairs staff member to create a plan for them to repair any harm caused by their actions, rebuild trust with those impacted, and make sure no further violations of the Student Code of Conduct occur in the future. The plan must be agreed upon by students and the staff member. If a plan cannot be agreed upon, the matter is referred to an administrative hearing. If appropriate and available, students may participate in an informal resolution process, like a restorative justice circle or conference, as part of the plan. If students complete the plan and all requirements set forth in the plan by all deadlines outlined in the plan, students will not receive any sanctions and the student conduct decision will not be reflected on students’ conduct record. If the plan is not followed or completed, students will be charged either for failure to comply or for their original behavior with the matter being referred to an administrative hearing.

This method is only available for students once per same violation and will not be afforded to students facing possible suspension or dismissal from the college. The Dean of Students or designee has the discretion to decide whether or not a student may opt into this method of 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 Dean of Students 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 Dean of Students or designated College Official has the authority to determine whether an individual is qualified to serve on panel hearings. The Dean of Student’s 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 Dean of Students. 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**

This resolution method may be used in very complex cases or where multiple parties or organizations are involved. This method provides the most private form of resolution for both the complainant(s) and respondent(s) and also promotes the timeliest response, depending on the responses of the involved parties and the complexities of the case.

**Notice of Outcomes**

The Dean of Students 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;
   1. 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 Administrative Hearing, Panel Hearing and Investigative Resolution outcomes. Sanctions are in effect while an appeal is being considered, unless otherwise stated in writing by the Dean of Students. 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 all of the following grounds:

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. Severity of sanctions, in cases where the sanction includes suspension or expulsion.

Appeals addressing one or all of the above grounds must be submitted in writing to the Dean of Students within seven days of the sending of the notice of outcomes. If the Dean of Students determines the written appeal has met one or all of the grounds for appeal, 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), both the respondent and the complainant 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.

Additional Considerations

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 Dean of Students 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.

**Investigation Guidelines**

In cases requiring investigation, the process follows the guideline below

- College becomes aware of misconduct
- Investigator:
  - 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.
  - Conducts a preliminary investigation to determine whether sufficient information exists to charge a student under this Code.
  - 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:
  - Review the conduct process and answer questions.
  - 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.
- Complainant and respondent have separate opportunities to review the final investigation summary.
- 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 Dean of Students 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 be ineligible to hold leadership positions on campus or 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:

**Alcohol Edu for Sanctions:** This is an online module offered to students who violated the alcohol policy to learn more about how alcohol affects the body and strategies to reduce high-risk drinking.

**Alcohol’s Impact Course:** This one-hour course is offered to students who violated the alcohol policy to reflect on what matters to them and the impact of alcohol on themselves, their peers, and their community.

**Influence of Cannabis Course:** This one-hour course is offered to students who violated the drug policy to reflect on what matters to them and how marijuana has already or could impact their life in the future.

**BASICS with Prevention and Advocacy:** BASICS consists of two private sessions with a staff member that allows students time to reflect on their behavior and undergo a brief assessment related to substance use.

**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.

Alcohol and Other Drug Sanctions

In order for the College to align student conduct decisions with best practices in responding to matters related to alcohol and other drugs, the College has set minimum standard sanctions for alcohol and other drug policy violations. Minimum standard sanctions for alcohol and other drug violations are:

Alcohol
1st time alcohol violation

- Alcohol EDU for Sanctions online module
- Disciplinary warning
- Parent/Guardian notification (if possessing or consuming alcohol and under 21)

2nd time alcohol violation

- Alcohol’s Impact Course with Prevention and Advocacy
- Disciplinary probation (4 weeks)
- Parent/Guardian notification (if possessing or consuming alcohol and under 21)

3rd time alcohol violation OR severe alcohol violation, including but not limited to, ambulance called (non-Good Samaritan), severe public intoxication, and/or DUI

- BASICS with Prevention and Advocacy
- Disciplinary probation (8 weeks)
- Parent/Guardian notification (if possessing or consuming alcohol and under 21)
- Possible removal from housing

4th time alcohol violation

- Suspension

Cannabis and Other Drugs
1st time drug violation

- Influence of Marijuana Course with Prevention and Advocacy
- Disciplinary warning

2nd time drug violation OR possession or use of drugs

- BASICS with Prevention and Advocacy
- Disciplinary probation (8 weeks)
• Parent/Guardian notification (if under 21)

3rd time drug violation OR sale or distribution or drugs

• Suspension

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 Dean of Students, 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 student’s education record (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), the 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

Ursinus reserves the right, without prior notice, to correct errors and to make changes in this Handbook and its policies, procedures, programs, and/or activities as it deems appropriate and in the best interest of the College.

Acknowledgements

- Harper College – Office of Student Conduct
- 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, Muhlenberg College, The University of Florida, University of Michigan, Waubonsee Community College, and Wright State University

Anti-Hazing Policy

Section I: Policy Statement

Ursinus College does not tolerate hazing. Any student, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the college, and may also face criminal charges under state law including *The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.*

Section II: Purpose

The purpose of this document is to state Ursinus College’s Anti-Hazing Policy; identify how Ursinus will enforce this Policy; and identify resources for reporting violations of this policy.

Section III: Application

This policy applies to students, organizations, and “other persons associated with an organization” as defined below by 18 Pa. C.S. § 2801:
• Students
  o an individual who attends or has applied to attend or has been admitted to an institution or a secondary school.

• Organizations
  o (1) A fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students or alumni of an organization, an institution or secondary school.
  o (2) A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph (1) is affiliated.

“Other persons associated with an organization” may include advisors, alumni, coaches, national affiliates or others with some demonstrable association with the organization, as required by The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.

Section IV: Jurisdiction

This Policy applies to any acts of Hazing, Aggravated Hazing, or Organizational Hazing occurring on or off campus.

Section V: Prohibited Acts

Ursinus college adheres to The Timothy J. Piazza Antihazing Law which defines hazing to include: Hazing, Aggravated Hazing, and Organizational Hazing, each prohibited by Ursinus College’s Policy. It shall not be a defense that the consent of the minor or student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the organization.

• Hazing: A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student’s membership or status in an organization, causes, coerces or forces a minor or student to do any of the items listed below in (1) – (6).
  1. Violate Federal or State criminal law;
  2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or students to a risk or emotional or physical harm;
  3. Endure brutality of the physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
  4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
  5. Endure brutality of a sexual nature;
  6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.
• **Aggravated Hazing:** A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and
  1. The person acts with reckless indifference to the health and safety of the minor or student; or
  2. The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

• **Organizational Hazing:** An organization commits the offense of Organizational Hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

**Section VI: Reporting Violations of this Policy**

Ursinus College requires all Responsible Employees (i.e., all faculty and staff) who believe that they have witnessed, experienced or are aware of conduct that constitutes Hazing, Aggravated Hazing, or Organizational Hazing in violation of this Policy to report the violation to the College’s Dean of Students. Ursinus College further encourages all other members of the Ursinus community who believe that they have witnessed, experienced or are aware of conduct that constitutes Hazing, Aggravated Hazing, or Organizational Hazing in violation of this Policy to report the violation to the College’s Dean of Students. If any employee, student or community member has any questions about what constitutes hazing under this Policy, they are encouraged to contact their supervisor, the Title IX Coordinator and/or the College’s Vice President & General Counsel for guidance.

**Section VII: Prohibition against Retaliation**

Ursinus College will not in any way retaliate — or tolerate retaliation in any form by any employee, student or community member — against any individual who makes a report pursuant to this Policy or who assists or cooperates in the investigation into a potential violation of this Policy. Any individual who believes there has been an act of retaliation should immediately report such conduct to the College’s Dean of Students or person(s) handling the report or investigation.

**Section VIII: Enforcement of this Policy**

Any violation of this Policy shall be deemed a violation of Ursinus College’s Student Code of Conduct, College policies and/or related applicable laws. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing, and any retaliation related thereto, will be investigated by the College.

**Section IX: Sanctions**

Anyone found responsible for violating the provisions of this Policy may face disciplinary action up to and including dismissal and/or termination from the College consistent with College policies and procedures.

**Section X: Institutional Bi-Annual Report**

Ursinus College will maintain a report of all violations of this Policy or of Federal or State laws related to hazing that are reported to the College. The report will be updated biennially on January 1 and August 1 and posted on the College website for review.
Consider Location/Distribution of Policy

18 Pa. C.S. § 2808(a)(2) states that “each institution and secondary school shall provide a copy of the policy, including the institution’s or secondary school’s rules, penalties and program of enforcement to each organization within the institution or secondary school.” It also provides that “[e]ach secondary school shall ensure that students are informed of the secondary school’s policy, including the secondary school’s rules, penalties and program of enforcement.”

18 Pa. C.S. § 2808(a)(3) states that “each institution and secondary school shall post the policy on the institution’s or the secondary school’s publicly accessible Internet website.”

Policy on Discriminatory Acts

Introduction

Ursinus College is committed to the continuous development of an environment in which all members of its community are valued as individuals, and are respected, affirmed, welcome, and safe as they pursue their lives on this campus. As one component in the development of an equitable and safe campus climate, this policy aims to clarify and expand procedure in the event of discriminatory acts, including hate crimes. It aims to simplify procedures for those submitting reports of discriminatory acts and to ensure respondent responsibility for such acts; in addition, it aspires toward an initial step in healing the community in the aftermath of such acts. The goal of this policy is to contribute to the formation of a diverse, inclusive, and just community that respects the humanity of all its members and puts them in the position to excel at Ursinus and throughout their lives.

Ursinus recognizes that excellent educational experiences include and must allow for divergent viewpoints and perspectives, some of which may challenge individual beliefs, values, or cultural norms. As a campus community, we value and protect academic freedom and the free and open exchange of ideas. This policy is not intended to undermine or weaken these precepts. Rather, it emphasizes that all members of the College community are responsible for maintaining an environment in which people are free to learn and work without fear of discrimination or harassment. As an institution of higher learning, Ursinus aspires to create a safe environment—one in which all members can live, work, and study together. Through providing clear procedures responding to behaviors that harm marginalized members of our community, we aim to take one small, incremental step in improving our environment. These ideals are aspirational, and we have not always succeeded in the past at achieving them. However, they are not beyond our grasp.
This Policy sets forth the way the College will respond to reports of discriminatory acts, including hate crimes. The College will not only seek to hold responsible those who have perpetrated such acts but also endeavor to repair the deleterious impacts of such acts on our community and prevent them from recurring. Discriminatory acts, be they discriminatory harassment or hate crimes, violate college policy and, in many instances, state and federal law; are antithetical to the standards and values of the College; and will be addressed vigorously.

Definitions

A **Discriminatory act** is a completed, attempted or threatened abusive or hostile act against persons, property, or an institution, where such acts manifest evidence that the target was intentionally selected on the basis of the target’s actual or perceived 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.

Discriminatory acts comprise two sub-categories:

- **Discriminatory Harassment**: An act that has the purpose or effect of unreasonably interfering with a person’s employment or education, creating a hostile employment or educational environment where the motivation for this act is based substantially on the target’s actual or perceived identity as a member of a class protected by the College’s non-discrimination policy.

- **Hate Crime**: A hate crime is defined by federal and state law. It requires an underlying criminal act – e.g., criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property — where such crime manifests evidence that the target was intentionally selected because of the respondent’s bias related to the target’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and/or disability or other classification protected by applicable law.

A **Target** is someone who has been directly and individually subject to a discriminatory act.

A **Complainant** is someone who has submitted a report of a discriminatory act, whether or not that person was the target.

A **Respondent** is someone who has been identified by a complainant or by a preliminary investigatory process as an individual likely to have committed a discriminatory act.

**How Do I Report a Discriminatory Act?**

There are three ways to report an act of discrimination generally:
1. **File a report with Campus Safety** – Campus Safety, located in Wismer Hall, off Olin Plaza is open 24 hours a day. Call 610-409-3333 or go to the office to file a report with a Campus Safety Officer. **If the discriminatory incident presents immediate safety concerns, contact Campus Safety (610-409-3333) or call 911.**

2. **File a report using this online form**: This form can be used by all members of the campus community.

3. There are other ways to report an act of discrimination. These options depend on whether the person reporting the incident is a student, faculty member or member of the staff:

   **For Students:** Contact the Institute for Inclusion and Equity or call Student Affairs. Your call will be directed to Ashley Henderson, Director, Institute for Inclusion and Equity (610-409-3718) or Dan Kelly, Director of Student Conduct & Deputy Title IX Coordinator (610-409-3590).

   **For Faculty:** Contact Academic Affairs at doffice@ursinus.edu or call 610-409-3790. Your call or email will reach Mark Schneider, VP of Academic Affairs and Dean of the College.

   **For Staff:** Contact Human Resources at hr@ursinus.edu or 610-409-3589 or 610-409-3073. Your call or email will reach Cale Nelson, Director for Human Resources.

   **Privacy:** The College strives to protect the privacy of targets, complainants, and respondents; to speed investigations, anonymous reporting is discouraged. The privacy of all parties to a report of a discriminatory act will be respected consistent with the College’s policies; where privacy cannot be strictly kept, it will be tightly controlled. Witnesses are also expected to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the complainant or the responding party may lead to conduct action by the College. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

**Is It Ever Too Late to Report a Discriminatory Act?**

No. An investigation can be opened at any time based on new evidence that becomes available. The College does not limit the time frame for reporting, although a delay in reporting may impact the College’s ability to investigate the incident and take certain actions.

**What Happens After I Report a Discriminatory Act?**

The College encourages students, faculty, and staff to report discriminatory acts as soon as possible upon experiencing or learning of the details of an incident. Reports will be forwarded to the appropriate College resource for follow-up.
Reports of discriminatory acts related to students will be handled in accordance with the Student Code of Conduct, and/or the Policy Prohibiting Title IX Misconduct and Other Sexual and Gender-Based Discrimination, Harassment, and Related Misconduct.

Reports of discriminatory acts related to faculty, staff, or visitors of the College will be handled in accordance with the appropriate faculty and staff policies and procedures. See, for example, the Non-Discrimination and Equal Employment Opportunity Policy and Policy Prohibiting Title IX Misconduct and Other Sexual and Gender-Based Discrimination, Harassment, and Related Misconduct.

Reports of discriminatory acts that contain information indicating a possible violation of the Policy Prohibiting Title IX Misconduct and Other Sexual and Gender-Based Discrimination, Harassment, and Related Misconduct will be handled in accordance with that policy. See Policy Prohibiting Title IX Misconduct and Other Sexual and Gender-Based Discrimination, Harassment, and Related Misconduct.

Reports of discriminatory acts that contain information indicating a possible discrimination based on disability will be handled in accordance with the College’s disability discrimination grievance process.

What Is the Investigatory Process?

Consistent with the College’s policies, the investigation may include review of the report and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation will be determined by and at the discretion of the appropriate office listed above.

Possible outcomes of an investigation include (1) a finding that a discriminatory act occurred but that the individual responsible cannot be identified, with appropriate remedial measures; (2) a finding that a discriminatory act occurred, and that the responsible party can be identified, with the issuance of appropriate sanctions and/or remedial measures; and (3) a finding that a discriminatory act did not occur.

The investigation, including outcome, is confidential in accordance with College policies and applicable law.

If the respondent is a known student, and the investigation identifies sufficient information regarding a discriminatory act, the complainant may have the following options:

- **Restorative Resolution Process**: If both the complainant and the respondent agree to the Restorative Resolution process, they will participate in facilitated conversation, possibly with representatives of affected communities (for example, members of a specific identity group, a residence hall community, or members of a student organization), to establish a plan for repairing damage to those affected and/or targeted by the discriminatory act. This process requires respondents to acknowledge their part in the incident and to accept
restorative actions agreed upon by all parties. **Note:** The perceived severity and impact of
the discriminatory act will determine whether this option applies to particular cases. The
case will be reviewed to determine whether this option applies. For example, restorative
resolution would not likely be available for discriminatory acts resulting in significant
property damage or any level of physical assault.

- **Student Code of Conduct Process:** Depending on the nature of the discrimination and the
  alleged prohibited conduct, the process may include an Administrative Hearing or Conduct
  Panel Hearing. [Details]

- **No Disciplinary Action, Discrimination Reported:** Complainants may decide to report the
  incident and request that no further action be taken. Ursinus will evaluate any such request
  in the context of the College’s responsibility to provide a safe and nondiscriminatory
  environment for all members of its community. In certain situations, the College may need
  to move forward regardless of the target’s wishes.

It is a violation of College policy to retaliate against any person making a discrimination complaint
or against any person cooperating in the investigation of (including testifying as a witness to) an
alleged act of discrimination. 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 handling the case and may result in disciplinary action
independent of the sanction or interim measures imposed in response to the underlying
allegations of discrimination. Whether or not the College moves forward with a resolution
process, the incident will be coded and reported in Ursinus’s hate crime or discrimination incident
statistics.

If the respondent is a known faculty or staff member and the investigation identifies sufficient
information of a discriminatory act, disciplinary action and/or restorative resolution will be taken
consistent with appropriate faculty and staff policies and procedures, including the college’s Non-
Discrimination and Equal Employment Opportunity Policy. Whether moving forward with an
adjudication process or not, the incident will be coded and reported in Ursinus’s discriminatory
act or hate crime statistics.

If the respondent is unknown, the complainant may have the following options:

- **Request Further Investigation:** The target can request an investigation, at which point the
  incident will be turned over to the appropriate College officials for further investigation. If
  the alleged discriminatory act targets property or the institution, then we encourage
campus constituents to report the incident so that the College can commence with an
investigation.

- **No Action, Discrimination Reported:** Ursinus is committed to keeping accurate records of
  all discriminatory incidents, even when the respondent is unknown. As such, we encourage
  reporting of all incidents of discrimination, even if the respondent is unknown and unlikely
to be known. Depending on the circumstances, the College may need to move forward with further investigation regardless of the target’s wishes.

How Will Discriminatory Acts be Reported to the Campus Community?

**Discriminatory Acts Reporting:** Each year the College will post, via the College website, a summary report of discriminatory acts. To respect the privacy of all those involved and/or consistent with federal/state laws, the report will disclose only the following:

- Type of discrimination (racial, national origin, sexual orientation, religion, etc.);
- Type of incident (assault, vandalism, hazing, etc.);
- General description of location (on or off-campus, residence unit, classroom, etc.);
- Status of the case (respondent unknown, referred to student conduct, no action requested, etc.);
- Whether the incident will be listed as a hate crime in the Annual Security & Fire Safety Report.

**Hate Crimes Reporting:** In addition, in accordance with the Clery Act, the College will disclose statistics for hate crimes in its Annual Security & Fire Safety Report released by October 1 each year. Clery crime definitions are available on the College’s website.

**Timely Warnings and Emergency Notifications:** When the College identifies or receives a report of an incident, occurring either on or off campus, that constitutes a serious or continuing threat, the campus community will be notified according to College Emergency Notification Procedures.

**Other Reporting:** The College will, as appropriate and consistent with college policies and the law, provide additional communication to faculty, students, and staff both in the immediate and longer-term aftermath of discriminatory incidents. The primary mode of communication to the campus will be email.

**How Will the College Community Heal from Acts of Discrimination and Work to Prevent Future Incidents?**

By their very nature, discriminatory acts reinforce and perpetuate inequalities in our community. These actions create an unsafe environment, increasing the isolation and discomfort of those individuals and groups that are often the targets of discriminatory acts. We aim to respond to these actions by collectively affirming our principles of inclusion and access for all. Discriminatory actions may cause physical damage, bodily harm, and serious wounds to our community, so it is essential that we seek to heal these wounds through actions that disavow discrimination. To this end, the College will work collaboratively across divisions and offices to initiate actions that attempt to heal the injuries to both the targets of discrimination and the campus as a whole.

**What If I Have Questions?**
For questions related to acts of discrimination involving students, please contact:

**Student Conduct**
610-409-3590
Wismer Center – Student Affairs Suite on Main Level
Dan Kelly, Director of Student Conduct & Deputy Title IX Coordinator

Or

**Institute for Inclusion and Equity**
610-409-3653
Wismer Center – Lower Level
Ashley Henderson, Director of the Institute for Inclusion and Equity

For questions or concerns related to acts of discrimination involving faculty and staff of the College, please contact:

**Human Resources**
610-409-358 or 610-409-3073
Corson Hall – Lower Level
Cale Nelson, Director, Human Resources

For questions or concerns related to acts of discrimination involving faculty, please contact

**Academic Affairs**
610-409-3790
Corson Hall

For questions or concerns related to acts of discrimination involving visitors of the College, please contact:

**Campus Safety**
610-409-3333
Wismer Hall-Olin Plaza

How will this policy be reviewed and revised?

This is a living document as well as a policy statement, and it will be subject to improvement and revision as the college moves forward in the future. The policy will be reviewed on a regular basis by a team including members of the Dean’s Office, Diversity Committee, Student Affairs, and
Title IX and Sexual Misconduct

Policy Prohibiting Title IX Misconduct And Other Sexual And Gender-based Discrimination, Harassment, And Related Misconduct

Ursinus College (“Ursinus” or “the College”) seeks to foster a diverse community in which all members are respected, included, supported, and treated equitably. Community members are expected to act ethically and responsibly. The Ursinus College Values Statement articulates these principles:
Our values, which guide the policies and practices of our institution, include a commitment to cultivating a healthy and safe campus community free from sexual and gender-based discrimination, harassment, and related misconduct. Sexual and gender-based discrimination, harassment, and related misconduct are an affront to one’s very personhood.

The College’s Policy Prohibiting Title IX Misconduct and Other Sex and Gender-Based Discrimination, Harassment, and Related Misconduct (the “Policy”) is informed and guided by this Values Statement consistent with Title IX and related state and federal laws.
The Student Conduct Institute provides our campus community with training and materials complying with Federal and State law related to Title IX.

Dan Kelly
Associate Dean of Students and Title IX Coordinator
610-409-3590
dkelly@ursinus.edu
Section II: Additional Expectations & Resources

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.
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 from a failing grade on the relevant work up to and including a failing grade (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 from a failing grade on the relevant work up to and including a failing grade (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

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

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 make arrangements 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, he or she 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 contact 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. In addition, 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 he or she has 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. All such records and a log of the request for these records are maintained by College administrative personnel in the course of performance of assigned duties. Only college officials who have a legitimate educational interest shall have right of access to a student’s “educational record.”

“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 of psychological records created and used for the treatment of a student and available only to those providing the treatment. These records can be reviewed by a physician or appropriate professional of the student-patient’s choice.
• 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)

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

See the Athletics website for updated hours of all facilities.

Floy Lewis Bakes Center – Helfferich Hall

Ursinus College – Student Handbook 2023 – 2024
• 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.

Fitness Center

• I.D.s must be scanned upon entering the facilities.
• There is an enforcement of a dress and conduct code.
• Users must adhere to all posted policies and procedures
• All usage forms (waiver, PAR-Q, usage policy) must be completed on Grizzly Gateway.

Tennis Court & Track Policies

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

Intramural Sports and Recreation

For more information on Intramural Sports and Recreation, please contact:
Jill Fazzini
Athletics Administrative Coordinator
(610) 409-3606
jfazzini@ursinus.edu

Intramural individual and team sports leagues & tournaments:

FALL SPORTS

Tennis
Indoor Volleyball
Indoor Soccer

WINTER SPORTS

5-on-5 Basketball

SPRING SPORTS

Badminton
Sand Court Volleyball Tournament
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 league 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. Entry forms can be found on the intramural page of the UC website by clicking on the appropriate sport link. An informed consent and waiver form must be signed by all participants and submitted to the league coordinator prior to the first competition.

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.

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 & Services
- Emergency Guidelines
- Policy on Discriminatory Acts
- Motor Vehicles

Location and Services

The Campus Safety Office is located in Wismer Center on Olin Plaza, and provides services and protection for the Ursinus community 24 hours a day, seven days a week. The staff consists of an Executive Director of Campus Safety, an Assistant Director, an Emergency Management
Coordinator, and 14 un-sworn Campus Safety Officers who participate in regular training programs and receive updated safety materials on a regular basis. The officers bring a remarkable background in selflessness and personal integrity to their position, and include former police officers, firefighters, military veterans, 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 escorts are 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 handle the situation in accordance with College guidelines or contact the appropriate authorities to assist. 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: 9-1-1 (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 9-1-1 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
• Text-to-9-1-1 is also available in Collegeville, Montgomery County if unable to call

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.

**Motor Vehicles**

The Ursinus College campus is private property, and the College determines all motor vehicle regulations. Ursinus College is not responsible for the safety or protection of motor vehicles, or their contents, while parked on College property.

All student vehicles brought on campus must be registered with Campus Safety in Wismer Hall within the first week of classes, or within one (1) hour of arrival during the semester.

Parking restrictions and regulations regarding student, visitor, employee, and handicapped spaces, along with fire lanes, loading zones, and the obstruction of other vehicles or traffic will be enforced 24 hours a day, seven days a week.
All parking guidelines and regulations can be located on the Parking Division website. It is the responsibility of students who choose to bring a vehicle on campus to know and abide by all parking regulations at all times. 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 disciplinary action, which may include but is not limited to: referral to the Student Conduct system, revocation of campus parking privileges, vehicle immobilization, or towing.

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.

1. **Medical Leave of Absence (MLOA)**
   If you experience a medical situation that significantly limits your ability to function successfully or safely as a student, you can request a medical leave of absence (MLOA). A MLOA allows you to take a break from College life and your studies for the remainder of the semester. After receiving treatment you can request to return to the College with an enhanced opportunity to achieve your academic and co-curricular goals.

2. **Leave of Absence (LOA)**
   You may encounter circumstances other than medical, that require you to take time away from the College. A leave of absence (LOA) allows you to take the needed time away.

3. **Withdraw**
   If you are considering transferring or leaving the College permanently you 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 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 are not permitted on-campus during a MLOA.

**Request for Medical Leave of Absence form**

The 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 required to contact **Student Financial Services**, and their academic adviser to verify impact.

**Policy and Process when Ursinus Mandates Medical Leave**

In rare instances, Ursinus may deem it necessary to mandate a Medical Leave of Absence (MLOA) when a student is unable to participate in campus life due to medical issues. No student will be required to take a MLOA without an individualized assessment and consideration of reasonable modifications or accommodations which, if accepted by the student, would be expected to enable the student to participate in campus life. Among accommodations the Institute for Student Success will consider are whether the student may safely complete their course work and/or research while living off campus and/or whether they might succeed with a reduced course load. Circumstances in which Ursinus might consider a student for a mandated Medical Leave include, but are not limited to, situations in which a student’s medical condition causes them to exhibit behavior that:

1. Harms, threatens to harm, or seriously endangers any person, including themselves, or that demonstrates an inability to care for themselves;
2. Significantly or repeatedly disrupts the educational, residential, and other activities of Ursinus; or
3. Demonstrates an inability to engage in a medically recommended level of treatment while maintaining participation in daily activities at Ursinus.

The decision to mandate a MLOA will be made jointly by the Associate Vice-President for Student Affairs and the Institute for Student Success. They will consider information and recommendations provided by medical professionals, Ursinus staff, faculty, and the student using an individualized approach free of generalizations and stereotypes. They will provide the decision to mandate a Medical Leave to the student in writing. The decision will explain the rationale supporting the decision, the details of the leave, and any conditions the student is expected to satisfy prior to requesting to return.
A student who disagrees with the Institute’s decision to mandate a MLOA may submit an appeal, or review request, to the Vice-President for Student Affairs/Dean of Students, but the leave decision will remain in effect while the appeal is pending. The Vice-President for Student Affairs/Dean of Students must receive the appeal within seven working days of the decision to mandate leave, unless the Vice-President for Student Affairs/Dean of Students agrees to accept a late review request due to exceptional circumstances. The student must make the request in writing and include detailed information describing the rationale for the request to overturn or modify the leave decision. The student may submit any medical or other documentation that supports their appeal. The Vice-President for Student Affairs/Dean of Students may meet with the student if deemed appropriate, review all pertinent materials associated with the leave decision, and consult with others who may have useful information. The Vice-President for Student Affairs/Dean of Students may affirm, overturn, or modify the leave decision within ten working days from the date of receipt of the request, although this period may be extended due to staff availability or unusual circumstances. The Vice-President for Student Affairs/Dean of Students’ decision will be communicated to the student in writing and shall be final.

**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 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 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 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 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 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 Students 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 Institute for Student Success.

A LOA may impact financial aid, student account or academic progress, so students considering a LOA are required to contact Student Financial Services and their academic adviser to verify impact.

The Exit Process

Students interested in a LOA must submit a Request for Leave of Absence.

The Institute for Student Success will review the student’s request for a LOA. 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 considering or planning to transfer or leave the College permanently must submit a Withdraw Questionnaire.

Withdraw Questionnaire

The Institute for Student Success will review your responses to the Questionnaire and inform you of next steps.

Disability and Access

Information regarding Disability and Access can be found on their website.

Students looking to request an Accommodation can find additional information on the Accommodations Request Process Overview page.
**Emotional Support Animal Policy**

Access the [Emotion Support Animal Policy](#) for information on expectations for students with emotional support animals.

**Dining Services**

**Wismer Center Dining Room**

**Hours of Operation**

Monday - Friday

Open 7:30 a.m. - 8:00 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 $11.00

Lunch / Brunch $14.00

Dinner $17.00

Alternatively, students with valid meal plans may pay for Guest Meals with Dining Dollars, “Bear Bucks”, or Guest Meals. Guests who pay with Bear Bucks 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 320 Block 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 Atrium site or the link provided from the Dining Services website: https://ursinusdining.sodexomyway.com/.

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.

40 Block Plan 40 Meals and $120.00 in Dining Dollars
80 Block Plan 80 Meals and $200.00 in Dining Dollars
112 Block Plan 112 Meals and $280.00 in Dining Dollars

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.

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. Contact Catering
Table Flyers

Any flyers or announcements placed on dining room tables must have prior approval from the Student Activities 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. Unless you are using a To-Go option, at which point you may remove food in accordance to the To-Go policy, 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 Food Court

Zack’s is a food court located in the lower level of Wismer Center. Grilled sandwiches, 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.

Summer Hours of Operation

Jazzman’s

Monday - Friday 8:00 a.m. - 2:30 p.m.
Saturday & Sunday Closed

SubConnection

Monday - Friday 11:00 a.m. - 7:00 p.m.
Saturday & Sunday Closed

**Grill**

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

Saturday & Sunday Closed

**Tres Habaneros**

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

Saturday & Sunday Closed

During the academic semester Zack’s Food Court will offer late service from 7 pm until 9:30 pm. One of the following concepts will be operating; The Grill, SubConnection, or Tres Habaneros. See the [https://ursinusdining.sodexomyway.com/](https://ursinusdining.sodexomyway.com/) for operating schedule.

**Natural!**

Monday - Friday 8:30 p.m. - 3 p.m.

**Cafe2020**

Sunday - Saturday 8 a.m. - 8 p.m.

**C-Store Smart Market**

Monday - Friday 10:00 a.m. - 10:30 p.m.

Saturday - Sunday 2 p.m. - 10:30 p.m.

The dining program allows students to choose between Zack’s Food Court, the Wismer Center Dining Hall or Natural during certain meal hours and days of the week. If students choose to eat in the Dining Hall, 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 Food Court or Natural, they will be given a Meal Credit allowance, which may be used to plan a personalized menu.

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 Dining Hall during regular hours. Zack’s Food Court and Natural are not intended to serve as a second board plan dining facility, but as a supplement to the primary dining experience in the Wismer Center Dining Hall.
Dining Dollars

In addition to enjoying a Meal Credit in Zack’s Food Court and Natural, 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 Food Court, Natural or The Commons Cafe 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 Food Court or Natural. 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.

Meal Credit allowances are not accepted at The Commons Café or Smart Market.

For more information please visit the website at https://ursinusdining.sodexomyway.com/.

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.)

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<thead>
<tr>
<th>Fixed Repair Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HVAC</strong></td>
</tr>
<tr>
<td>Repair Thermostat</td>
</tr>
<tr>
<td>Tamper with heat valves</td>
</tr>
<tr>
<td>Replace baseboard heat unit</td>
</tr>
<tr>
<td>Service Description</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Replace discharge vent on HVAC unit</td>
</tr>
<tr>
<td>Replace window air-conditioner unit</td>
</tr>
<tr>
<td>Replace missing a/c appliance extension cord</td>
</tr>
<tr>
<td>Replace College owned a/c unit</td>
</tr>
</tbody>
</table>

**PLUMBING**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open clogged sink or shower</td>
<td>$50.00</td>
</tr>
<tr>
<td>Open clogged toilet</td>
<td>$50.00</td>
</tr>
<tr>
<td>Broken Showerhead</td>
<td>$100.00</td>
</tr>
<tr>
<td>Replace broken toilet seat</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace broken toilet</td>
<td>$325.00</td>
</tr>
<tr>
<td>Replace broken sink</td>
<td>$225.00</td>
</tr>
<tr>
<td>Replace faucet handles (per piece)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace single lever faucet</td>
<td>$155.00</td>
</tr>
<tr>
<td>Replace water fountain</td>
<td>$1,700.00</td>
</tr>
</tbody>
</table>

**ELECTRICAL**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace missing switch covers</td>
<td>$20.00</td>
</tr>
<tr>
<td>Replace missing receptacle covers</td>
<td>$20.00</td>
</tr>
<tr>
<td>Replace broken light fixture</td>
<td>$100.00</td>
</tr>
<tr>
<td>Replace broken light cover or globe</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace broken light switch</td>
<td>$50.00</td>
</tr>
<tr>
<td>Broken cable/data outlet</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace campus pole and light</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Repair/reinstall light post (weld/paint)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Replace light pole head only</td>
<td>$1,800.00</td>
</tr>
</tbody>
</table>

**LIFE SAFETY SYSTEMS**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tampering with/discharging extinguishers, smoke or heat detectors, or fire alarm pull boxes</td>
<td>$250.00 plus any additional contractor fees</td>
</tr>
<tr>
<td>Tampering with exit systems- includes door prop alarms and lock mechanisms</td>
<td>$100.00</td>
</tr>
<tr>
<td>Exit sign</td>
<td>$185.00</td>
</tr>
<tr>
<td>Replace fire escape ladder</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

**ARCHITECTURAL - DOORS**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair door lock</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace Reimert suite door lock</td>
<td>$475.00</td>
</tr>
<tr>
<td>Service Description</td>
<td>Price</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Replace door lock</td>
<td>$150.00</td>
</tr>
<tr>
<td>Replace passage set on door</td>
<td>$70.00</td>
</tr>
<tr>
<td>Replace interior fire rated door</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Replace interior door</td>
<td>$425.00</td>
</tr>
<tr>
<td>Replace exterior door</td>
<td>$900.00</td>
</tr>
<tr>
<td>Replace closet door</td>
<td>$250.00</td>
</tr>
<tr>
<td>Rehang closet door</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace double door panic bar</td>
<td>$500.00</td>
</tr>
<tr>
<td>Replace single door panic bar</td>
<td>$250.00</td>
</tr>
<tr>
<td>Replace door strike</td>
<td>$40.00</td>
</tr>
<tr>
<td>Replace door knob</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace wooden door jamb</td>
<td>$100.00</td>
</tr>
<tr>
<td>Refinish door (strip &amp; refinish)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Replace peep hole</td>
<td>$25.00</td>
</tr>
<tr>
<td>Replace mechanical door closer</td>
<td>$120.00</td>
</tr>
<tr>
<td>Replace toilet partitions (custom order)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Replace air louvers on bathroom doors (Reimert)</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>ARCHITECTURAL - WALLS/WINDOWS/FLOORS</strong></td>
<td></td>
</tr>
<tr>
<td>Repair hole in wall 12”x12” or less</td>
<td>$150.00</td>
</tr>
<tr>
<td>Repair hole in wall 12”x12” or larger</td>
<td>$200.00</td>
</tr>
<tr>
<td>Replace broken windowpane 12”x12” or less</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace broken windowpane 12”x12” or larger</td>
<td>$75.00</td>
</tr>
<tr>
<td>Replace broken thermal window glass (dorm rm)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Replace broken tempered door glass</td>
<td>$150.00</td>
</tr>
<tr>
<td>Replace security window screen</td>
<td>$105.00</td>
</tr>
<tr>
<td>Replace Pella window locks</td>
<td>$55.00</td>
</tr>
<tr>
<td>Replace window shade</td>
<td>$30.00</td>
</tr>
<tr>
<td>Replace carpet in student or common room</td>
<td>$950.00</td>
</tr>
<tr>
<td>Replace VCT (vinyl) flooring - per tile</td>
<td>$50.00</td>
</tr>
<tr>
<td>Repaint wall</td>
<td>$175.00</td>
</tr>
<tr>
<td>Repaint room</td>
<td>$350.00</td>
</tr>
<tr>
<td>Touch up paint due to vandalism</td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>ARCHITECTURAL - MISCELLANEOUS</strong></td>
<td></td>
</tr>
<tr>
<td>Replace paper towel dispenser</td>
<td>$60.00</td>
</tr>
<tr>
<td>Replace toilet paper dispenser</td>
<td>$60.00</td>
</tr>
<tr>
<td>Replace towel hook or bar</td>
<td>$20.00</td>
</tr>
<tr>
<td>Replace bathroom mirror (wall mount)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Replace missing/broken shower rod</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replace bathroom or room signs</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**FURNITURE**

| Replace lounge sofa | $3,000.00 |
| Replace lounge love seat | $2,000.00 |
| Replace lounge corner piece sectional sofa | $2,200.00 |
| Replace upholstered lounge chair | $1,000.00 |
| Replace lounge end table | $300.00 |
| Replace lounge coffee table | $1,000.00 |
| Replace high top table | $600.00 |
| Replace lounge Doni Stool | $500.00 |
| Replace lounge Doni armless chair | $300.00 |
| Replace 5’ round table (event furniture) | $400.00 |
| Replace 6’ rectangular table (event furniture) | $275.00 |
| Replace bed frame & spring | $450.00 |
| Replace mattress | $200.00 |
| Replace wardrobe/armoire | $900.00 |
| Replace dresser | $500.00 |
| Replace missing/broken dresser drawer | $100.00 |
| Replace desk | $400.00 |
| Replace missing/broken desk drawer | $75.00 |
| Replace desk chair | $160.00 |
| Reassemble student bed | $50.00 |

**CAMPUS EQUIPMENT (MISCELLANEOUS)**

| Replace missing trash or recycling bin (common) | $55.00 |
| Replace missing/broken vacuum | $355.00 |
| Replace missing/broken dorm mirror | $60.00 |

**CUSTODIAL SERVICES/VANDALISM REMOVAL**

| After hours custodial cleaning (call in) | $150.00 |
| 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 $50.00
Remove/dispose non-college loft $50.00
Remove/dispose electronics/refrigerators (per piece) $150.00
Clean/remove minor graffiti $50.00
Clean/remove excessive graffiti $100.00

GROUND/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 - $40/hour day - $60/hour OT (2 hour minimum)
HVAC/electricians/locksmith - $42/hour- $63/hour OT (2 hour minimum)
Groundskeeper- $37/hour- $56/hr OT (2 hour minimum)
Supervisory staff - $45/hour day - $68/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, they should report the loss immediately to Facilities Services. Facilities Services will issue the student a replacement key and give the student 72 hours to find and return their lost key. If a student finds and returns the key within that time frame, they will only be charged the $15 replacement cost. If a student does not return the key within 72 hours, they will be charged a $275 replacement key fee and the locks will be changed on that door. 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.
Students will be charged $275 if they do not turn in their mail key. 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.

**ID 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 Safari or by using Outlook.

**Student Technology Resources**

There are public print stations on the first floors of Myrin Library, Pfahler Hall, Olin Hall, Floy Lewis Bakes Center and the upper level of Wismer Center – information on using these printers is available at [Tech Services & Support’s Printing webpage](#). 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 are 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.

Library and IT Services also have a poster printer that is available to students for academic purposes. Charges may apply for use of the printer. Classrooms are equipped with data projectors or digital displays 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. Student laptops can be easily set up and configured for network use, but Technology Support (at the Learning Curve in Myrin) is available to assist as necessary.

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 10 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 Library and IT Services is located on the first floor of the Myrin Library. All technology related questions including problem reports and service requests, should be directed to extension 3789 or via techsupport@ursinus.edu. When off-campus you may call 610 409-3789. Support tickets can also be submitted through https://requests.ursinus.edu.

**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 https://www.ursinus.edu/offices/library-and-information-technology/policies-and-guidelines/responsible-use-guidelines/.

Examples of unauthorized and inappropriate use of college computing resources includes (but are 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 website: https://www.ursinus.edu/offices/library-and-information-technology/teaching-learning/copyright-and-fair-use/.

Myrin Library

Myrin Library Hours

Please see the Library website for updated hours.

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.
- 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.
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
- Living in the Residence Halls
- Room Selection & Lottery
- Property Loss & Damage
- Fire Safety and Regulations

Residence Hall Procedures

Residence Hall Opening Procedures – Room Inventory Information

All students must participate in the College’s official check-in process. Residence hall rooms may not be occupied by students before their scheduled arrival date. 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

Students are encouraged to leave campus during break periods. The residence halls are closed for Winter Break, and housing is only 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 action.

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

- Close and lock windows; draw shades
- Unplug all electrical equipment. Refrigerators may remain plugged in but perishable items must be removed.
• Remove perishable items and trash from rooms, kitchens, and common areas
• Turn off lights
• Lock doors

Residence Hall Closing Procedures

Students may not occupy their room assignments after their scheduled move out date. All students must participate in the College’s closing procedures.

Students must follow the check-out processes with their RA and return keys to the Key Room in the designated envelope before departing campus. Failure to complete Residence Life’s check-out process with the RA and/or return keys properly may result in a fine. 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. If personal items remain in common areas after the residence halls have closed, the College reserves the right to discard them. Residents will be charged for missing items or the removal of items left behind in common areas.

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 but not limited to 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 residence halls are closed.

During any entering or inspection of residence hall rooms, any evidence of violations of the Student Code of Conduct or any other College policy may be confiscated. Students may forfeit ownership of confiscated property. Students may request the return of seized property through the Executive Director of Campus Safety and Emergency Preparedness. The decision to return property is at the discretion of the College. Property that is illegal will not be returned.

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 action.

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’s requests to decrease noise. Speakers, 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 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. Common rooms, common spaces, and lounges are recommended for larger group activities. All residence halls have 24-hour designated quiet hours during reading days and the final exam period.

Guest Policy

Guests who are on campus during Residence Hall Quiet Hours (12:00AM to 8:00AM Monday through Friday and from 2:00AM to 8:00AM on Saturday and Sunday) must be registered (via the online form) by an enrolled Ursinus student resident. Residents may not register more than 2 visitors to campus at any one time without the express written consent of the Director of Residence Life or the Executive Director of Campus Safety and Emergency Preparedness.

Guest visiting overnight may only stay if all roommates are in agreement. Guests may not remain overnight for more than two nights consecutively and no more than 2 total nights per week. Cohabitation is not permitted and is defined at the discretion of the Director of Residence Life.

Residents must be present with their guests at all times during guest stays and are responsible for guest actions in accordance with the Ursinus Student Handbook. By registering a guest, the resident is affirming that the guest has not been removed or banned from Ursinus College for any reason.
Ursinus reserves the right to override any approvals granted or remove a guest from campus at any time.

Guests who are bringing a vehicle to campus must pick up their temporary parking permit in the Campus Safety Office.

**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. This includes, but is not limited to, the use of air fryers, hot plates, rice cookers, crockpots, and incense. Toasters and toaster ovens are permitted to be used only in common area kitchens. These items must be stored in the kitchen and are not permitted in students’ rooms. The College shall not be directly or indirectly liable for any damage, loss, or theft of these items. Any loss or theft should be reported to Campus Safety.
- Halogen and multi-head lamps
- LED tape lights
- Hoverboards, single wheel boards, Swagways, e-bikes or any similar device that is battery powered are prohibited in the residence halls. For more information on recreations vehicles, see the [Recreational Vehicles Policy](#).
- The use of heat-generating electrical equipment such as electric heaters
- 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. All students should review the social event and alcohol and drug policy section of the handbook for more information.
- Binge drinking paraphernalia is strictly prohibited in all residence halls, and could result in disciplinary action or a monetary fine
- Solicitors and/or photographers without authorization from Student Affairs
- 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/vape-free
Room Decorating Guidelines & Policies

- Decorations in a room must not damage ceilings, walls or woodwork. This includes decorations such as LED tape lights. Students may not paste, glue, or nail materials to the walls, ceiling or furniture. Students should be careful about potential damage when decorating walls. All decorations attached to walls must be attached via damage-free wall hanging products. LED tape lights may be adhered using the manufacturer's adhesive tape in Reimert common rooms only.
- Live holiday decorations such as trees, branches, or wreaths are not permitted in residence halls and on residence hall exteriors including balconies and porches.
- Wrapping paper, or other materials, may not be used to "wrap" interior or exterior doors or walls at any time.
- Wall and door decorations may not exceed 50% of the surface area of the wall and/or door.
- Pipes and sprinkler heads must remain clear at all times. Items found hanging from and around pipes in rooms and common areas may result in disciplinary action and a $250 fine.
- Materials of any kind may not be placed on, over, around, inside, or surrounding any installed or stand-alone lighting fixture.
- Materials, including but not limited to, sand, rocks, bricks, and stones, may not be placed on the floor of any residence hall, and may not be placed around any entrances or exits to residence halls.
- Students shall not place decorations or other objects on the floor that may impede walking or egress from any residential area or would block entrance into residence hall rooms.
- 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. Reimert suite doors and common rooms 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.

Residence Halls Exteriors and Porches

- No items (including hammocks, flags, banners, posters, sand) may be hung from or placed on residence hall exteriors and/or porches without approval from the college. Approval will only be given for college-sanctioned events.
- Reimert Hall balconies must remain clear at all times. No items, including but not limited to furniture, tables, chairs, speakers, coolers, and sports equipment, may be placed, kept or stored on the balconies in Reimert Hall. Balconies in Reimert Hall are designed for entrance and egress only. Students should avoid congregating on balconies in groups of 3 or more.
Windows, Screens, and Doors

- Residence hall screens are not to be unhooked or removed from windows. Residents will be charged for the total cost of reinstalling, repairing, or replacing damaged or destroyed screens. Windows are not to be used for entrances or exits. Residence hall windows should remain closed during periods of below freezing weather. No items (including flags, banners, posters, signs, or speakers) may be placed in, hung from, attached to, or hung out of windows or doors.

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.
- 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 Facilities Services. Residents will be held responsible for damage to laundry equipment.

Room Selection & Lottery

Room selection for returning students occurs during the Spring semester. All accounts must be reconciled with Student Financial Services in order to participate in the Room Selection process. All students will receive information regarding room selection processes and procedures 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. Students with vacancies in their rooms are expected to work with Residence Life staff to fill the vacancy as quickly as possible.
• 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.

• The college reserves the right to impose certain restrictions including but not limited to restrictions on where or with whom students live, 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 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 Residence Life professional staff will address the concerns. Any room change made without permission and written confirmation from the Residence Life Office will be considered an unauthorized room change. Disciplinary action may result from unauthorized room changes or violations of the Room Selection and Room Occupancy policies.

Residence Hall Keys

All students are required to pick up their residence hall keys and to keep them on their person at all times. The college strongly encourages every student to keep room and suite doors locked. 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. Facilities Services will issue the student a replacement key and give the student 72 hours to find and return their lost key. If a student finds and returns the key within that time frame, they will only be charged the $15 replacement cost. If a student does not return the key within 72 hours, they will be charged a $275 replacement key fee and the locks will be changed on that door. 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. Students will be charged $275 if they do not turn in their mail key. 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 breaks, 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

- For information on Room Decorating Guidelines & Policies, go to the Living in the Residence Halls section of the Handbook.
- Any damages caused to College property in the residence halls or any violation of the Room Decorating Guidelines & Policies could result in fines.

Fire Safety and Regulations

The following activities/items 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
- Candles
- Overloading electrical sockets
- Medusa lamps (multi bulb lights)
- Tampering with life safety devices:
  - Fire extinguishers
  - Smoke detectors
  - Fire alarms
  - Pull stations
  - 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 other than stationary, College provided are not permitted. Allow grills to cool down after use, discard ashes in provided containers.
- Hoverboards, single wheel boards, Swagways, e-bikes or any similar device that is battery powered are prohibited in the residence halls due to the instability and potential fire hazards of the batteries and may not be stored or charged in any building on campus.
- Approved appliances (microwaves and refrigerators) must be plugged into a wall outlet and may not be plugged into a power strip.

**Evacuation Guidelines**

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

- Evacuate the building through the nearest available exit. Use the nearest stairway. Do not use elevators.
- 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.
- Immediately place a call to the Fire Department by calling 9-1-1 and give them the location of the fire by building and floor.
- Rooms should be closed, not locked.
- Gather in your building’s identified gathering space. Spaces are announced to students during routine evacuation 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.
• Students who do not evacuate the building when the fire alarm sounds may be subject to disciplinary action through the student conduct process.
• If students are not permitted back in the building, instructions will be given to the students for temporary housing assignments.

If You Get Trapped:

• Call 9-1-1 advise the dispatcher what building you are in and where you are located.
• 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:

• Ensure the Director of Disability and Access and the Executive Director of Campus Safety and Emergency Preparedness 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 life safety devices or equipment 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.

Registered Events

Ursinus policies and procedures allow students to hold social events with alcohol within designated spaces on campus (“Registered Events”) These events must be registered through the process outlined in the Event Hosting and Registration section below. The responsibility for organizing Registered 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 Registered Events will do so with full recognition of the rights and reasonable expectations of others living on and off campus. At all times, Registered Events in residence halls and houses must comply with policies dealing with noise and cannot be disruptive to the living,
learning, or working environments of others. Registered Events are only permitted in houses approved by facilities based on house structure and generally include Reimert, Hobson, Maples, Olevian, Omwake, Todd, Shreiner, and Duryea and are at the discretion of the Vice President of Student Affairs. Reimert 111 and 211 may not host social events. Registered Events may be held Thursday from 8:30 p.m to 12:00 a.m and Friday and Saturday from 8:30 p.m to 1:00 a.m. No Registered Events can be held Sunday through Wednesday.

**Event Hosting and Registration**

An event must be registered with the College if alcohol is provided, served, and/or made available by a student or organizational host, if alcohol is consumed in the event space, and/or if alcohol is brought by guests (BYOB). In addition to the above, one or more of the following criteria must exist to trigger the registration requirement:

1. There will be more than 15 people at the event at any given time.
2. There will be potential for music or noise to be heard outside the building or beyond the property in which the event is taking place.
3. There will be guests coming and going from the site of the event throughout the event.
4. Other criteria deemed appropriate by the office overseeing the registration process for the student or organization in question.

If at any time an unregistered social gathering meets the criteria outlined above, the gathering must cease, and the hosts could face sanctions including but not limited to suspension of event privileges, removal from housing, or other disciplinary sanctions as a result of hosting an unregistered event.

Students must be a Certified Event Director to host a Registered Event. To become a Certified Event Director, one must complete both Part 1 and Part 2 of the Liability and Leadership training hosted by Prevention and Advocacy. Part 1 begins online in a Canvas Course and only those who are eligible to serve in this role – i.e., sophomores, juniors, and seniors who are not first-semester transfer students – are invited to the Canvas Course. Part 2 is in-person and ends with a quiz. Students passing the quiz with 80% or more will become a Certified Event Director.

Events must be registered by 4:00 p.m. the day of the event or 4:00 p.m. on Friday if the event is occurring over the weekend. The Registration Form can be found on the Canvas Course. Review the policies and expectations of being an Event Director before registering your event.

- **Requirements**
- **Event Director Policy & Expectations**
Requirements

At all registered events, the following requirements will apply:

1. All registered events must have the required number of Event Directors serving at the event. Individual volunteers who choose to serve their community by serving as Event Directors must abide by all Event Director policies and procedures as outlined in the training program.
   1. At least one Event Director must be at the entrance(s) of the event and at least one event director must be circulating the event.
   2. All event directors must be present, sober, and visible by wearing a yellow bandanna and must be available throughout the event should any issues arise.
   3. At least one of the Event Directors in Reimert must be 21+ years old and at least two of the Events Directors on Main Street must be 21+ years old.
2. All hosts and guests of a Registered Event must abide by the Code of Conduct as well as the following: (Illegal, Unauthorized or Irresponsible Substance Abuse Policy).
3. While all students are invited to participate in social gatherings, only those 21 and over are permitted to possess or consume alcohol.
   1. College funds may not be used to purchase alcohol.
   2. A sufficient quantity of non-alcoholic beverages and substantial food must be provided based on the estimated guest count or using the maximum occupancy limit of the space.
   3. Advertising or promotion of the event, including on social media, may not include any reference to drinking or to the availability of alcoholic beverages.
4. Hosts are not permitted to open/start their event until all pre-event requirements are complete, including the Resident Advisors on duty completing their pre-event host check-in and complete the event opening form.
5. Visitors must be escorted to the Registered Event by their hosts.
6. Events should not exceed posted fire code occupancy limits. It is the responsibility of the Event Directors to manage the number of individuals present at the event and request assistance from Campus Safety and/or Resident Advisors if needed.

The following guidelines/requirements apply to Registered Events in Reimert:

1. Glass bottles and other glassware are prohibited in the Reimert Courtyard.
2. Students who are 21 or older are permitted to have one 16 oz or less alcoholic beverage, excluding liquor bottles, in the Reimert Courtyard.
3. No speakers are allowed outside, or in the doorways and/or windows, of residence hall suites. No coolers are allowed outside of residence hall suites.
4. No furniture is permitted outside of residence hall suites.
5. Large groups may not congregate on balconies or staircases. Balconies and staircases must always remain clear for accessible exit.
The following guidelines/requirements apply to Registered Events on Main Street:

1. Glass bottles and other glassware are prohibited outdoors, including porches and yards.
2. No alcohol is permitted outside, including the porches and yards.
3. No speakers are allowed outside, or in the doorways and/or windows, of houses. No coolers are allowed outside of houses.
4. Large groups may not congregate on porches. Porches must always remain clear for accessible exit.

Events in violation of any of these guidelines/requirements or any violation or the Student Code of Conduct, including hosting a disruptive gathering, will be lose their status as a Registered Event. Hosts, including individual students, organizations, and residents of the event space, may be held responsible for hosting an event that was not registered or that lost its status as a registered event. Sanctions may include the following: educational classes in person or online, suspension of event privileges for the event space or organization(s) for a period of time, loss of housing, and individual sanctions.

Student Engagement

The Office of Student Engagement 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 Student Government Association (SGA) and the Student Engagement staff. Any subsequent amendments to the constitution or changes in the by-laws must be approved by the same entities. 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 Student Engagement 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 Student Engagement staff. To avoid conflicts, all campus spaces must be reserved through the Event Management System managed by the Office of Protocol and Special Events. Please consult the Student Engagement Office when reserving all facilities. Groups or individuals not associated with Ursinus College must obtain permission from the Office of Protocol and Special Events to use college grounds, buildings, and/or other property.
3. Participation in any extracurricular activities may be restricted at the discretion of the Dean of the College or as a disciplinary penalty.

4. 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
- Greek Life
- Club Sports
- Solicitations

**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 financial operation of the club. Successful club sports have leaders who communicate effectively not only with their teammates, but also with the Student Engagement office.

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 Student Engagement Office runs the club sports program in collaboration with the Athletic Department.

**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 to 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 procedure in this document serves as 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 Student Engagement Office, submits a letter requesting to establish a new or previously recognized national/local chapter on our campus to the Student Engagement 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 Student Government Association (SGA) and an invitation to national Greek organizations will be extended by the College 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 Student Engagement 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 Student Engagement Office.
2. The Student Engagement Office 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 Student Engagement 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 Student Engagement Office with the Application for Recognition as a Greek Organization, which can be found on the last page of this packet.
5. The Student Engagement 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 Student Engagement Office, the request will be presented to Student Engagement Staff and SGA for final determination on the expansion request.
7. Each group wishing to start a new organization will make an open formal presentation to 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 regain 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 the loss of the organization’s charter.

1. The organization must attend every IGC meeting with at least two delegates from their organization.
   1. 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 Student Engagement or designee.
6. The organization must plan and implement a campus wide service event that demonstrates the importance of community.
   1. Organization must have 75% or more membership attendance.
   2. The event must be approved by the UCARE and the Student Engagement Office.
   3. 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 Student Engagement 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](http://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.nphchq.org](http://www.nphchq.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](http://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 categories of evaluation:

- Scholarship Development
- Organization Development
- Risk Management
- New Member Development
- Service to the Campus

New Member Education Guidelines

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 Student Handbook: “Student Conduct,” “Greek Life,” “Alcohol Policy,” “Illegal Drugs,” and “Noise Regulations.”

All NME activities must be approved by the Student Engagement 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 the Director of Student Engagement or designee by the deadline. 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:
3. Have frequent and consistent contact with the organization concerning all aspects of the fraternity or sorority’s activities.
4. Approve and sign the NME plan.
5. All members of each organization must also sign an anti-hazing agreement via electronic means before commencement of NME. 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.
6. 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.
7. New Member Education will consist of no more than six weeks, chosen by the Student Engagement Office. NME activities can take place seven days a week but are limited to no more than twenty hours per week.
8. Activities are permitted at the following times:
9. Monday – Friday: 5pm – 11pm and Saturday – Sunday: Any hours between 7am-11pm. Meals & breaks are required for extended sessions.
10. 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 October 31.
11. 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 on another day/time other than that specified, e.g., a community service project – prior permission must be granted by the Student Engagement Office.

Academic Information

- 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.
- In order to participate in NME, a student must:
  1. Be a full-time student at Ursinus College
  2. Have completed at least 24 credits at Ursinus College prior to the start of NME.
  3. Have a cumulative grade point average of 2.5
  4. Be in good standing with the College.
- If the mean GPA of a fraternity/sorority’s new member class is below 2.5 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.
• 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 ensure 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 six-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 of being 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

The following items are NOT permitted during New Member Education activities:

1. This includes new members and current brothers and sisters.
2. “Fake” new member educators. All new member educators must participate in NME training and must be present during bid signing.
3. 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).
4. Profanity or derogatory references to under-represented persons or groups. This includes, but is not limited to: ethnicity, sex, race, sexual orientation, or religion.
5. Meal time lineups/performances. New members may not be required to serve brothers/sisters, eat in unison, or act out skits/sing songs.
6. 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.

7. New members may not be taken off-campus and left without money, ID, and/or transportation back to campus.

8. 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.

9. 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.

10. Public line-ups and/or wall shows.
   1. NME activities (singing or noise at the beginning of formal rush, giving out bids, etc.) may not violate normal noise regulations.
   2. Combined organization activities (i.e., fraternity/sorority) are prohibited.
   3. New Member Educators must ensure that all campus areas are clean and trash free at the conclusion of an NME activity.
   4. 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 Student Engagement Office. These performances may include both traditional and original material. Performances must be controlled by the new member class, and
   12. 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.

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12. 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.
   1. 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 Student Engagement. 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**

*See definition in Section V of the Anti-Hazing Policy.* Ursinus College does not tolerate hazing. Any student, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the college, and may also face criminal charges under state law including *The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.*

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

**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 specifics 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 Student Engagement Office.

**Guidelines for Family Solicitation**

The following guidelines are intended to inform student organizations of the appropriate avenues concerning the solicitation of families in regards to the sale of services or goods. Any officially recognized student organization may make a request for family contact information from the Student Engagement Office. Requests may be made during any period of the academic school year (August through May) and must be approved by a member of Student Engagement 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 family information to make a solicitation. Please direct all inquiries to Student Engagement Office located in the lower level of Wismer Hall or call 610-409-3608.

**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.

Please see the Mail Services website for updated hours for the Mail Center.

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 4:30 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 all mail and packages:

(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.

UCARE

Ursinus Center for Advocacy, Responsibility, and Engagement

The Ursinus Center for Advocacy, Responsibility, and Engagement (UCARE) inspires the belief that positive change can be made in our world and helps students make that change happen. UCARE serves as the focal point for community service and civic engagement at Ursinus College. UCARE’s
goal is to help students develop as thoughtful and responsible civic leaders, attuned to the context, strengths, and needs of the communities in which they serve. In the process, students begin to make connections between their classroom experiences and their society.

National Partnerships

Ursinus is a partner with the Corella and Bertram F. Bonner Foundation, a philanthropic organization dedicated to improving the lives of individuals and communities. 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.

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  - 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. Project Pericles brings its hands-on advocacy and activism workshop, Debating for Democracy (D4D) to Ursinus once per year (usually in February), which is offered to students at no cost.
  - K-12 education and after-school programs include ACLAMO (Acción Comunal Latinoamericana de Montgomery County), Barnstone Art for Kids, Phoenixville Area Positive Alternatives, Centro Cultural, Arte, Trabajo y Educación (CCATE), Crescendo Phoenixville, Girls on the Run, the Children’s Schoolhouse of Collegeville, Perkiomen Valley School District, Write Away, and America Reads (in partnership with the Institute for Inclusion and Equity). In these programs Ursinus students tutor and mentor local Pre-K-12 students.
  - Food and shelter assistance programs include Daily Bread Community Food Pantry, Manna on Main Street, St. Mary’s Franciscan Shelter for Homeless Families, Phoenixville Women’s Outreach, Code Blue Emergency Warming Center, and Wismer on Wheels.
  - Community education programs include an ESL Program on Ursinus’ campus for Spanish-speaking employees and Montgomery County Correctional Facility GED Tutoring. As they invest in their own education, Ursinus students serve local adults and support them through life changes.
  - Environmental and animal welfare programs include the Ursinus College Campus Farm, Trellis for Tomorrow, Perkiomen Watershed Conservancy, Chenoa Manor, and Camphill Village Kimberton Hills. 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 Nursing and Rehabilitation Center, Kindred Hospice, Sebastian Riding Associates, the Phoenixville Clinic, and Frederick Living. Working with people from all walks of life, Ursinus students focus on health and well-being in their communities.
- Annual service events on campus include Be the Change Day of Service, Martin Luther King Day of Service, UCARE’s Giving Tree, Disaster Relief Efforts, 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 level of Myrin Library and is open Monday through Friday 9:00 am to 5:00 pm (though be sure to visit UCARE’s website for any changes). To contact UCARE, email ucare@ursinus.edu or call 610-409-3093.

**Health and Wellness**

The Division of Health and Wellness at Ursinus encourages students to develop a life-long commitment to mental, physical, social, academic, financial, and spiritual well-being. The Wellness Center, the Sports Medicine Clinic, and the Office of Prevention and Advocacy work together to develop programs and services to support student health and wellness.

Students are encouraged to contact the Wellness Center or the Office of Prevention and Advocacy with any health/lifestyle questions. Both are located at 789 Main Street, and are open from 9 A.M. – 5 P.M. every Monday through Friday 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 our Nurse Practitioner offer acute and routine medical and gynecological services during scheduled appointments at the Wellness Center. Please contact Wellness and staff will make every effort to set you up with the most immediate appointment.
Policies and Procedures

- It is important that students use prescription medications only at the specific direction of a Physician or the Nurse Practitioner.
- All students are required to provide proof of health insurance and must complete the Online Insurance Enrollment/Waiver Form.
- Medical Forms must be completed with up-to-date immunization Records and will be submitted through the BearCare Portal. 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, drop-in crisis hour from 2:00-3:00 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 2:00 pm hour, please contact Wellness and tell the receptionist that you are in crisis and need to reach a therapist as soon as possible, or call Campus Safety to initiate a response from the crisis team.

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 counselor can call 610-409-3100, email wellness@ursinus.edu to schedule in person on weekdays, during normal business hours, by appointment only. During the Fall and Spring semesters, these services are offered by our full-time clinicians or one of the doctoral psychology trainees.
A variety of services are offered free of charge, including: individual counseling, group counseling, crisis intervention, psycho-educational outreach programs, consultations or referrals to off-campus mental health professionals.

Wellness Center