SECTION 1

Philadelphia University Mission Statement

Philadelphia University is a student-centered institution that prepares graduates for successful careers in an evolving global marketplace. By blending the liberal arts and sciences, professional studies, interdisciplinary learning, and collaborations in and out of the classroom, students learn to thrive in diverse and challenging environments. Our students are encouraged to form supportive relationships with each other as well as faculty, staff, and alumni in an academically rigorous setting that is focused on intellectual and personal growth. Philadelphia University is an experiential learning community where integrity, creativity, curiosity, ethics, responsibility, and the free exchange of ideas are valued.

Statement of Nondiscrimination

Philadelphia University does not discriminate on the basis of race, color, sex, age, religion, national origin, marital status, sexual orientation or disability in its admissions, education programs, activities, or employment practices. This policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

A Commitment to Diversity

Every university is judged by the quality of its vision, and by its commitment to make that vision a reality. Over one hundred years ago, Philadelphia University was founded by Theodore Search with the vision of an institution dedicated to pre-professional education for young people in order to help America advance economically.

But vision is not unchanging. It is built upon a foundation of knowledge and experience. It encourages people not to accept things as they are, but to change them to become what they ought to be. For Philadelphia University, this means interpreting Theodore Search’s vision for the future of the University, and for today’s students. The University’s vision includes advancement of research and scholarship, of personal learning and growth, and of professional preparation in business, design, fashion and the sciences.

In Theodore Search’s world, education was available to a limited group. Today’s world demands participation of all people in the educational process; it is a world of diversity and cultural integration.

Philadelphia University is fully committed to making diversity an integral part of its mission. Creating a truly pluralistic community requires continuous effort. To make it happen, each member of the community must strive to work and learn together in an atmosphere of understanding and acceptance.
Today’s Philadelphia University community is founded upon multicultural opportunity. It is committed to cultural diversity, and the principles of openness, positive self-identity and fair play. The University community respects the uniqueness and worth of each member, based on mutual sensitivity, responsiveness and civility. Our vision sees enlightened students, faculty, administrators, staff, alumni and trustees living together in harmony, in ways that set an example of a just and humane society.

Human diversity is not sameness. Factors such as disability, religion, gender, sexual orientation and ethnic background all make up differences. This diversity enriches the educational experience of every individual.

But differences are often perceived as a basis for discrimination. Racism and sexism are two common expressions of such attitudes. Such views, based solely upon the cultural experiences of one social group, deny the humanity of other social groups.

We, therefore, reject stereotyping, prejudice, harassment and discrimination for any reason. We will not condone words or actions intended to make any human being an object of scorn, ridicule or second-class treatment. We are committed to helping each member of the Philadelphia University community live harmoniously, peacefully, compassionately and justly with persons of different cultures, backgrounds and lifestyles. Further, we are committed to taking steps to support these convictions with the appropriate social structures and systems.

Philadelphia University is ideally positioned to make its vision a reality. Since its founding, it has been an intimate college, where a sense of community has always been an inherent part of campus life for people of many cultures. Philadelphia University must welcome into its community more students, faculty and staff from an increasing variety of racial, ethnic, religious and social groups. All of us will benefit from such an effort. As Benjamin Franklin said, “When we are good to others we are best to ourselves.”

Let us commit ourselves to work unremittingly to make our humanitarian vision a reality.

Stephen Spinelli
President

Randy Swearer
Provost / Dean of the Faculty

Barbara Klinkhammer
Executive Dean, College of Architecture and the Built Environment

Ron Kander
Executive Dean, College of Design, Engineering and Commerce
Sue Lehrman  
Academic Dean, School of Business Administration

Mike Leonard  
Academic Dean, School of Design and Engineering

Matt D. Baker  
Executive Dean, College of Science, Health and the Liberal Arts

Mark Govoni  
Dean of Students
SECTION 2

THE DIVISION OF STUDENT LIFE

The Division of Student Life offers comprehensive programs and services that promote an educational environment conducive to the holistic development of students and academic success. The Division encourages students to explore, develop, and express themselves, both as individuals and as members of the University community, in an environment of civility, mutual respect, and safety. Leadership for the Division of Student Life is provided by the Dean of Students.

In support of the University mission, the Division of Student Life

- Supports students making developmental transitions and challenging them to define their values and establish goals.
- Offers creative programming and interdisciplinary learning experiences that promote personal, social, intellectual and professional development.
- Cultivates a community that inspires active and responsible citizenship.
- Fosters leadership at Philadelphia University and beyond.
- Promotes a caring and respectful student-centered environment where diversity is welcomed and all individuals are treated with dignity and respect.
- Provides support services and opportunities to assist students in making responsible, positive, and healthy life choices.

Office of the Dean of Students
The Kanbar Campus Center 321
215-951.2740
Fax: 215.951.2644
studentlife@philau.edu
Monday – Friday: 9:00 a.m. - 5:00 p.m.

The Dean of Students provides the leadership for the Division of Student Life. Along with the Assistant Dean of Students, the Office's primary function is to serve as an advocate, mediator, and resource for student's needs and concerns regarding life on campus. In addition, the Office of the Dean of Students is responsible for the administration of the University Judicial System and coordinates crisis management.

Department of Athletics
The Gallagher Athletic, Recreation, & Convocation Center
215.951.2720
Fax: 215.951.2775
Email: athletics@philau.edu
www.PhilaU.edu/athletics
Monday – Friday, 9 a.m. - 5 p.m.
Philadelphia University is committed to a strong athletic program, a commitment strengthened by its association with the Central Atlantic Collegiate Conference (CACC). The University is a Division II member of the NCAA. The University sponsors 16 varsity sports and club teams. Cheerleading, men's lacrosse, men's volleyball, field hockey, rugby, and ultimate frisbee are affiliated with the intercollegiate program as club sports.

**Sports Sponsorship**

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<tr>
<th>Men's Teams (7):</th>
<th>Women's Teams (9):</th>
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<tbody>
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<td>Baseball</td>
<td>Basketball</td>
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<td>Crew</td>
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<td>Volleyball</td>
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**Athletic Fields**

Philadelphia University has three athletic fields and three main hard court surfaces. Students can use the fields, but may be asked to leave if the weather is inclement. Students are not permitted to use golf clubs on the athletic fields. As with the indoor gyms, students, faculty and staff must be prepared to show identification when using the fields. All facilities are used for varsity and recreation programs.

Ravenhill Field: Home of the men's and women's soccer teams and the women's lacrosse team.

Henry Avenue Softball Field: Home of the women's softball team.

Abe Salaman, '58 Tennis Courts: Adjacent to Physical Plant, in both directions, are six tennis courts. These courts are home to the men's and women's tennis team.

Alumni Field: This is the home of the baseball team and various intramural sports. Located next to Gallagher Center.

Belmont Plateau: This course is utilized by the cross country teams and is located approximately three miles from campus.

Hines Rowing Center: This boat club is in Conshohocken, Pa. and houses the women’s crew program.

ACE Club: Home course for the Philadelphia University golf team. This golf course is located in Lafayette Hill, Pa.

**Gymnasiums**

Gallagher Center: Opened in September 2006, the state of the art Athletic and Recreation Center features three full-size basketball courts, an indoor jogging track, fitness center, locker rooms,
and administrative offices. Located only 35 yards from the new Kanbar Campus Center, the Gallagher Center allows both intercollegiate and recreational participants to compete in top-level facilities.

Fitness Center: The state-of-the-art fitness center, which opened in September 2006, offers over 25 pieces of Life Fitness cardiovascular equipment, including two brand new Summit® machines, ten treadmills (with personal television monitor included) and eight cross-trainers, spin bikes, and more than 30 pieces of Hammer Strength and Life Fitness strength training equipment targeting every major muscle group in the body. In January 2012, the fitness center cardio equipment was upgraded and state of the art Cybex machines were added to the equipment offerings. Additional equipment includes a full set of Iron Grip dumbbells, barbells, kettle bells, stability balls, exercise mats and medicine balls. The fitness center is dedicated to creating an environment where the Philadelphia University community can acquire the skills, knowledge and behaviors needed to achieve fitness goals, live healthier lives, and gain a lifetime appreciation for a healthy lifestyle.

**Hours** (during the academic year):
Monday – Thursday, 7 a.m. - 10 p.m.
Friday, 7 a.m. - 8 p.m.
Saturday, 10 a.m. - 6 p.m.
Sunday, 12 p.m. - 6 p.m.

Updated facility hours will be posted at the Gallagher Center for times when the University is not in session.

Bucky Harris Gym: has an official-sized basketball court, a racquetball court, an aerobics studio, as well as an official volleyball court. The gym is used for group exercise classes, recreational competition and open gym.

**Hours:**
Monday - Thursday 7 a.m. - 10 p.m.
Friday 7 a.m. - 8 p.m.
Saturday 10 am -6:00 pm
Sunday Noon- 6:00 pm

To use an athletic facility, a current and valid student (not alumni), staff or faculty identification is necessary! Each Philadelphia University student is allowed one guest on Friday, Saturday and Sunday and that guest must have positive identification to use the facility. Open recreation time may vary due to varsity contests, practices, recreation contests, outside events, inclement weather or other unforeseen circumstances. Notice will be posted in such cases. Alumni of Philadelphia University are permitted access to the facility as the guest of a current Philadelphia University student only.

- If a University group would like to reserve an athletic facility, it is necessary to complete an event/room reservation request through Astra Scheduling online.
- Updated facility hours will be posted at the Athletic and Recreation Center for times when the University is not in session.
Recreation Program

The Department of Athletics organizes and promotes extracurricular activities that are open to students, faculty and staff. These events are to be friendly in nature and are geared to promote student involvement through fitness and sports. The recreation program provides an opportunity for everyone to participate freely in an enjoyable physical activity, as well as to develop an appreciation for the benefits and importance of physical exercise. Activities are offered in league format for the competitive team player. Also offered are fitness programs for the individual who wants to meet personal objectives and special events that provide one-day athletic activities for student groups.

Registration policy: To enter a recreation league or tournament, individuals may obtain a team roster from the Gallagher Center. You can also obtain a roster from the Recreational Sports web page at [www.PhilaU.edu/athletics/recsports](http://www.PhilaU.edu/athletics/recsports). Completed rosters must be returned to the Recreation Office by posted deadlines. Individuals who wish to participate, but do not have a team, can be placed on a team by the Recreation Office. All leagues and tournaments will have men's, women's and coed divisions. Fitness programs may require pre-registration.

Insurance: All participants must have health and accident insurance coverage to participate.

Eligibility: All full-time day students, faculty and staff are eligible to participate. Varsity athletes cannot play when their sport is in season without the permission of their coach. Varsity athletes cannot participate in sports similar to their own (e.g., basketball players cannot play basketball, soccer players cannot play soccer, baseball players cannot play softball, etc.). For some leagues, there may be a limit to the number of varsity athletes per team, and in such cases, that information is posted. Teams will forfeit any games in which an ineligible player is used.

Hazing: This behavior is not permitted in recreation or club sports. Any teams/individuals who exhibit this type of behavior will be removed from the league/tournament play.

Team captains: Team captains are responsible for the coordination and control of team play. Captains shall inform players of rules and schedules, prevent forfeits, attend meetings and monitor conduct of their players. For league events, there will be mandatory captain meetings to communicate important information and schedules.

Sportsmanship: The Recreation Office requires participants to display good sportsmanship at all times. The Office will not tolerate physical or verbal abuse of opponents, officials, or supervisors.

Officials and supervisors: League officials and special event officials are volunteers from the participating teams. The supervisor acts as the authority concerning rules, equipment and any other questions that may arise, including accidents or injury.

Fitness Programs: Group exercise classes, Self-defense Training, Swimming (Penn Charter High School), Yoga, Ultimate Frisbee & Extramural Events (Whitewater Rafting, Skiing, etc.)
Recreation Offerings: Flag Football, Coed Soccer (Indoor/Outdoor), Volleyball (Indoor/Outdoor), Coed Softball, Water Polo, Floor Hockey, Basketball (Indoor/Outdoor), Sand Volleyball, Table Tennis, Volleyball, Racquetball, Billiards, Dodgeball, NIRSA Regional flag football and basketball tournaments

Special Events: Relay for Life Relay Games, Group Challenges, Pro-Bowl Flag Football, Powder Puff, & All-Star Basketball Games

Publicity: Game schedules and upcoming event information are posted at the front desk in the Gallagher Center, Residence Halls and Ravenhill Dining Hall as well as on the web at www.PhilaU.edu/athletics/recsports.

Athletic Bus and Van Policies/Procedures

The University has three Athletic Department 12-passenger vans. Should individuals or departments, other than the athletes, need use of these vans for University-related activities; the following must be adhered to:

1. Call the Athletic Office between 9 a.m. and 4 p.m., as far in advance as possible, to schedule use of a van. Van usage is contingent on availability and is not guaranteed.

2. On the day of the trip, keys for the van that is scheduled to be used and forms will be in an envelope in the Athletic Office.

3. Upon return from your trip:
   a) Fill the gas tank to capacity and clean the van of trash (if a van is discovered dirty or with an unfilled gas tank, report it to the Athletic Office prior to departure);
   b) complete the department mileage form;
   c) Park the van in the parking area as defined by the athletic staff
   d) Return all forms and keys in an envelope to the Athletic Office, or if after hours, drop this material in the mailbox mounted on the wall outside of the Gallagher Center.

4. Under no circumstances should the athletic van transport more passengers than the vehicle limits.

5. Only approved University employees may drive the vans. To obtain approval, the employee must:
   a) Be over 21 and provide a copy of a legal driver's license;
   b) Have an excellent driving record (no driving violations within the last two years); and
   c) Be registered to drive in the Athletic Office and have provided a copy of a license.

6. On occasion, scheduled athletic contests are postponed and then rescheduled. Should this occur on a date that was reserved by an outside group, the Athletic Department will provide the group with another source to rent a vehicle.
(7) In the event of a van mechanical problem:
a) Remove all passengers to an area of safety
b) Contact a service station and correct the problem;
c) Call the Department of Safety and Security (215-951-2999) and have them notify the appropriate individuals

(8) The cost to use the Athletic Department vans is $.55 per mile. If a van is left dirty or the gas tank is unfilled upon return, the offending group will be charged and additional $25.00.

Career Services Center
Kanbar Campus Center 313
215.951.2930
Fax: 215.951.6884
Email: careerservices@philau.edu
www.philau.edu/career
Monday - Friday, 9:00 a.m. - 5:00 p.m.

The Career Services Center assists students and alumni with their career and professional development needs. From the first day of school as a freshman through internships to graduation and beyond, Career Services views your development as a process, with each individual coming to the process at a different place and according to their own pace. The Center offers both personal career-advising as well as group seminars to help you make the transition from student to educated professional.

Career Services connects students to industry representatives, internship and job opportunities through Corporate Connections, the Career and Internship Fair and Design Expo (employer networking events), CareerLink (online database advertising job openings) and Career Spotlights, bringing industry speakers to campus. Active partnerships are developed with employers and industry representatives, enhancing connections and professional development opportunities.

Services and Special Events:

- Career workshops and seminars: Resume Development, Cover Letters, Interview Skills, Job Search Strategies, LinkedIn, Graduate School Prep
- CareerLink - online database advertising full-time, internship, part-time and seasonal opportunities
- Individual career advising by appointment or walk-in
- Career Assessment tests to assist with major selection and career direction
- Graduate school speakers and preparation seminars
- Corporate Connections and Career and Internship Fair (fall and spring)
- Design Expo (networking and portfolio reviews with industry reps - spring)
- On-campus recruiting program
- Career Spotlights - hosting industry representatives, highlighting career paths and industry options – delete
- Alumni Portfolio Showcase – hosting young alumni who display their design portfolios
- Career Spotlights - hosting industry representatives, highlighting career paths and industry options
- Career resource library and online research databases including WetFeet and Plunkett Research
Nexus Learning, developed at Philadelphia University, is connected learning which recognizes the need to understand the intersections between what we learn and how we learn. Intentional pedagogies and integrated learning opportunities characterize a nexus teaching and learning environment. The Center for Teaching Innovation and Nexus Learning is committed to working with students and Student Life professionals to promote and support co-curricular experiences. Students are key participants in our efforts to deepen the reach of Nexus Learning and to make the learning experience as effective as possible. Dr. Marion Roydhouse is the Director of the Center for Teaching Innovation and Nexus Learning.

**Commuter Programs**

Kanbar Campus Center 301  
215.951.2744  
Fax: 215.951.2743  
[www.philau.edu/studentlife/#commuter](http://www.philau.edu/studentlife/#commuter)  
Monday - Friday, 9 a.m. to 5 p.m.

Philadelphia University considers commuters invaluable members of the campus community. Housed within the Office of Residence Life, Commuter Programs provides programs and services for the commuter population such as information regarding public transportation, car-pooling, off-campus housing facilities seeking tenants, tenants seeking roommates and sub-lease.

Residence Life also offers monthly social programs for commuter students to meet and get to know one another, opportunities to be involved on the Commuter Student Board and the Spring Semester Off-Campus Housing Fair.

**Off-Campus Housing**

Students interested in living off-campus may view a listing of local off-campus facilities Student Activities/Commuter Office. The Office also coordinates an off-campus housing fair each spring.

**City Ordinance for Commuter Students**

The City of Philadelphia requires all college/university students who do not live on campus, but do live in the Fourth Council District (in a residence other than with their family) while attending school to supply the college or university with his or her local address and applicable vehicle registration information. The Fourth Council District includes the neighborhoods of East Falls, Roxborough, Manayunk, West Allegheny, West Philadelphia (north of Market Street), Overbrook Farms and Wynnewfield, and is also known as the Educational Housing District.
You can access the Bill, No. 020482 at http://www.philau.edu/34M02doc.pdf.

In order to comply with the law, the University must maintain a record of all student local addresses and vehicle information. If you have not already registered your vehicle or local address, please complete this registration process online (http://www.philau.edu/security/parking/). This is required by law.

Community Service Learning
Kanbar Campus Center 311
215.951.2856
Fax: 215/951/2644
Email: CommunityService@Philau.edu
www.philau.edu/community
Monday - Friday, 9a.m. - 5p.m.

Philadelphia University believes that community service initiatives are a central part of the undergraduate experience. Accordingly, the office of Community Service Learning works to increase student access to service opportunities, serve as an informational resource about community agencies, supports student’s civic engagement, and promotes service as a tool for learning.

Our goal is to develop students into community conscious leaders who have an active and engaged relationship with the city of Philadelphia, surrounding neighborhood, and the broader context of society.

Annual Events

NSO PLUNGE! Every summer before classes begin, incoming students get to experience Philadelphia by helping it through the Community Service PLUNGE! The PLUNGE! is a highlight of the New Student Orientation (NSO) program every August.

Day of Service. This campus-wide service initiative brings students, faculty and staff out into the City of Philadelphia to put their skills to work in place of the day's classes.

Alternative Spring Break Philadelphia University partners with Habitat for Humanity's Collegiate Challenge program to coordinate the Alternative Spring Break (ASB) service trip. Students apply and interview to be selected for the team starting in November and commit to fundraising leading up to the trip itself in March, when the team devotes their spring break vacation to meaningful service and teambuilding.
Blood Drives  Each November and March, Philadelphia University provides students, faculty and staff with the opportunity to donate blood to the American Red Cross on campus. Students can sign up for appointments online, giving a small part of themselves to save a life.

Relay for Life  Since 1986, Relay for Life has served as the American Cancer Society's signature fundraising event. Teams of volunteers raise money through pledges and camp out on campus overnight. Each team has a representative on the track at all times throughout the night to signify the ongoing fight against cancer.

Ongoing Initiatives

SERVE-101  This hybrid, one-credit course is designed to create an opportunity to understand the reciprocal nature and responsibility of citizenship through both practical applications and critical reflection. Students will have the option to work with a community partner, explore the impact of service on the community and understand the vehicle that contributes meaningful social action to address societal and policy issues that perpetrate social inequities.

Federal Work Study  The Community Service Office offers work-study positions during the academic year for students who qualify for Federal Work Study through financial aid and are interested in working in an outside agency.

Counseling Services

Kanbar Campus Center 323
215.951.2868
Fax: 215.951.2644
Email: CounselingServices@philau.edu
www.philau.edu/studentlife/counseling
Monday - Friday (by appointment), 10 a.m. - 4 p.m.
DROP-IN HOUR ~ 4 p.m. - 5 p.m weekdays.

The college years are times of change. Counseling Services offers comprehensive services to assist students in their personal development and offers support with some of the tougher challenges students may face during their years at the University.

Personal Counseling

Personal counseling is available to students at no charge. Students choose counseling for a variety of reasons, including depression, anxiety, relationship concerns, family worries, concerns about sexual issues or the need to develop a greater understanding of themselves. Caring, experienced, licensed professionals, who understand the special needs of college students, provide counseling under a short-term model. A psychiatrist is also available for consultation and to conduct evaluations.

Alcohol and Other Drug (AOD) Counseling

Students who have concerns about their own use of alcohol and/or other drugs or concerns for a family member or friend are encouraged to speak with a member of the Counseling Services staff. Counselors can assist students in making responsible decisions regarding the use of alcohol and other drugs.
Confidentiality

Counseling Services staff maintains strict professional standards of privacy and confidentiality. Information will be released only with the student's written consent. Confidence may be broken only in the case of clear and imminent danger to the student or others.

Disability Services Office
ph: 215.951.6830
fax: 215.951.2770
e-mail: DisabilityServices@philau.edu

The Disability Services Office (DSO) was created to facilitate equal access opportunities to the education, programs, and activities of Philadelphia University for students with disabilities. We provide services and programs to students with physical impairments, as well as those with learning and psychological disabilities. The Disability Services Office is primarily an academic support services office that is available to eligible students enrolled at Philadelphia University. This website provides general information regarding policies and procedures. Any questions or concerns regarding individual cases should be referred to the coordinator of Disability Services.

Identification Card (Campus Card)
215.951.2701
Fall and Spring Hours: (Anytime during the operation hours of The Kanbar Campus Center).

All undergraduate, continuing studies, graduate students, faculty and staff are issued the Campus Card, a multipurpose ID card. The Campus Card can be used for a variety of campus activities. It must be presented in order to check out library books, use of the meal plan, attend athletic or campus events and the check-out recreation equipment. The card can also function as a debit card at the dining hall, Ted's Barista and Common Thread, the Convenience Store, Campus Bookstore, vending machines, photocopiers and washers/dryers. Students may add money to their account at the Cashier's Window. Lastly, the Campus Card serves as an ID which verifies that the holder is a student at Philadelphia University. Security officers, Residence Life staff, or University faculty and administrators may ask to see a student's Campus Card at any time to prove that he or she is a member of the University community. It is the student's responsibility to have the card at all times.

Falsifying, altering or loaning a Campus Card is strictly prohibited and will result in disciplinary action. No student may possess more than one Campus Card.

The Campus Card can be useful around Philadelphia for student discounts at various locations. It provides out-of-town students with the means to open a membership in the Free Library of Philadelphia, a beneficial way to supplement the resources of the University library.

Replacement cards may be obtained through the Welcome and Information Desk in the Kanbar Campus Center at a cost of $25. The $25 replacement fee is non-refundable.

International Student Programs
Kanbar Campus Center 102
215.951.2660
Fax: 215.951.2770
The Office of International Student Programs provides services to students who have come to the United States to pursue undergraduate or graduate courses of study under an F-1 visa. Currently over 35 countries are represented by undergraduate and graduate students at the University. The Office addresses international students' immigration concerns and acts as a liaison to U.S. governmental agencies. The Office provides programs that assist international students in becoming acclimated to the United States and the Philadelphia-metropolitan area, as well as social activities. Programs are open to all students, not just international students.

**Kanbar Campus Center**

215.951.2701  
Monday-Friday, 7:30 a.m. - 12:00 a.m.  
Saturday, Sunday 12:00 p.m. - 12:00 a.m.  
Hours during breaks, holidays and summer are posted.

**I. Overview**

The Kanbar Campus Center is home to some student organizations including the Student Government Association and Campus Activities Board, Student Life departments and activities. The offices for Student Activities, the Dean of Students, Counseling Services, Student Development Programs, International Student Programs, Community Service programs, Spiritual Development, Career Services and Residence Life are all located in the Kanbar Campus Center. Other offices located in the building include the Internship Program, Study Abroad, Academic Achievement, Disability Services and the Center for Teaching Innovation and Nexus Learning.

The Mailroom and Campus Bookstore can be found in the Kanbar Campus Center. The Kanbar Campus Center has recreational/entertainment options for general campus use during day and evening hours. Included are table tennis, billiards, Wii and board games. There is also a large lounge for relaxation and special activities. A large multi-purpose room is available for campus events and programs. The Kanbar Campus Center also houses conference rooms for meetings for students, faculty and staff. Food options include "Ted's Barista" as well as the "Common Thread." Also available is a convenience store.

The Kanbar Campus Center serves as a focus for campus information. Mailboxes for all student clubs and organizations are located on the third floor. The Welcome and Information Desk, near the entrance of the building, is staffed with a Building Manager during all scheduled building hours who can answer questions you might have or assist you with information regarding programs and events happening in the building.

An Automated Teller Machine (ATM) is located in the Kanbar Campus Center near the Campus Bookstore.

Lost & Found: Lost items may be found at the Welcome and Information Desk of the Kanbar Campus Center. Articles that have been turned in are retained for one semester. Students may also log missing items; the student will be called if the item is turned in to Lost & Found.

**II. Room Reservations & Facilities Use**

The facilities of Philadelphia University exist for the primary purpose of education and use of
the University community. Priority for the use of academic facilities is given first to the University classroom needs and second to the programs and activities of University groups. University groups are defined as consisting almost entirely of students, clubs and organizations, faculty, administrators, staff or alumni of the University, whose primary activities are based at or directly related to the University. This also includes offices, departments and/or schools at Philadelphia University. The decision to permit or restrict the use of facilities by University groups will be based first on prior academic classroom commitment, then prior reservation. Reservations requested by University groups are taken on a first come first serve basis.

All groups using University facilities must comply with University standards and policies. It is the responsibility of the University Reservationist, Assistant Dean of Students Director of the Campus Center and Student Activities and the sponsoring group, to make sure those standards are being met. Those groups failing to meet the standards or comply with regulations may be denied future use of University facilities. Those groups causing damages to University facilities may be charged accordingly.

The University will reserve facilities to organizations outside of the University community. Approval of the reservations may depend upon the appropriateness and/or fit of the event with the larger mission of the University. Use of the space will be handled as a rental and accompanied by fees and appropriate charges. Groups or organizations outside of the Philadelphia University community who wish to reserve a facility on campus please contact James Reilly at reillyj@philau.edu.

Residence Life
Kanbar Campus Center 311
215.951.2741
Fax: 215.951.2644
Email: ResLife@philau.edu
www.philau.edu/reslife
Monday - Friday, 9 a.m. - 5 p.m.

I. Introduction
Recognizing that students spend a large majority of their time outside of the classroom setting, the Office of Residence Life strives to offer than just a place to sleep and keep your belongings. The highly trained staff creates a group-living environment in which each student is afforded an opportunity to develop as an individual in an atmosphere that encourages emotional and intellectual growth.

The environment within a student's residence area significantly influences his/her success and personal satisfaction while at the University. Each resident contributes to making residence-area living a positive experience. A feeling of community is achieved through mutual consideration, cooperation and responsible behavior. Community living places responsibility on the individual for self-discipline and an awareness of the rights and needs of others within the community. These policies and guidelines that have been established in the residence areas are designed to help facilitate a harmonious community conducive to academic and personal growth. They are not intended to restrict the individual, but rather to help ensure the rights of all students to pursue their educational objectives in a healthy and safe environment.

II. Staff
Each residence area is supervised by a Residence Life staff member. The Area Coordinator (AC) of the Ravenhill Campus is the primary Residence Life officer on the first year campus. The Area Coordinator of the main campus is the primary Residence Life officer for the upper class students.
living in Independence Plaza, Scholler Hall and the Townhouses. The Complex Coordinator (CC) is the primary Residence Life officer for the Residences at the Falls Center. The CC specifically works with the Falls Center Complex to manage the Residence Managers (RMs), an elevated undergraduate student position. The RMs live on each floor of the Falls Center and work directly with the residents to develop a community and assist with any facility concerns in the apartments.

Residence Coordinators (RCs) are assigned to a single building or a small set of buildings. They have day-to-day management responsibility in their building/area and supervise the Resident Assistants (RAs). The RAs, undergraduate students, live on the floors with the students and work with them to develop a sense of community in their residence area and create an atmosphere conducive to mutual respect and consideration. Residence Life staff members are also instrumental in assisting students to develop positive attitudes and behavior to deal responsibly with the establishment of an independent lifestyle and the social freedoms of adult life. Throughout the academic year the Residence Life staff, in cooperation with residents, offers educational programs and social activities designed to meet the needs, interests and talents of the residents.

III. Office Locations
Residence Life has three primary office locations, 311 Kanbar Campus Center, the Ravenhill Area Office, located in the Mott Breezeway, adjacent to the Chapel and the Complex Coordinator Office in the Falls Center.
In addition, each Residence Coordinator has an office in their respective area.
Locations are noted below. Office hours are scheduled by each Residence Coordinator and posted on the office doors.
- Independence Plaza Madison A7
- Main Campus (Scholler & Townhouses) Scholler Hall, Main Floor
- Ravenhill (Fortress, Mott, & Partridge) The Mansion, across from the Vending Machines
- Ronson Hall Foyer of Ronson Hall

IV. Communication with Residents
All communication with resident students regarding their housing will be sent to students via their University e-mail. Students are expected to check frequently their University e-mail for important messages from Residence Life and will be held accountable for knowing all information sent to them.

V. Important Dates
All housing dates are included in departmental literature. Dates and times are strictly enforced. Exceptions and accommodations should be made well in advance. "Day-of" exceptions will not be considered.

August 16, 2012 7:00 am – 3:00 pm  New Student Move In
August 18, 2012 9:00 am – 3:00 pm  Returning Student Move In

November 21, 2012 10:00 am Residence halls close for Thanksgiving Break
November 25, 2012 12:00 pm Residence halls re-open

December 14, 2012 10:00 am Residence Halls close for Winter Break (housing not provided)
January 6, 2013 12:00 pm Residence Halls Open

March 8, 2013 7:00 pm Residence Halls close for Spring Break
March 17, 2013 12:00 pm Residence Hall re-open

May 9, 2013 10:00 am Residence Halls Close
VI. Housing Application and Agreement
The Housing Application & Agreement is a legally binding agreement obligating the student for the full academic year. Residents are expected to read the entire document prior to signing. As with any lease, students released from the Agreement under limited, highly exceptional circumstances. Other exceptions for release are stipulated in the Agreement, including graduation or withdrawal from the University. Students under 18 years of age at the time of signing must have a legal guardian co-sign. Students desiring to be released from the Housing Application & Agreement must write a letter of appeal to the Dean of Students. Students should refer to the Housing Application & Agreement for the specific terms of the Agreement.

VII. Thanksgiving, Winter, and Spring Break Procedures
All residence halls close during University break periods as outlined in the Housing Application & Agreement and the Academic Calendar. The Office of Residence Life offers limited spaces for students who apply for break housing. Students must live more than three hours away in order to be eligible and must be willing to relocate to another residence hall for the break period. Students wanting to stay on campus during those times must apply for a housing extension. Application for break housing will be available in the Office of Residence Life in Kanbar Campus Center. Only those students who apply prior to the announced deadlines will be considered for break housing.

VIII. Personal Property and Insurance
As stipulated in the Housing Application & Agreement, the University is not responsible for the loss of, theft of, or damage to personal property, whatever the cause. The student will indemnify and hold harmless the University with respect to the loss of property, whatever the cause. Residents should be familiar with the extent of their family's home owner's insurance coverage and are encouraged to enroll in a Student Personal Property Plan, if needed. Applications are available in the Office of Residence Life in Kanbar Campus Center. The University encourages students to always lock their doors when they are leaving the room for any period of time and when they are asleep. Students should be mindful to not leave any valuables unattended in the common space. Residents should also never leave valuable items in their room during extended absences, such as break periods. It is recommended that residents engrave identification numbers on all valuable items and keep a registry of serial numbers and other identifying information.

IX. Check-in/Check-out Procedures and Damages
Students are expected to appropriately take "ownership" of their room and other common areas. Upon checking into his/her room, each resident is expected to check and verify the condition of their assigned space against the Room Condition Checklist completed by the staff. Students will be held accountable for any damages that occur in that space during the period which they occupied it, as noted on the Room Condition Report.

(1) Check in:
(a) Residents must check into their residence space by the first day of classes each semester. Failure to do so may result in the forfeiture of their room assignment. If a student losses their assigned space, the Office of Residence life will assign them to any available open space. If no space is available they will be put on the waitlist.
(b) Each resident must complete and sign the required Room Condition Checklist within 24 hours of occupying their assigned space. Failure to do so will result in the student forfeiting his/her right to appeal any damage charges. The Room Condition Checklist is found online through the “my housing portal” link on the residence life webpage.

(2) Room Change Check out:
(a) Students changing rooms during the academic year must check out with a building staff member prior to leaving or they will be held responsible for improper check out.
(3) End of Year Check out:
(a) Residents must remove all personal belongings (including personal furniture and rugs) from their assigned space within 24 hours after their last exam or on the last day of the contract period, whichever is sooner.
(b) Students may SIGN UP for a time with residence life staff OR choose to complete an EXPRESS CHECK-OUT as outlined in the residence hall closing guide. Students choosing the express check out system forfeit the right to appeal any residence hall room damages.
(c) The University is not responsible for any belongings left behind by students and does not offer storage space for personal items. The University will enter the room for housekeeping purposes and remove and/or discard any personal belongings left behind. All residents are responsible for following specific check-out instructions distributed by the Office of Residence Life at the end of each semester.

(4) Room Damages and Billing:
(a) Residents are expected to keep their room and its furnishings clean, orderly and free of damage.
(b) Each resident is responsible for damage to or loss of furniture, fixtures, equipment and other effects, provided to him/her by the University. In general, damages other than normal wear and tear will be assessed to the resident(s). In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss or damage, the assessment and/or judicial consequence shall be shared equally among those assigned to the space. Charges for moving furniture back to its proper location or for the replacement costs of furnishings will be assessed against the responsible resident(s).
(c) Charges are made on the basis of estimated replacement costs of existing University property along with estimated labor charges.
(d) Final charges will be determined by a Residence Life professional staff member (AC or RC) during the final inspection of the room. The final inspection is conducted after the residents have completely vacated the room.

(5) Common Area Damage and Billing:
All students share in the responsibility for the maintenance and upkeep of any common area space, both building-wide and on floors and houses. As such, damages are charged to all residents responsible for the particular common area. The University asks students to report information leading to the appropriate individual(s) responsible for damage and encourages students to take responsibility for the damage in which they, themselves, were involved.
(a) As a community, residents are responsible for the condition of the public common areas.
(b) Damage which cannot be assessed to the appropriate individual(s) will be divided equally among the residents of the hall/house or floor.
(c) Common area damages may not be appealed unless the specific resident(s) responsible for the damages accepts responsibility.

X. Financial Obligations
All financial obligations are clearly outlined in the handbook and all housing related documents.

(1) Security Deposits:
(a) All residents are required to maintain a $250 housing-security deposit on account.
(b) Returning residents who have signed up for housing for the subsequent semester, but withdraw at anytime prior to the semester starting, forfeit their $250 housing-security deposit in full.
(c) Returning residents receive a refund of their $250 housing-security deposit once they have successfully fulfilled the housing agreement.
(d) New Students who cancel their housing status with the University prior to May 1 will
receive a refund in full of their $250 housing security deposit. After May 1, the entire housing security deposit is forfeited.

(3) Refunds
The refund of the housing fee for students who withdraw from the university is determined by:
(a) The initial cost of the assigned room;
(b) The date on which the check-out process is completed as defined by:
   (i) completion of the Notification of Student Leave of Absence/Withdrawal Form; The form is available in the Learning and Advising Center and should be turned into the Registrars Office
   (ii) completion of the Room Condition Checklist;
   (iii) return of all keys, ID and;
   (iv) removal of all personal belongings from the room.
(c) Any student who withdraws, changes credit hours, or changes room-and-board status after the semester begins is obligated for a full semester's room charge.
(d) Board will be charged to the official date of withdrawal plus an additional charge of 25% of the unused portion.
(e) Students dismissed from the University or from the residence halls will receive a refund of room and board charges on a prorated basis from the date of dismissal less 25 percent of the unused portion. Refunds must be requested in writing.
(f) The $250 housing-security deposit will be refunded upon the resident's departure from on campus housing provided that there has been no damage to his/her accommodations, that the resident has fulfilled the conditions of the housing contract, that no fines for violations of rules and regulations have been unpaid and that there is no other outstanding indebtedness. Students who break their housing Agreement mid-year lose the $250 security deposit unless the University has received full room payment for both semesters.

(4) Board Plan
The University's Dining Services are managed by Parkhurst Dining Services, a company with a well-earned reputation for quality and customer service. To learn more about Parkhurst, visit the Dining Services website at www.PhilaU.edu/dining.
(a) All students living in Fortress Hall, Mott Hall, Partridge Hall, Ronson Hall and Scholler Hall are required to purchase meals on a contractual basis.
(b) The meal plan is not in operation when the University is on break or during the summer months.
(c) All freshman residents are required to participate in the 19-meal plan.
(d) Upper-class and transfer students who reside in traditional residence halls have the option of participating in the 14 or 19 meal plan.
(e) Students who reside in the apartments or townhouses may decide to have any meal plan or elect not to purchase any meal plan.

XI. Key Management
Each student is issued keys to their buildings as well as their rooms. Students are responsible for both their keys and their room security. Students are required to pay for lock-out services provided by staff.
(1) Lock out charges are as follows and will be billed to the student's account:
   (a) First offense per year - no penalty
   (b) Second offense and beyond per year - $10 lock out fee
(2) Each resident is responsible for the keys to his/her room and building.
(3) All keys issued are the property of the University and may not be duplicated.
(4) Failure to return keys or room keys that are lost or stolen will result in an automatic lock change with the cost of $75 assessed to traditional hall residents, $100 to Independence
Plaza residents and $150 to Townhouse residents.
(5) Residents who do not return keys upon departure from the University will be charged an additional $25 for improper check-out. The resident will also be charged for the key replacement and the cost for changing the lock.
(6) Specific instructions for lock outs are posted at the security desk in each residential area.

XII. Community Living & Conflict Management

For most incoming students, living in the residence hall will mark the first time they have been required to share a room and, perhaps, even a bathroom. Conflicts are a natural and, if managed properly, are a healthy part of the on-campus experience. In order for everyone to thrive in this challenging environment, residence hall communities must be accepting and inclusive of all residents, as well as fully support the University's commitment to civility and respect. Working together, residents can create an environment that is conducive to everyone's academic success.

In the event of a conflict or other disagreement, Residence Life staff will meet with the parties involved to determine the best outcome possible and reach a better understanding. RAs & RCs provide further support by clearly communicating and holding everyone accountable to community standards regarding expectation of student behavior. Violations of the Community Standards are referred to the University judicial system.

In order to foster such a collaborative environment, RAs work with students to develop Community Living Agreements for the house or floor as well as individual Roommate Agreements. These Agreements allow residents to communicate expectations and negotiate lifestyle options on issues ranging from the television volume to study times. Should problems persist and the roommates unable to achieve a reasonable solution, the Office of Residence Life reserves the right to intervene and handle the situation through the University Judicial System and/or reassign one or all roommates involved. In the event that students exhaust all other options, the Office of Residence Life will permit a room change if space is available.

(1) Community Living & Roommate Agreements

(a) The Agreements are documents composed at the beginning of each semester.
(b) The Agreements must be consistent with University and Residence Life rules and regulations, i.e. a community cannot agree to do away with Quiet Hours, for example.
(c) With guidance from the Residence Life staff, residents discuss their vision for the living environment, including behaviors and attitudes desired as well as consequences if the conditions of the agreement are not met.
(d) Once agreed upon by the residents, the Agreements are printed and distributed to appropriate persons, posted in the living area (Community Agreements Only), and kept on file in the Office of Residence Life.
(e) The Agreements may be amended at any time if the roommates/community agrees upon a change.
(f) Residents may be held accountable under the University Judicial System for failure to adhere to the Community or Roommate Agreements.

Failure to adhere to the Community Standards, Community Agreements or Roommate Agreements may result in loss or restriction of current or future housing privileges. Such behaviors include, but are not limited to the following.
- Endangering the mental or physical well being of University members
- Falsely pulling a fire alarm and/or dismantling or altering any fire safety equipment such as fire extinguishers, pull station alarms, smoke detectors, etc.
- Participating in the destruction of University property
- Continued disregard or flagrant violation of the university alcohol and drug policy
- Repeated violations of the visitation policy
- Trespassing in a building or buildings that have been designated as off limits
- Violating additional University policies while on residence hall probation, residence hall suspension or University suspension for a previous incident.

XIII. Room Changes
The Office of Residence Life encourages roommates to make a good-faith effort to mediate any conflicts prior to requesting a room change. The Office of Residence Life reserves the right to approve or deny any room change request. The Office of Residence Life is committed to an environment that is free of harassment, discrimination or any other offensive behavior against another person or group on the basis of age, disability, gender, marital status, national origin, race, religion or sexual orientation. All requests inconsistent with this environment will not be accepted.

(1) Room Change Process
(a) Identify an available space or find roommates that will agree to a mutual swap
(b) Freshman are only allowed to live in designated freshman halls
(c) Complete a Housing Change Request Form. All requests made through online form at Residence Life Website
(d) Forms will be reviewed and processed by Residence Life Staff.
(e) Students cannot change rooms until they have received official notification that the room change has been approved.
(f) Approval notification will be sent to the students University email account
(g) After receiving an approval email, students must bring a copy of the email to the RC office to pick up their new keys.
(h) Students should complete a formal checkout from their old assignment with their RA or Express Checkout and return their keys.
(j) Students are required to arrange an appointment with their new RA to complete a room condition checklist for their new room assignment.
(k) Failure to comply with the room change process will result in a $100 fine.

(2) Room Change Processes & Timeline

Open Room Change - Students may request a change for any reason utilizing the process outlined above. Requests will be reviewed by RC/AC staff and approval sent to students.

Administrative Room Change - Any student request must be recommended by RC and approved by Administrative Staff. No request will be processed without a meeting with the RC or formal mediation conducted by ORL staff.

End of Semester Room Change - Room changes will be processed late in the Fall semester for any student wishing to change rooms for the start of Spring semester. Students must complete their move during closing before they depart for break or take all belongings with them and move in fully in the Spring.

Timeline: Room changes will be processed between the dates listed below.

| Fall Open Room Change: August 27 – October 26 |
| Fall Administrative Room Changes: October 29 – November 23 |
| Fall End of Semester Room Changes: October 29 – November 27 |
| Spring Open Room Changes: January 28 – March 29 |
| Spring Administrative Room Changes: April 1 – April 26 |
XIV. Open Spaces & New Roommates

(1) Open Spaces
When vacancies occur, the University reserves the right to show rooms and assign new occupants to fill those vacancies. In order to accommodate a potential new roommate, the resident of a partially filled room is required to make one set of furnishings available for use and to keep the rest of the room reasonably clear and ready for occupancy. In a partially filled room or suite, the Office of Residence Life may, at its sole discretion, allow the resident to find a new roommate to fill the vacancy or assign a new resident to the space.

(2) Room Consolidation
The Office of Residence Life reserves the right to require a resident residing alone in a space to relocate to another space in order to maximize occupancy.

(3) New Roommates
When a new resident is assigned, the current occupant(s) is expected to welcome this person and treat him/her with respect. Failure to demonstrate respectful behavior by any current occupant of a room is considered a policy violation and subject to judicial referral. Examples of inappropriate actions include, but are not limited to:
(a) telling the student assigned that you do not want anyone living with you;
(b) expressing to the newly assigned person that you do not want him/her living with you;
(c) telling the new students assigned that his/her experience will difficult in the assigned space; or
(d) communicating any other disparaging comments made to or about the new resident or assignment process including but not limited to: in person comments, words or actions to other student about or directed towards the newly assigned student.

XV. Room Assignments:
Housing assignments for new students are computer generated. The University reserves the right to change assignments in case of emergency.

(1) Roommate Requests
Roommate requests for incoming students must be mutual and in writing. If students wish to live together, all applications and agreements must be submitted on time. Returning students may select their roommates in the housing selection process during the spring semester. Residence Life provides additional information on the housing selection process during the spring semester.

(2) Special Accommodations
Any special requests for housing based on a disability are handled through The Office of Disability Services.

XVI. Courtesy and Quiet Hours
Students in a common-living environment can greatly impact others within their community. It is a departmental priority that the Residence Hall environments be conducive to academic pursuits.

(1) Courtesy Hours
(a) Established for residential students to be able to request that those living near them maintain a noise level considerate of neighbors, regardless of the hour or day.
(b) 24 hours a day, seven days per week

(2) Quiet Hours
(a) Established to ensure that residential students respect one another's need for rest and quiet time.
(b) Sunday through Thursday, 10 p.m. to 8 a.m.
(c) Friday and Saturday from 1 a.m. to 10 a.m.

(3) Responding to Noise Disturbances
   (a) If other students are being too loud, the resident should first talk to the person who is
       causing the disturbance. If this does not resolve the situation, the resident should seek
       assistance from a residence life staff member.
   (b) Violation of Courtesy and Quiet Hours may be subject a resident to the University
       Judicial System.

XVII. Guests and Visitation
Residents are expected to learn to take responsibility for their guests and their actions. In addition,
students are expected to communicate appropriately, compromise and respect others who will be
impacted by their guests including their roommates, hall mates and the greater Philadelphia
University community. The University will hold the host responsible for their guest's behavior.

(1) Guest(s)
Refers to a Philadelphia University student visiting a residence hall other than the one to which
he/she is assigned or any person(s) who is not currently enrolled as a student at Philadelphia
University

(2) Host and Guest Responsibility:
   (a) Residents are responsible for the actions of their guest(s) at all times while on the
       Philadelphia University campus or at any University-sponsored event.
   (b) Policy violations by guests will be treated as if the hosting resident or student committed
       the violation.
   (c) Guests who violate University policies may be subject to trespassing, as well as further
       legal action.
   (d) Guests are only permitted in the residence halls and in rooms and apartments while the
       host resident is present.
   (e) Occupancy of any room or apartment by a guest (non-resident of the space) while their
       host is not present is prohibited.
   (f) Hosts must escort their guests at all times.

(3) Overnight Guests
   (a) Host residents must have the permission of their roommate(s) in order to have an
       overnight guest.
   (b) Residents are permitted to have up to two overnight guests unless they receive special
       permission from their Residence Coordinator.
   (c) The total number of overnight guests in a room may not exceed the capacity of that
       room.
   (d) Residents may not have overnight guests more than 3 consecutive nights.
   (e) Residents who have failed to adhere to guidelines will be considered in violation of the
       guest policy. In addition, guests, at the discretion of University staff may be prohibited from
       entering the building.
   (f) No guest under 12 years old is permitted to stay overnight (past 12 pm)
   (g) The Office of Residence Life reserves to right to limit the number and frequency of
       overnight guests.

(4) Signing In and Out of the Residence Halls:
   (a) Upon entering the residence hall, residents and guests are asked to present a picture ID
       to the residence hall monitor.
   (b) Guests will not be registered until their host has come down to the front desk to meet
       them.
(c) The security desk attendant will record all guests in the visitation log after verifying all IDs.
(d) The IDs will then be returned to the resident and guest(s). Guests may show any official picture ID, such as a driver's license, state ID, military ID, or passport. The University reserves the right to and will deny visitation to anyone without a picture ID. For guests, who are not of age to possess an official picture ID, arrangements should be made with the RC of the building at least 48 hours in advance of visiting.
(e) While in the residence halls, residents must escort their guests at all times.
(f) Upon exiting the residence hall, resident must sign out their guest(s) with the security desk attendant.
(g) Residents failing to sign out their guests are subject to documentation, suspension of visitation privileges and/or further judicial action.

XVIII. Student IDs
(1) Lost ID Policy:
(a) If you lose your ID, you should go to the Office of Safety and Security. A temporary ID will be issued. This ID is only valid until the ID office opens the following business day.
(b) A temporary ID is only for access to the residence halls and will not allow you to enter the fitness center or Kanbar Campus Center.
(c) ID office hours are: Monday through Friday, 2:30p to 4p, or by appointment.
(d) You will be charged a $25 replacement fee and must go to the Area Office from 9 pm - 12 am to get a new ID sticker.
(e) Replacement of a Resident/Commuter Student Security Sticker may result in a $25 charge and disciplinary action.

XIX. Room Entry & Room Searches
Philadelphia University recognizes and respects the basic interest of each resident to maintain privacy and control of personal living space. The University also has the responsibility to provide safe and secure residential facilities for both present and future occupants.
(1) Room Entry
Philadelphia University reserves the right to enter residents' rooms for administrative reasons under the following circumstances.
(a) The overall well-being and order of the residential community is thought to be in jeopardy;
(b) Completion a work-order for a room repair
(c) Danger, including, but not limited to, floods, fire and life- or injury-threatening situation is thought to be imminent;
(d) The occupant cannot be located for an extended period of time; (A search for this purpose will solely be to enter the room and look for the occupant.)
(e) It is necessary to inspect for, correct, repair, or remove hazards to health or personal safety; these checks, called Health, Safety and Maintenance Checks (HMS) are conducted at a minimum of 2 times per semester. These times include: prior to Thanksgiving break; prior to Winter Break, prior to Spring Break and at closing.
(f) It is necessary to inspect a vacant/unoccupied portion of a room/apartment in order to prepare it for occupancy;
(g) It is believed that a resident is using his/her assigned space in a manner inconsistent with the provisions of the housing agreement or other University policies.

(2) Room Searches/Inspections
When a resident's room is entered for reasons described above, the University official generally will conduct a "plain view inspection." Only under exigent circumstances involving threats to health, safety or potential violations of the University's policies, as determined by the
University's Dean of Students Office, will a thorough room search be conducted. Illegal and/or prohibited items (as defined below) may be confiscated.

**XX. Residence Hall Common Area Reservations**
The Complex Coordinator, Area Coordinator or Residence Coordinator maintains reservations for the use of common area space in the residence halls. Reservations should be made at least one week in advance of the event. Departmental events will take priority in the event of a scheduling conflict. All visiting students, staff and faculty will be asked to sign in and show proper identification at the security desk of each residence hall. Non-Philadelphia University affiliated groups are not permitted to reserve common area space in the residence halls, unless given permission by the Director. Alcohol may not be served at events in the residence halls. Groups found violating this policy will not be permitted to use the space for future events and may be subject to judicial action.

**XXI. Fire Safety**
In order to protect the personal well-being and safety of the community, the Office of Residence Life strictly enforces all fire safety regulations. Violation of these regulations may result in fine and immediate removal from the residence halls.

(1) All residents must evacuate the building when a fire alarm sounds.

(2) Failure to evacuate when a fire alarm is sounding, causing false alarms when no fire is present, interfering with the proper functioning of the fire alarm system and tampering with or removing fire extinguishers are serious offenses.

(3) Because such violations can be life-threatening, individuals involved will be held accountable and will be subject to the University Judicial System including possible suspension or expulsion, a significant fine assessment, and/or arrest.

(4) When responsible parties cannot be determined, residents of the residence area in which the malicious alarm or tampering took place may be subject to a collective fine.

(5) Arson Investigators follow up all fires. Even those deemed minor.

(6) To ensure that the smoke detectors are appropriately used and serve the designed function, it is expected that students will not dismantle or otherwise tamper with them. These smoke detectors are smoke sensitive; this includes burned popcorn, cigarette smoke, and incense. If the smoke detector in a room should sound, residents should immediately contact Safety & Security and/or a member of the Residence Life staff. A student should never attempt to dismantle the smoke detector. It is prohibited to cover these smoke detectors with any type of cloth, cardboard or other material, decorative or otherwise. Students found responsible for misusing or tampering with smoke detectors will be assessed a fine and the cost of repair and/or replacement, in addition to being subject to judicial action. If a smoke detector in a student room has been tampered with, the room occupants(s), whether present at the time or not, will assume responsibility if no other individual is found to be responsible.

(7) The University is required by law to conduct fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded.

**XXII. Prohibited Items & Activities**

(1) Prohibited Items
The following items are prohibited in University residence halls and may be confiscated by University officials. Confiscated items may not be returned to the owner. Violation of this policy
may subject a student to the University Judicial System.

(a) Candles with wicks, lanterns, incense, potpourri, halogen or quartz light bulbs and/or open flames of any kind.
(b) Flammable decorations such as live evergreen trees (e.g., fir or pine trees) and streamers. Mini-lights (UL approved) are permitted;
(c) Hot plates, electric frying pans, grills, the George Forman Grill (permitted in apartments and townhouses only), irons and coffee makers without automatic shut-off, immersion coils and other similar cooking or heating devices; blenders are permitted;
(d) All appliances and power tools, including but not limited to, non-university rented microwave ovens, refrigerators larger than 4.3 cubic feet in capacity, and air conditioners. Microwave ovens .6 cubic-feet or smaller are permitted in apartments and townhouses. Residents in 4-5 person rooms may have two 4.3 cubic foot refrigerators;
(e) Sheets or tapestries hung from ceilings, over windows or as room dividers;
(f) Firearms, fireworks, knives, num-chucks, cap guns, pellet guns, bb guns, paint guns and/or paint gun pellets, explosives, ammunition, chemicals or other dangerous weapons or substances. Everyday eating utensils are allowed;
(g) Flammable liquids, including but not limited to gasoline, turpentine, oil-based paint;
(h) Pets or animals of any kind (excluding freshwater fish in a small bowl);
(i) Water beds and other liquid-filled furniture, including tanks and hot tubs;
(j) Alcohol, alcohol containers containing liquid of any kind (for those under age 21), empty alcohol containers even those used for decoration, alcohol paraphernalia including, but not limited to, kegs, taps and funnels; empty shot glasses are permitted;
(k) Illegal drugs and drug-related paraphernalia including but not limited to store bought or handmade bongs, exhale tubes, syringes, needles;
(l) Musical amplifiers may be stored in residence halls rooms, but may not be used in residence hall rooms;
(m) Drums or drum sets;
(n) Unauthorized, unapproved lofts;
(o) Cinderblocks;
(p) Multiple outlets ("3 in 1" plugs, plug strips, etc.) or adapters. Power strips with reset buttons are the only permissible outlet adapters.

(2) Prohibited Activities
The following activities are prohibited in University residence halls.

(a) Removing screens from windows and or using the window as a point of entry or exit;
(b) Using cellophane, adhesive tape, paste, glue, nails or tacks on walls, furniture or woodwork;
(c) Entering onto or otherwise occupying roofs;
(d) Cooking in resident rooms. Cooking must be confined to common area kitchens; (where applicable)
(e) Painting any University property;
(f) Making structural modifications to any room;
(g) Tampering with electrical wiring and attaching power strips or extension cords to walls or ceiling;
(h) Participating in any sports in the hallway/building, including but not limited to soccer, football, biking, basketball, skateboarding, and roller-blading;
(i) Sleeping in or on facilities/quarters not designed for that purpose;
(j) Collecting excessive garbage inside or around residence areas;
(k) Disposing of personal trash in a bathroom or laundry room trash can;
(l) Propping outside doors and tampering with locks or door alarms; (delayed egress)
(m) Using any of the following for design work is prohibited:
   (i) Ronson Main Lounge
(ii) Scholler Main Lounge
(iii) Any surface not intended for such use including coffee and end tables, lounge furniture including sofas, chairs and pool or ping pong tables.

(n) Failure to clean up after design project work;
(o) Failure to evacuate a building during a fire alarm;
(p) Smoking is prohibited in all residence areas and within 30 feet of the front entrance of any building;
(q) Leaving windows or doors to living space unlocked;
(r) Tampering with any fire safety equipment and facilities including alarms, fire doors and smoke detectors;
(s) Using radios, TVs and other sound equipment or musical instruments in a manner likely to disturb other residents or otherwise violating established quiet hours;
(t) Removing furnishings provided by the University from rooms or common areas (lounges) or use of any furniture contrary to designated use;
(u) Possessing unauthorized keys;
(v) Duplicating keys;
(w) Lending room and/or building keys to another person;
(x) Throwing any objects from windows or balconies;
(y) Using opposite sex bathrooms without the community agreeing to it in their community living agreement;
(z) Placing objects in window sills; passing objects through windows;
(aa) Using furniture as room dividers or otherwise blocking direct access to exits with furniture or other items;
(bb) Gaming of any kind that involves the exchange of money or items with monetary value;
(cc) Using social lounges for personal storage or to the exclusion of other residents without permission of Residence Coordinator;
(dd) Tampering with TV cable lines in any way;
(ee) Any activities behind or between Independence Plaza apartments.
(ff) No sale or solicitation of materials or services of any type is allowed within the residence facilities without the written permission of the Office of Residence Life.

(3) Bed Lofting and Bunking
Due to safety concerns and potential damage to both University and personal property, the use of lofts and cinderblocks is prohibited. Depending on specific room set-up and furniture, residents may be able to bunk University furniture by placing a work order with Physical Plant upon arrival on campus. If you choose to bunk your bed, Physical Plant reserves the right to deny a work order to dismantle it. Bed "lifters" (manufactured specifically to raise the legs of a bed) are permitted, but may only raise a bed a maximum of six inches above the floor. After October 1st Physical Plant will no longer loft or de-loft beds. After October 1st permission to loft or de-loft beds must be granted through the Office of Residence Life.

(4) Entering and Exiting the Residence Halls
Students may only enter and exit the residence through the designated areas. Upon entering, residents are required to show their University ID with their current building validation sticker. In some buildings residents may also be required to swipe their ID. Emergency exits may only be used in an emergency, during a fire alarm or drill and/or unless otherwise permitted by a university staff member. Entering and exiting through windows is strictly prohibited.

XXIII. Maintenance
Students are expected to keep their living unit in a condition that is acceptable to all residents on the room, does not contribute to the spread of insects, and is a healthy place to live. In addition
students should learn to be responsible for reporting any problems that need to be addressed to the appropriate office.

(1) In Fortress, Mott, Partridge, Ronson and Scholler Hall, the University provides a cleaning service for the common areas including bathrooms, halls and lounges; Townhouses and apartments have no housekeeping service.

(2) Residents of townhouses and apartments are solely responsible for cleaning their units.

(3) Students are expected to furnish their own cleaning supplies.

(4) Residents needing repairs should submit an on-line work order request available at http://www.philau.edu/plant/request.html. Repairs are completed as soon as possible after they are reported to Physical Plant. It is not unreasonable to wait several days for non-emergency repair work during certain times of the year. Emergency requests should be called into the Office of Residence Life during the day and to the Department of Safety & Security in the evening and weekend hours. The submission of a work order indicates that a resident is granting permission for University staff to inspect and repair the problem.

Spiritual Development
Kanbar Campus Center 311
215.951.6804
The Office of Spiritual Development offers opportunities for students as they seek to deepen and enhance their spiritual and religious lives. These include: counseling which addresses questions of spirituality and religious faith and its application to issues and challenges at school and home; small groups for students wanting to explore their spiritual lives; workshops on spiritual development, meditation and prayer; interfaith services and discussions; holy day observances and special event celebrations.

The office provides a listing of places of worship offered by local faith communities. Information about different religious traditions and holy days is also available. The University also has student-run faith groups that work with the Office of Spiritual Development to sponsor activities and to provide community and support for interested students.

Student Activities & Kanbar Campus Center
Kanbar Campus Center 301
215.951.2744
Fax: 215.951.2644
Email: studentactivities@philau.edu
www.philau.edu/studentactivities
Monday - Friday, 9 a.m. - 5 p.m.

I. Overview

The Student Activities Office provides programs, facilities, resources and services to meet the needs of Philadelphia University. The office facilitates the majority of campus events and programs at the University. The office oversees and acts as principle advisors to the clubs and organization community on campus including performing arts and greek life. They plan large scale campus traditions including Ram Jam and Family Day. Student Activities is home to Commuter Programs and Services. The Office also oversees the operation of the Kanbar Campus Center, Campus Reservations and the Campus ID (Campus Card) system.

II. Student Organizations

Student organizations are a valuable component of the student experience at Philadelphia University. Through their activities and efforts, organization members develop interpersonal skills, develop their leadership style, and learn to motivate, delegate and work with diverse people. Most students find their work extremely rewarding; they not only make lasting friendships through organizations, they also have a visible impact on the life of the campus.

Through their initiatives, student organizations bring new concepts and ideas to campus in support of the academic mission. The social events they plan create energy, establish traditions and provide opportunities for students, faculty and staff to interact outside the classroom and office. Their involvement in the governance of the institution improves programs and services, while their community service efforts improve the quality of life for those who need it most.

The University supports student organizations by creating a system in which students may exist and flourish. The Student Activities Office is eager to assist students in starting an organization, providing information on how to establish a group, funding, and participate in leadership/management workshops. The Office regularly provides advice and training to student
groups that are currently recognized by the University.

III. Student Governance

Student Government Association (SGA): When the semester begins, students are encouraged to stop in at the student involvement fair or the SGA office in the Kanbar Campus Center. The student leadership is always willing to discuss areas of interest and concerns with students. Students may also leave a message in the SGA mailboxes located in the Kanbar Campus Center or reach them by email at SGA@philau.edu.

SGA not only works for the students, but also with the students. Members of the Executive Cabinet have a great interest in getting everyone involved, not only to provide them with opportunities to grow, but also to provide SGA with fresh enthusiasm. Take a stand and get involved. All full and part-time students can get involved in SGA. All registered students have the right to vote in SGA elections.

IV. Campus Activities Board

Campus Activities Board (CAB) is the University's premiere student organization for the planning of programs and activities. CAB is mainly responsible for the planning of weekend activities on campus for PhilaU students. They also play a huge role in Welcome Week as well as other large scale events. Membership to this group is open to all students.

V. Clubs and Organizations

The list of clubs and organizations is always changing from year to year due to student's interests. For an updated listing of registered clubs and organizations feel free to check out the Student Activities website at www.PhilaU.edu/StudentActivities. An updated list can always be found there.

Student Development Programs
Kanbar Campus Center 311
215.951.2634/2856
Fax: 215.951.2644
Email: studentdevelopment@philau.edu
www.philau.edu/StudentDev
Monday - Friday, 9 a.m. - 5 p.m.

Student Development Programs houses the First Year Experience Program and the offices of Community Service Learning and Spiritual Development. Collectively, our programs and services support the mission of Philadelphia University and promote and engage students thoughtful and creative contributions by:
1. coordinating students' transition to the institution and ensuring the highest quality first-year experience possible,
2. creating links between the curriculum and co-curriculum,
3. focusing on student leadership development,
4. promoting citizenship through community service initiatives,
5. exploring one's sense of purpose and meaning through spiritual development, and
6. deepening students' sense of awareness of self, others and the wider world through intercultural exchanges.

First Year Experience (FYE)
In partnership with the office of Residence Life and Student Development Programs coordinates campus-wide efforts to ensure the highest quality experience possible in the first year of college. The First-Year Experience program at Philadelphia University is designed to provide support and encouragement for new students. FYE acknowledges that the first year in college is a major life step during which students face challenges in adjusting to a new place, managing time and workload, starting new relationships, clarifying values, establishing autonomy, and addressing a host of other developmental issues. Philadelphia University has committed an extensive amount of time and resources to provide a sound foundation for success for each student.

Summer START and New Student Orientation
Each new student attends one of several 2-day START sessions. Students spend interacting in groups with peers and START Leaders, learn about campus departments and resources, take a writing assessment, stay overnight in Ronson Hall, have their ID photos taken, and receive their schedules for the fall term. Students move onto campus four days before classes begin for New Student Orientation (NSO), where they are welcomed into the academic community, meet with their College advisors, and participate in many activities designed to ease their transitions and to introduce them to each other and to the many resources available on campus.
The First-Year Curriculum
Most first-year students enroll in Writing Seminar I and History I (American Transitions) in their first year. They take one of these courses each semester. The central theme in each case is "Finding Philadelphia," learning about the history, culture, diversity, and wealth of activities in the city. Students also take a math and a science course in the first year, depending on their high school preparation. All first-year students begin coursework in their majors, with those who are undecided exploring their options in one or more Colleges. This connected curriculum is part of our strong general education core curriculum the College Studies Program, which is designed specifically for the needs of Philadelphia University students. This program is delivered by the College of Science, Health and the Liberal Arts.

The First-Year Co-Curriculum
We provide special programs for new students to complement their work in class and tie in the theme of "Finding Philadelphia." These programs include cultural excursions into the City of Philadelphia, informational sessions such as SEPTA 101 and a variety of other activities to help first-years take advantage of campus life and the city. Faculty teaching first-year students are encouraged to work with the co-curriculum initiatives to help students connect the learning in their courses with the opportunities for learning provided by various staff in the Division of Student Life.

First-Year Advising
Each first-year student is assigned an advisor who specializes in working with new students. Some students keep this advisor; others change at the sophomore year. First-year advisors help with course selection, academic planning, mapping the four or five year program, and referrals to resources. This program is coordinated by the Learning and Advising Center.

Residential Life and Commuting
Roughly five of six first-year students live on campus in one of several residence halls; the remaining population commutes. For students who live on campus, the Office of Residence Life has developed a program entitled "The Community Curriculum." This program is designed to assist students with learning how to live together as fellow citizens in a community. Resident Assistants (trained upper-class students) help their floor mates with social adjustments, establishing respect for themselves and others, and making the most of their living experience. While most programming is coordinated on the Ravenhill Campus, all FYE activities and services are open to all first-year students regardless of residency status.

The First-Year Summer Reading
Each year we select a book for new students to read prior to arriving in the fall. The goal of the summer reading program is to impress upon students that reading, thinking and engaging in academic discourse are the fundamental building blocks of the student experience. First-year faculty are encouraged to include discussion of issues arising from this common reading in their own courses. Writing Seminar I and American Transitions faculty will be provided resources to help them with this initiative.

Sponsored programs by Student Development Programs include:
Emerging Leaders
A cornerstone of the leadership initiatives for new students at Philadelphia University is The Emerging Leaders Program (ELP). The co-curricular certificate program has been designed to help new students understand learning experiences in co-curricular life and their relationship to classroom work; to assist students in becoming effective leaders on campus and in the community at Philadelphia University; and to encourage personal growth and development through active participation in discussion, exercises, and workshops. Recent ELP alumni now hold executive positions in student organizations, are recognized for academic excellence and serve in such positions as Resident Assistants, START Leaders and RAMbassadors. Participants in ELP will meet for six weeks during the fall semester. Regular meetings insure that members are committed to the program and to their own personal development.

Film for Thought
Student Development Programs sponsors a monthly screening entitled Film For Thought. During this program students, along with faculty and staff, watch films that focus on a wide range of important and sometimes controversial issues. Immediately following the films, an open discussion is facilitated by a member of the University faculty or staff. Pizza and refreshments are also served along with the discussion of each film. Please consider joining us for one of the upcoming films.

Unity Week
Help annually, each Spring semester, Unity Week is a campus-wide effort that affirms the diversity represented within the University community and affirms the value and vitality that pluralism brings to our individual and collective experience. Unity Week is a collaborative effort by numerous committed students, faculty, and administrators to coordinate a series of performances, speakers, opportunities for dialogues, open classes, food, and music.

Student Health Center
Scholler Hall - Lower Level
215.951.2986
Fax: 215.951.6867
www.philau.edu/healthservices
Monday - Friday, 9 a.m. - 4:30 p.m.
Walk-In Hours: 9:30-12:30 or call for an appointment.

All students that pay an annual health fee are entitled to visit the Student Health Center as often as needed. Students are responsible for the cost of lab work, prescriptions, specialty exams and visits to providers located off campus.

The Student Health Center is staffed by a secretary and certified nurse practitioners that are available to assist in meeting the confidential health care needs of our full time students. Confidentiality may only be broken if a student is considered to be a danger to self or others.

Within the Student Health Center is a Waiting Room stocked with health-related reference materials and pamphlets, as well as a Self-Care Station stocked with common over-the-counter
medications. Students may avail themselves of these supplies during office hours.

*Health Form Requirement*

All full-time students are required to submit a completed health form that includes a medical history, recent physical exam and documentation of the required immunizations and testing. Forms are available in the Student Health Center and must be submitted prior to attending classes as a new or returning student. The University reserves the right to deny housing, refuse preventative health care services and to withhold registration for any student who does not meet the pre-matriculation health requirements.

All full-time students are required to be covered by a medical insurance policy. Students that do not provide the needed insurance information will be charged for the university sponsored insurance plan.

In adherence with immigration laws, all international students must demonstrate minimal standards of adequate health insurance. International students will need to show proof of adequate insurance at the Student Health Center each academic year. Insurance will be considered adequate if the carrier is licensed to do business in the United States with a U.S. based office and telephone number. The insurance must be valid for the academic year.

The needed insurance information must be provided to the Student Health Center by the designated cut off dates. The cut off dates are the second Friday in September for students registered for the fall semester and the first Friday in February for students that did not start in the Fall and that are registered for the spring semester.

Any discrepancies that a student has regarding the fee that they may be charged for the university sponsored insurance plan must be rectified before the cut off dates. After these dates, the university will have already paid for your insurance and you will therefore be responsible for this fee.

It is the students' responsibility to ensure that they are covered either through private insurance or through the University sponsored health-insurance plan. Full-time Students may choose to purchase the University-sponsored plan at any time by contacting the Business Office at 215.951.9588. Any changes in insurance coverage should always be reported to the Student Health Center.

SECTION 3

GENERAL UNIVERSITY SERVICES
Office of Development and Alumni Relations
Reichlin House
215.951.2850
www.PhilaU.edu/alumni

The Office of Development and Alumni Relations is dedicated to advancing the mission of Philadelphia University as a student-centered institution that prepares its graduates for successful careers in an evolving global marketplace.

Alumni are a vital part of the Philadelphia University community and serve as global ambassadors. Alumni are integral to the University's success. Through their involvement and financial support, they contribute to a legacy that is rich in history and helps students meet the challenge of achieving their professional goals.

Since its founding in 1884, Philadelphia University has relied on private support to become a leader in professional education. Today, the University's alumni are global leaders in design, architecture, fashion, business, engineering, health professions, textiles, materials technology and science. To prepare such leaders, Philadelphia University is grateful to the generosity of its many donors, including alumni, friends, parents, corporations, and foundations.

The Office of Development and Alumni Relations is committed to keeping alumni connected with their alma mater and to matching the philanthropic interests of Philadelphia University's donors with the needs of the institution.

Bookstore
Kanbar Campus Center 121
Phone: 215.951.2717
Fax: 215.951.2667  
Email: Bookstore@philaU.edu  
www.PhilaU.edu/Bookstore  

HOURS:
Monday - Thursday 8:30 a.m. - 6:30 p.m.  
Friday - 8:30 a.m. - 5:00 p.m.  
Saturday 12:00 p.m. - 4:00 p.m.  

Hours are extended at the beginning of each semester with specific hours posted outside the store and on our website, www.PhilaU.edu/Bookstore.

The Bookstore serves Philadelphia University students, faculty, staff and alumni by providing a specialized selection of products including textbooks, academic supplies, school supplies, clothing, gifts, computers, iPods, magazines and general books.

Textbook Reservation

Students can purchase and reserve textbooks in advance on our website, www.PhilaU.edu/bookstore, and pick them up at their mailbox when they arrive on campus at the beginning of the semester.

Book Buy Back

The bookstore buys books back during finals week each semester. Book values vary greatly; if a book is needed for the next semester, student will receive 50% of the purchase price.

Other Services

The bookstore offers a special order system for books, art materials, office supplies and school supplies. We work with a wide variety of vendors to assist you with your academic needs. We also offer fax services.

Payments: Purchases can be made using Campus Card, cash, check (with identification), MasterCard, or VISA. Contact the Business Office to set up a Campus Card account.

Visit us on our website at www.PhilaU.edu/bookstore

Check Cashing
Archer Hall  
215.951.2964  
Monday - Friday, 9:30 a.m. - 4 p.m. (Cashier)

Any student with a valid Campus Card may cash personal checks up to $100 per day at the Cashier's Office.
Dining Services
Kanbar Campus Center 101
215.951.2924
Fax: 215.951.2615
Email: diningservices@PhilaU.edu
www.philau.edu/dining

Philadelphia University Dining Services, in partnership with Parkhurst Dining Services, is committed to providing you with a superb dining experience. We are excited for you to try our food that is alive with flavor and nutrition, prepared from scratch, using only the freshest and highest quality ingredients!

In the Ravenhill Dining Hall (in the Ravenhill Campus), you'll be able to enjoy creations from all over the world at Bravisimo and have fresh dough pizzas at Pepperazzi’s. You will also enjoy delicious fresh salads, mouth watering deli sandwiches, fresh stock soups and favorite homemade cooked foods.

The Kanbar Campus Center (Main Campus) offers two locations for your convenience. Common Thread, on the lower level, will offer you fresh burgers and hand cut french fries along with Philadelphia Cheesesteaks and other favorites at the grill. The deli will offer home roasted turkey and roast beef, along with other mouth watering deli favorites and sides. You can also purchase homemade fresh stock soups, market salads, baked pastas and entrees cooked to order.

Ted's, located on the main level, will offer your favorite On the Go! and convenience items in the C - store, along with Fresh Dough Pizzas, Hot Subs, Starbucks Coffee, Hershey's Ice Cream, and fresh baked products for your enjoyment.

In addition to providing great tasting food, we offer menu items that satisfy a variety of dietary needs. A focus on wellness and healthful food choices prevail throughout the dining venues. We look forward to listening to you and responding to each of your requests. Your feedback is valuable as we design custom menus for our University.

In partnership with Parkhurst Dining Services, we look forward to renewed energy, enthusiasm and creativity in our dining service program here at Philadelphia University. As a regional company, Parkhurst takes pride in being unique in the industry by building personal relationships through the exceptional culinary experiences that they provide for all of its guests.

Parkhurst Dining Services is proud of its reputation for serving fresh, high quality food prepared from scratch using authentic ingredients. Our menu items are prepared in small batches by experienced chefs to ensure freshness and outstanding taste.

Parkhurst understands that the Philadelphia University campus community is unique. We understand that food service is an important part of your experience and we are very excited about being part of those experiences with you!
Ravenhill Dining Hall

Monday through Friday

Breakfast 7:15 a.m. - 10:15 a.m.
Continental 10:15 am - 11:00 am
Lunch 11:00 a.m. - 2:00 p.m.
Lite Lunch 2:00 pm - 4:30 pm
Dinner 4:30 p.m. - 7:30 p.m.

Saturday and Sunday

Brunch 10:30 a.m. - 2:00 p.m.
Lite Lunch 2:00 pm - 4:30 pm
Dinner 4:30 p.m. - 7:00 p.m.

Common Thread

Breakfast (Monday - Friday) 8:00 a.m. - 11:00 a.m.
Lunch (Monday - Thursday) 11:00 a.m. - 4:30 p.m. (Friday) 11:00 a.m. - 2:30 p.m.
Dinner (Monday - Thursday) 4:30 p.m. - 7:00 p.m. (Friday) Closed
Saturday and Sunday Closed

Ted's

Monday - Friday 7:30 a.m. - 12:00 midnight
Saturday and Sunday 5:00 p.m. - 12:00 midnight

Ted's C€“ Store

Monday - Friday 9:00 a.m. - 9:00 p.m.
Saturday and Sunday 12:00 noon - 5:00 p.m.

Tuttleman Cafe©

Monday - Thursday 7:45 a.m. - 6:00 p.m.
Friday 7:45 a.m. - 2:30 p.m.

Meal Plan Options
19 meal plan
This meal plan provides the most flexibility and is clearly the "best value." It includes all 19 meals served during the week (breakfast, lunch and dinner on weekdays, brunch and dinner on weekends.), plus $100 on students' Campus Card account per semester along with Seven (7) guest passes for Ravenhill Dining Hall per semester. The meal plan runs seven days a week and may be used in the Ravenhill Dining Hall or for its cash equivalency in the Common Thread, Ted's or Tuttleman.

Enhanced 19 Meal Plan
All the same value as the 19 meal plan, but with $200 on students' Campus Card account per semester.

14 Meal Plan
This meal plan includes any 14 meals served seven days a week plus $75 on students' Campus Card account per semester along with four (4) guest passes for Ravenhill Dining Hall per semester. This plan may be used in the Ravenhill Dining Hall or for its cash equivalency in the Common Thread, Ted's or Tuttleman's.

Enhanced 14 Meal Plan
All the same value as the 14 meal plan but, with $150 on students' Campus Card account per semester.

10 Meal Plan
Includes any 10 meals served seven days a week and $50 on students' Campus Card account per semester. This plan may be used in the Ravenhill Dining Hall or for its cash equivalency in the Common Thread, Ted's and Tuttleman's.

Enhanced 10 Meal Plan
All the same value as the 10 meal plan, but with $100 on students' Campus Card account per semester.

5 Meal Plan
Includes any 5 meals served seven days a week and $25 on student's Campus Card account per semester. This plan may be used in the Ravenhill Dining Hall or for its cash equivalency in the Common Thread.

Enhanced 5 Meal Plan
All the same value as the 5 meal plan, but with $50 on students' Campus Card account per semester.

New students living in Partridge, Fortress, Mott, Ronson or Scholler Halls are required to purchase the 19 Meal Plan. Returning students living in those residence halls may purchase either the 19 or 14 Meal Plans. Townhouse, Alden Park, Independence Plaza and non-resident students are welcome to select any option.
"Campus Dollars provide the ultimate flexibility and value. This money is held in an account that acts like a debit card. This is convenient for purchasing meals and snacks without the hassle and worry of carrying cash. It can be used at the Common Thread, Tuttleman Cafe, Ted's and a number of other sites on the University Campus. The balance will appear each time a purchase is made. Money can be added to this account at any time during the year at either the campus business office on the Philadelphia University website at https://campuscard.philau.edu.

Duplicating Machines

Color and black and white copier machines are available in the Gutman Library. In addition, black and white copiers are available in Hayward Hall, Architecture & Design, and Ravenhill. All copiers accept coin or Philadelphia University campus cards. For large copy jobs, service can be provided by the Duplicating Center in the Kanbar Campus Center (minimum of 20 copies for single page document or minimum 15 copies for multi-page document). Payment is requested in advance, and can be made with cash or campus card at the main Mail Services window. Turnaround time for large jobs would be 24 to 48 hours, depending on the volume of requests.

Financial Aid

White Corners
215.951.2940
Email: financialaid@PhilaU.edu
www.philau.edu/financialaid
Monday - Friday 9 a.m. - 5 p.m.

Financial aid is available from many different sources, including the federal and state governments, private industry, banks and the University. Financial aid may be in any combination of scholarships, grants, loans and part-time employment (university work study). Approximately 90 percent of the students at Philadelphia University receive financial aid.

It is important to note that students must reapply for financial aid every academic year by submitting a renewal Free Application for Federal Student Aid (FAFSA). Renewal FAFSA’s can be completed after January 1 at www.fafsa.ed.gov and are also available in the Financial Aid Office for students who prefer to file a paper application. Electronic reminder notices will be posted on PhilaU Today and on the Philadelphia University home page. The deadline for submitting the FAFSA is April 15.

In order to renew financial aid for the subsequent academic year, students must make academic progress by completing a minimum of 75 percent of the courses that they have attempted each semester. Some aid programs have additional requirements in order to be renewed. Students will be notified at the end of each semester if they have not met the academic progress requirements. Check with your financial aid counselor if you have any questions.

Mail Services
Kanbar Campus Center 215
215.951.2982
Email: mailservices@philau.edu
www.philau.edu/mailroom

Fall and spring:
Monday - Thursday 10 a.m. - 5:15 p.m.
Friday 10 a.m. - 4:45 p.m.

Resident and Commuter Mailboxes
Mailboxes for residents and commuters are located at the Mailroom on the Main Campus on the 2nd level of the Kanbar Campus Center. The Mail Services assigns mailboxes to all students upon entry to the University and students keep the same box throughout their undergraduate enrollment as long as they maintain 9 credits or more. Students who register two weeks before or after classes begin may be assigned a new mailbox.

The University uses campus mailboxes to distribute important documents to students including registration information, financial aid information and the housing selection packet, among others. Students are expected to check their mailbox on a regular basis. Commuters may not use the University as a mailing address; commuter mailboxes are for on-campus use only. (With advance notice, special shipments will be accepted.)

To ensure quick delivery of resident student letters and packages, mail should be addressed as follows:

    Student Name
    Phila. Univ. # (Student Box Number)
    4201 Henry Avenue
    Philadelphia PA 19144-5494

Mail addressed to students should not use the letters "PO" or the word "Box" before the box number in order to avoid delay of mail delivery; use of the " # " will ensure quicker delivery.

For security purposes, the name (full name) on your package must match the name on your ID or it will be returned.
Please inform your parents if their name is on the package your name must be there too or it will be returned.

Mail Services
Students may mail packages at the Mailroom window via the U.S. Postal Service, United Parcel Service (UPS), DHL, and Federal Express. Books of stamps may be purchased from the vending machine in the hall next too the Mailroom window. The mailroom also sells pre-stamped #10 envelopes.
A pick-up slip and picture identification must be shown to pick up packages. Name (full name) on package must match name on ID or it will be returned. Newspapers and some third-class mail will not be saved during breaks unless arrangements have been made with the Mailroom.

For further information about the Mailroom and its services, please check the University web site.
Student Organization Mail
Student organizations can be reached by stopping by the mailboxes located in the Student Center on the first floor.

Change of Address
Students who leave the University, move to an off-campus address or leave for summer vacation, must fill out a change-of-address packet to cover magazines, bank statements, phone bills, etc. The Mailroom will forward only first-class mail. No newspapers or third-class mail will be forwarded or held by the Mailroom.

Physical Plant
215.951.2945 Main Office
215.951.5677 Work Order-related calls
Email: plant@philau.edu
www.philau.edu/plant/
Main office:
Monday - Friday, 8:00 a.m. - 5:00 p.m.
Staff on-site:
Monday - Friday, 24 Hours a day
Saturday, 8:00 a.m. - 4:30 p.m.
Sunday, 8:00 a.m. - Midnight

Residence hall cleaning
Monday - Friday, 8:00 a.m. - 3:30 p.m.
Saturday - Sunday, 7:00 a.m. - Noon.
Emergency services 24 hours a day.

Physical Plant maintains the 57 buildings on the University's 100-acre campus including historic mansions and contemporary classrooms, library and residential facilities. It utilizes both in-house staff and outside contractors to handle operations ranging from housekeeping to grounds keeping.

TMA I Service Desk is our preferred method of creating work order requests for our campus community. This system will allow work order requests to be made simply by logging into the university's network and clicking on the I Service link located on the Current Students web page. We continue to encourage the use of this system campus wide for direct communication with our department. Any questions regarding the use of this system can be answered by calling ext. 5677 (Just Notify Physical Plant).

This system helps the Physical Plant, as well as the campus community as a whole, generate and accurately account for the vast variety of tasks to be accomplished by our department.

Physical Plant is on call 24 hours per day, seven days a week. For emergencies only, students should call Safety and Security at 215.951.2999.
The safety and security of all University community members is extremely important. The following information is intended to equip students with the knowledge needed to make wise decisions while participating in the Philadelphia University experience.

Crime Report
Philadelphia University's Security Report required by the Jeanne Clery Campus Security Act and the Pennsylvania College and University Security Information Act are available at www.philau.edu/security/cleryrpt.html. The document contains information regarding campus security and personal safety including topics such as: crime prevention, crime reporting policies, crime statistics, disciplinary procedures and other matters of importance related to security on campus. You can receive a paper copy of the report by contacting the Department of Safety and Security at (215) 951-2620.

Car Trouble
The Department of Safety and Security provides "jump-start" assistance in the event of a dead battery. Safety and Security can be reached by dialing "2999" using any of the blue light emergency phones around campus or any campus phone. It is recommended that you place the emergency number in your cell phone-215-951-2999.

Ram Van
The Ram Van is a free shuttle service available for Philadelphia University students. The van drivers are not permitted to pick up or discharge passengers at any location other than those listed below. When road conditions are deemed unsafe for vehicular traffic, the van will not operate or will cease operation. The Ram Van is for the security and safety of the campus community as part of a comprehensive security program and not for convenience. Therefore, transportation is not guaranteed and individuals with disabilities have transportation priority. Escorts are available after the Ram Van shuttle stops running. Contact Safety and Security at 215-951-2999 for a safety escort.

Ram Van Route
The Ram Van circuit is a continuous loop with stops across from the Safety and Security Building, Mott Circle, The Tuttleman Center Lot, Downs Hall Lot, Althouse Hall, and the Falls Center.

Parking
Every member of the campus community (faculty, staff, students, and visitors) must register their vehicle. Please see the current Parking and Traffic Regulations brochure at the web address below, during parking registration on the web or by requesting a paper copy from the department of safety and security.
A parking permit can be obtained from any networked computer by going to
www.PhilaU.edu/security/parking and completing the registration process on line. (Please be
sure to have your vehicle information available). To pick up a permit, the registrant must
personally appear at the Safety and Security and present a current Campus ID, valid driver's
license, state vehicle registration card, and proof of insurance. Please note that resident students
who have completed less than 24 credit hours are not eligible to park on campus.

The University reserves the right to search automobiles parked on University property if
concerns arise regarding the safety, security or sanctity of the campus.

All students are expected to obey the parking rules and regulations and to park their vehicles on
campus only in areas indicated for student parking. All parking spaces are defined by lines on
the ground. Please note that parking may be restricted or prohibited at many areas along Henry
Avenue, Warden Drive, School House Lane and Vaux Street.

Philadelphia University shall assume no liability or responsibility for theft, damage or loss that
may occur while parking on campus.

Safety Tips: Deterring Theft
"Opportunity" or "temptation" crimes may occur when property is left unattended. By taking
away the opportunity, these thefts cannot be committed. With everyone's assistance, these
cri mes can be deterred and the campus rendered much safer. The following sensible precautions
can be taken to protect property and reduce the possibility of becoming the victim of these
crimes:
1. In the residence halls, lock the room door at all times, especially when you are sleeping.
Also, lock your room windows;
2. In the academic and administrative buildings, lock your office door whenever you are not
present, even if you are only leaving for a few moments;
3. Do not leave your personal belongings (books, purses, backpacks, gym bags, calculators,
coats, cell phones etc.) unattended in the library, academic buildings, athletic facilities or
classrooms;
4. When your vehicle is parked, do not leave items of value in plain view. Always lock your
car doors and roll up the windows;
5. To deter vehicle theft, utilize a steering wheel-locking device when your vehicle is parked;
6. Report any suspicious person(s) or activities immediately by calling security at
215.951.2999 or 215-848.5555;
7. If you are the victim of a crime, no matter how minor it might seem, call Security at
215.951.2999 first, then 215-848.5555.

SECURITY IS EVERYONE'S RESPONSIBILITY AND EACH STUDENT'S
PARTICIPATION COUNTS!

Vending Machines
Snack and drink vending machines are located in most buildings around campus. All machines
will accept cash as well as a Campus Card. Bill changers are located in Hayward Hall, Scholler
Hall, Ronson Hall and the Ravenhill Mansion. Should you experience problems with any of the
SECTION 4

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing privacy rights in university records for students and for dependent students' parents. FERPA was passed by Congress in 1974 to provide students the ability to access and review their records and to protect the confidentiality of their records within certain guidelines. Access to the information in a student's records (including access to grades) is generally not permitted to outsiders (third parties) without the student's written consent.

I. To Whom Does FERPA Apply?
For the purposes of this policy, Philadelphia University defines student as any person who attends or has attended Philadelphia University.

II. To Which Records Does FERPA Apply?
Philadelphia University defines education record as any record in any medium maintained by Philadelphia University that is directly related to a student, EXCEPT:
1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
3. Records maintained by the office of Student Health Services if the records are used only for the treatment of a student and made available only to those persons providing treatment;
4. Alumni records that contain information about a student after he or she is no longer in attendance at Philadelphia University and the records do not relate to the person as a student;
5. "Directory information." Philadelphia University designates the following items as Directory Information: student name, addresses, telephone numbers, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Philadelphia University may disclose any of those items without prior written consent, unless notified in writing on the form available from the registrar no later than the fifth day of the fall or spring semesters or summer sessions. Such notice shall be effective only until the end of the academic year during which it is given. An on-line student directory listing each student's name, permanent address/phone number and local address/phone number is created each fall by the Office of the Dean of Students and the Office of Information Technology. The directory is password protected and only available to individuals affiliated with the university.

6. Law Enforcement Unit Records – The Department of Safety and Security is the designated unit responsible for enforcement or referral to appropriate authorities, all laws and policies regarding physical security and safety of the school. Law enforcement unit records are not education records and therefore not subject to the privacy protections of FERPA.

III. How Are Students Informed About FERPA?
Students will be notified of their FERPA rights through the annual distribution of the University Catalog and the Student Handbook.

IV. How May Students Inspect Their Records?
Students may inspect and review their education records upon written request to the Office of University Registrar. The request must identify as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate Philadelphia University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records can be inspected, if the inspection cannot be done at the time of request. Access will be given in 45 days or less from the receipt of request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

V. When May the University Refuse Student Access to Records?
Philadelphia University reserves the right to refuse to permit a student to inspect the following records:
1. The financial statement of the student's parent(s);
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were placed in the files before January 1, 1975;
3. Records connected with an application to attend Philadelphia University or a component unit of Philadelphia University if that application was denied;
4. Those records which are excluded from the FERPA definition of education records.

VI. When May the University Refuse to Provide Copies of Records?
Philadelphia University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:
1. The student is currently attending Philadelphia University or, if a former student, lives within a commuting distance of Philadelphia University;
2. The student has an unpaid financial obligation to Philadelphia University;
3. There is an unresolved disciplinary action against the student.
However, even in the above situations, students will not be denied the right to inspect their records. Philadelphia University will not normally issue copies of any document if an original or source document exists elsewhere (e.g., records from other schools).

VII. Where Are Students' Education Records Kept?
The following is a list of the types of records that Philadelphia University maintains, their locations, and their custodians.

Admissions Records
Location: Office of the University Registrar, Archer Hall, First Floor
Custodian of Records: University Registrar

Cumulative Academic Records
Location: Office of the University Registrar, Archer Hall, First Floor
Custodian of Records: Registrar

Athletic Records
Location: Athletics Office, Althouse Hall
Custodian of Records: Director of Athletics

Student Conduct/Disciplinary Records
Location: Office of the Dean of Students, Kanbar Campus Center, 2nd Floor
Custodian of Records: Dean of Students

Financial Records
Location: Business Office Archer Hall, Second Floor
Custodian of Records: Controller

Financial Aid Records
Location: Financial Aid Office, White Corners, First Floor
Custodian of Records: Director of Financial Aid

International Student Affairs Records
Location: International Student Services, Kanbar Campus Center, Second Floor
Custodian of Records: Director of International Student Services

Placement Records
Location: Career Services, Kanbar Campus Center
Custodian of Records: Director of Career Services

Note: Other student education records not indicated above available upon specific request.

VIII. When May Students' Education Records Be Disclosed to Others?
Philadelphia University may disclose information from a student's education records only with the written consent of the student, EXCEPT:

1. To Philadelphia University officials who have a legitimate education interest in the records. Philadelphia University officials include persons employed by Philadelphia University in supervisory, academic, research, or support staff positions, and persons employed by or under contract to Philadelphia University to perform a special task, such as an attorney or auditor. A Philadelphia University official has a legitimate education interest if he or she is performing a task which is part of their responsibilities or contract agreement, or performing a task which is related to the student's education, or performing a task related to the discipline of a student, or providing a service or benefit to the student, such as health care, counseling, job placement, or financial aid;

2. To officials of another school, upon request, in which a student seeks or intends to enroll or
has enrolled, although such information is usually transmitted only in response to a specific written request from the student;
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs;
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
5. To organizations conducting certain studies for or on behalf of Philadelphia University;
6. To accrediting organizations to carry out their functions;
7. To comply with a court order or a lawfully issued subpoena when specifically requests (student may not be notified);
8. To appropriate parties in a health or safety emergency;
9. To parents/legal guardians of an eligible student who claim the student as a dependant for income tax purposes. The University informs parents/guardians where it deems appropriate;
10. In cases of violent crime, the results of any disciplinary proceeding conducted by the University against an accused student to the alleged victim.

A log shall be maintained in each student record to document the use of that record by individuals other than University officials. The log shall indicate the date of the request, the individual or the organization using the record, and the purpose for which it was used. The student (or parent/guardian of a dependent student) may inspect and review this log.

IX. How May a Student Make Changes to Education Records?
Students have the right to request to have records corrected or amended that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
1. The student must ask the appropriate official of Philadelphia University to amend a record. In doing so, the student should identify the part of the record they believe should be changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights;
2. Philadelphia University may comply with the request or it may decide not to comply. If it decides not to comply, Philadelphia University will notify the student of the decision and advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or a violation of the student's rights;
3. Upon request, Philadelphia University will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing;
4. The hearing will be conducted by a hearing officer who is a disinterested party (although he or she may be an official of the institution). The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney;
5. Philadelphia University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision;
6. If Philadelphia University decides that the challenged information is not inaccurate,
misleading, or in violation of the student's rights of privacy, it will notify the student that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision;

7. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If the student requests disclosure of the record which contains the contested portion, he or she may indicate that the files also contain the student's statement, which will then accompany any disclosure of the record;

8. If Philadelphia University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student that the record has been amended.

The provisions of this section may not be used to challenge course grades.

**X. To Whom May a Student Complain if Issues Arise?**

Students who believe that Philadelphia University is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that act, may file complaints in writing with:

**The FERPA Office**

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

The full text of the Family Educational Rights and Privacy Act as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, is available for inspection at the Office of the University Registrar.

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**SECTION 5**

**STUDENT LIFE POLICIES**
**Alcohol, Drugs, & Prohibited Substances**

**I. Introduction**

Philadelphia University expects all students to adhere to all federal, state or local laws regarding the unlawful possession, use or distribution of alcohol, drugs, and illegal substances. The University is required by law to inform students of the sanctions which may be imposed on them for violations of those laws. In addition, Philadelphia University is required to inform students of the standards of conduct, University penalties, health risks, and counseling options as they pertain to substance abuse. All members of the Philadelphia University community are hereby notified of the primary components of the Substance Abuse Prevention Policy in compliance with the Drug-Free Schools and Community Act of 1989 and subsequent amendments.

**II. Local, State and Federal Laws**

(1) **Alcohol**  
Under the statutes of the Commonwealth Pennsylvania, a person who is less than 21 years of age commits a summary offense if she/he attempts to purchase, consume, possess or transport alcohol. If convicted of this offense, the minor's driver's license will be suspended for 90 days. There is a $300 fine for a first offense and second offense will yield a fine up to $500. The police must notify the parents of any individual under the age of 18 charged with violating this law.

Any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor of the third degree. There will be a $1,000 fine for the first offense and a $2,500 fine for subsequent offenses. Maximum penalties are $2,500 in fines and one-year imprisonment.

(2) **False ID Cards**  
Minors carrying or using false ID cards face a 90-day driver's license suspension and are subject to fines up to $500. For subsequent offenses, a driver's license can be suspended for one year for the second offense and two years for additional offenses. Imprisonment is possible up to 90 days for the first offense and one year in prison is possible for subsequent offenses.

Manufacturing and/or selling a false ID card has been made a criminal offense, punishable by minimum fines of $1,000 for a first offense and $2,500 for subsequent offenses. Maximum penalties are $5,000 in fines and two years in prison.

(3) **Drugs**  
There are both federal and state laws that proscribe the possession, use and distribution of illegal drugs, including the misuse and/or unauthorized possession and/or distribution of prescribed medications. The sanctions for violating these laws consist in many cases, of mandatory imprisonment coupled with substantial fines. The penalties for any given offense vary widely, depending on the nature of the offense and the type/quantity of drug involved.

For instance, under federal law, simple possession of a controlled substance carries with it a penalty of imprisonment of no more than one year, plus a fine of an amount between $1,000 and
$5,000. If the controlled substance contains a cocaine base and the amount exceeds five grams, the offender will be imprisoned for not less than five years and not more than twenty years, or fined, or both.

Also under federal law, anyone who is at least 18 years old and who distributes drugs to anyone under age 21 will be imprisoned and/or fined up to twice what is otherwise provided by law, with a minimum prison sentence of one year.

Pennsylvania has statutes prohibiting the use, possession and distribution of drugs that are similarly strict. In addition to imposing fines and/or prison terms for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, when the state arrests someone for violating its laws concerning the use, possession or distribution of drugs, the state will seize and that person will forfeit all of his/her property that was used to accomplish the violation of Pennsylvania's anti-drug laws, including the automobile.

III. Health Risks of Alcohol and Other Drugs

Alcohol and other drugs can dramatically affect the body and the mind. Alcohol enters the bloodstream almost immediately, circulating to the brain and all organs. It depresses the central nervous system, slowing the thought process, reflexes and other motor skills. Mentally, alcohol's effects may vary. A person may find him or herself to be confused, moody, angry, emotional, and/or disoriented. Larger doses can result in unconsciousness, coma, and/or death. Dangers associated with, and not limited to, the use of alcohol include: addiction, damage to vital organs, personal and automobile accidents, social problems (family, school, and job problems), birth defects, and other serious physical problems.

Marijuana negatively impacts physical coordination, sensory perception and impairs judgment, reasoning skills and memory. Marijuana use has also been linked to chronic anxiety disorders and schizophrenia, among other mental health problems.

Users of ecstasy typically experience severe depression and fatigue as the drug wears off. Ecstasy has also been linked to internal hemorrhaging (bleeding), permanent brain damage and failure of body organs including the kidneys, heart and liver.

Other drugs, such as cocaine, LSD (acid), and heroin, impact the mind and body in different ways, but each has dangerous (and often deadly) effects on the people who use them. Cocaine, for instance, raises blood pressure, heart rate and body temperature; narrows arteries and restricts blood flow to the heart; causes tremors, convulsions, nausea and vomiting; and can lead to failure of the respiratory system. Hallucinogenic drugs such as LSD, beyond the physical health risks, cause severe psychological distress including panic and psychotic episodes that can last for weeks or months and return as flashbacks years later.

IV. Alcohol Policy

As an institution of higher education, Philadelphia University wishes to promote the educational purposes of the University in all activities and to establish in our students a professional level of
behavior and personal deportment that is consistent with those educational objectives. In light of problems of alcohol abuse in our society, especially among college students, the University seeks to encourage a social life that does not emphasize the role of alcoholic beverages in either private or group activities and yet allows students of legal age some opportunity to develop good habits for moderate and appropriate drinking.

The possession and consumption of alcoholic beverages on the campus of Philadelphia University and at University-related events is regulated by the statutes of the Commonwealth of Pennsylvania. When evidence exists that an underage student has consumed, possessed, distributed and/or otherwise been in the presence of alcohol, that student will be referred to the University Judicial System.

Violations of the alcohol policy will remain active and accumulate for the duration of a student's matriculation at Philadelphia University. Any student who has three semesters with no violations of the alcohol policy may submit a written request to the Associate Dean of Students to have his/her previous violations removed from his/her record.

Any University official (including members of Safety & Security, Residence Life and the Student Life staff) who has a reasonable suspicion that the alcohol policy is being violated may access any University facility to determine an appropriate course of action. University officials are authorized to intervene in any situation that warrants action including, but not limited to: removal of attendees; closing of the event; and/or dumping or confiscation of alcohol; and notification of University personnel.

(1) Alcohol Policy Violations
(a) Consumption, distribution, transportation, or possession of alcoholic beverages by any person less than 21 years of age, either on or off-campus;
(b) Presence of alcoholic beverages in a residence hall room where all the occupants are less than 21 years of age;
(c) Providing alcoholic beverages to any person less than 21 years of age.
(d) Being less than 21 years of age and in the presence of alcohol;
(e) Public Intoxication as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, alcohol on breath, vomiting or disturbance to others;
(f) Distribution, sale, or trade of alcoholic beverages on the campus property or to members of the Philadelphia University community;
(g) Possession of kegs, beer balls or similar bulk containers;
(h) Possession by any person less than 21 years of age of paraphernalia associated with consumption of alcoholic beverages including, but not limited to, beer bongs and empty alcoholic beverage bottles; or,
(i) Consumption, distribution, or possession of alcoholic beverages in public areas of the campus not designated as a permitted area or in said areas without a permit.
(j) Use alcohol to the extent that the safety to self or others on the campus is jeopardized.
(2) Host Responsibilities
The residents in whose room/apartment/townhouse alcohol is being consumed are responsible for the behavior of their guests and will be held accountable for any policy violations. It is the responsibility of the residents to verify the age of any person consuming an alcoholic beverage and ensure that minors do not consume and are not allowed in the presence of alcohol; of-age guests do not leave the room/apartment/townhouse with open containers of alcohol; and that guests do not become intoxicated and/or disorderly. Students found responsible for violating hosting standards will be subject to sanctions above and beyond those outlined below.

(3) In-the-Presence-of Violations
Students under the age of 21 are never permitted to be in the presence of alcohol unless at properly supervised, University-sponsored events. An underage student found by University staff to be in the presence of alcohol will be subject to a hearing in which a judicial officer will determine if the student committed any of the violations described above. Students found to be in the presence of alcohol, but not drinking, will be considered responsible for condoning the violation of community standards and will be sanctioned with an educational sanction, probation and/or a written warning, among others. Underage students finding themselves in the presence of alcohol should immediately vacate the situation and notify a staff member of the Office of Residence Life or the Department of Safety and Security.

(4) Sanctions for Alcohol Violations
While the University Judicial System does impose punitive sanctions for violations of the drug and alcohol policies, it also requires students to complete developmental sanctions designed to educate students and foster personal growth. These sanctions are applicable to both residential and commuter students.

Upon a determination of responsibility, a University judicial body will determine the appropriate sanctions (see University Judicial System in this handbook). Sanctions for violations of the alcohol policy include and are not limited to:
(a) Educational sanctions, such as educational courses.
(b) Fines, ranging from a minimum of $50.00 to a maximum of $300.00
(c) In-house Substance Abuse Assessment
(d) Professional Substance Abuse Counseling
(e) Disciplinary Warning
(f) Disciplinary probation
(g) Possible suspension of housing
(h) Persona Non Grata status from residence halls
(i) Suspension or expulsion

Any student found to be in violation of the alcohol policy during a probationary period will have subsequent sanctions increased significantly. Any student who is of legal drinking age and who is documented for providing underage students with alcohol is subject to doubling of the fine for his/her violation level.
A judicial body may apply the above sanctions at their discretion depending upon the quantity and type of alcohol involved in a case or by the number of people impacted by the violation, among other factors.

All fines collected are credited to a Student Life account dedicated to alcohol-education efforts, non-alcoholic events, and community-building programs on campus.

(5) Parental Notification
In addition, the university reserves the right to notify parents, if deemed necessary. In those circumstances, the student will always be notified that the notification is taking place.

V. Drug Policy

The possession, distribution, and/or use of illegal drugs on the campus of Philadelphia University are regulated by the laws and statutes of the Commonwealth of Pennsylvania and the United States. If the substance is found to be an illegal drug, the student will be charged for the cost of the testing in addition to the other sanctions that may be imposed through the University Judicial System.

When University officials confiscate illegal drugs, such items will be surrendered to the Philadelphia Police Department as required by law. Charges for violation of the law will be made at the discretion of the Philadelphia Police Department.

In the case of alleged supplying of or selling of illegal drugs, students may be referred to the Student Conduct Committee for judicial action. Sanctions could include suspension or permanent expulsion from the University.

The University reserves the right to test a student for the presence of drugs in his/her system if necessary, and may prevent a student's return to University housing (or withhold other privileges) until such tests show an absence of illegal drugs.

(1) Drug Policy Violations
(a) Consumption, use, distribution, manufacture, transportation, or possession of illegal drugs on campus;
(b) Being under the influence of illegal drugs as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, smell, vomiting or disturbance to others;
(c) Sale or trade of illegal drugs on the campus property or to members of the Philadelphia University community; or,
(d) Possession of drug or drug-related paraphernalia.

(2) Host Responsibilities
The resident(s) in whose room/apartment/townhouse illegal drugs are being consumed is (are) responsible for the behavior of guests and will be held accountable for policy violations. It is the responsibility of the dweller to ensure that guests do not consume illegal drugs.
(3) In-the-Presence-of Violations
A student found by University staff to be in the presence of illegal drugs will be subject to a hearing in which a judicial officer will determine if the student committed any of the violations described above. Students found to be in the presence of illegal drugs but not using drugs will be considered responsible for condoning the violation of community standards and will be sanctioned with an educational sanction, probation and/or a written warning.

The presence of marijuana within a room may be determined by odor or odor-masking devices, paraphernalia and/or materials later determined through testing to be marijuana. Students finding themselves in the presence of drugs and/or drug-related paraphernalia should immediately vacate the situation and notify a staff member of the Office of Residence Life or the Department of Safety and Security.

(4) Sanctions for Drug Policy Violations
While the University Judicial System does impose punitive sanctions for violations of the drug and alcohol policies, it also requires students to complete developmental sanctions designed to educate students and foster personal growth. These sanctions are applicable to both residential and commuter students.

Upon a determination of responsibility, a University judicial body will determine the appropriate sanctions (see Student Judicial System in this handbook). Sanctions for violations of the drug policy include and are not limited to:
(a) Educational sanctions, such as educational courses.
(b) Fines, ranging from a minimum of $50.00 to a maximum of $300.00
(c) In-house Substance Abuse Assessment
(d) Professional Substance Abuse Counseling
(e) Disciplinary probation
(f) Possible suspension of housing
(g) Persona Non Grata status from residence halls
(h) Suspension or expulsion

Any student found to be in violation of the drug policy during a probationary period will have subsequent sanctions increased significantly. Any student documented for providing students with drugs is subject to doubling of the fine for his/her violation level.

A judicial body may apply the above sanctions at their discretion depending upon the quantity and type of drugs involved in a case or by the number of people impacted by the violation, among other factors.

All fines collected are credited to a Student Life account dedicated to substance abuse-education efforts, non-alcoholic events, and community-building programs on campus.

(5) Parental Notification
In addition, the university reserves the right to notify parents, if deemed necessary. In those circumstances, the student will always be notified that the notification is taking place.
VI. Alcoholic Beverage Policy for Events Involving Students

The University limits the use of campus facilities for events where alcoholic beverages may be consumed. The University permits the possession and consumption of alcoholic beverages by students who are 21 years old or older in the privacy of their residence hall rooms. However, drinking is not permitted in any other area of campus unless at an event specifically approved for the consumption of alcoholic beverages.

Any University department or office wishing to sponsor an event on campus involving students where alcohol will be considered is responsible for the control of the event. The Student Activities Office can be contacted directly with any questions regarding the planning of the event. The Dean of Students Office and Student Activities Office provide guidance and recommendations for these events which are:

- All alcohol served on campus be purchased through catering.
- All bartenders should be provided through catering.
- Everyone at the event must show proof of age to consume alcohol and be wrist-banded so that they are easily identified.
- Alcohol should be limited to a reasonable number per person, and that each person be allowed only one drink at a time.
- Alcohol should never leave the venue and/or the building.
- Open bars, unmonitored kegs, freely accessed bottles of alcohol, wine, or beer are strongly discouraged.

Any student group or organization wishing to hold an event on campus where alcoholic beverages are consumed must adhere to the following rules:

(1) Event Registration
Events at which alcohol is to be served must be sponsored by a Philadelphia University student organization in good standing. Student organizations sponsoring events with alcohol must submit a completed "Agreement for Use of Alcohol" form to the Assistant Dean of Students / Director of the Campus and Student Activities. This form can be obtained from the Student Activities Office.

After approval has been granted for events sponsored by student organizations, any change in plans (e.g., site, attendance type and/or number, entertainment) must be approved in writing by the Assistant Dean of Students / Director of the Campus and Student Activities before it may be enacted. Any organization that does not follow these basic guidelines may lose the privilege to sponsor any future events.

(2) Event Planning
As the University does not own a liquor license, it would be a violation of Pennsylvania law to charge admission at an event where alcohol is served. It is also a violation of law to have patrons purchase individual containers of alcohol at the event.

(a) Alcohol will be limited to regular and light beer, wine and wine coolers. The Assistant Dean of Students / Director of the Campus and Student Activities must approve a list of alcohol to be donated prior to final approval. Spirits and malt liquors will not be approved;

(b) The University subscribes to the 0-1-3 model regarding alcohol:
ZERO = zero alcohol. This applies to students who are under 21, driving, chemically dependent or pregnant. Zero is always an option and should be promoted as a healthy, socially acceptable norm.
ONE = one drink per hour, which sets the pace for moderate drinking.
THREE = no more than three drinks per day, and never daily.

In support of this model, alcohol consumption at the event will be limited to three 12 oz. beers, 5 oz. glasses of wine, or 12 oz. wine coolers per person for a four-hour event (during the last hour of the event, no alcohol may be served). Therefore, the total number of bottles or cans that may be checked in is three times the number of anticipated 21 year-old patrons. Only bottles or cans may be used; kegs, beer balls, or any bulk containers are not permitted.

(3) Security
To assist with compliance with policy, the sponsoring organization must arrange for two types of security at the event:
(a) The sponsoring organization must arrange for University security officers to be present or hire security personnel. The director of Safety & Security will determine the number of officers required. Arrangements for hiring security are made with the director of Safety & Security at the time the event is approved;
(b) Included with the Agreement for Use of Alcohol form, the sponsoring organization must supply the name(s) of the student(s) who will serve as Event Control Attendants (ECA). For every 50 anticipated guests (including event staff), one Event Control Attendant must be retained. In other words:

   (i) 1-50 guests: 1 ECA
   (ii) 51-100 guests: 2 ECAs
   (iii) 101-150 guests: 3 ECAs
   (iv) 151-200 guests: 4 ECAs (etc.)

(c) This required number of ECAs must be on duty for the duration of the event plus, one half-hour before and after its official start and ending. If additional ECAs are added, duties may be organized into shifts. ECAs may not consume alcohol during the event.
(d) The sponsoring organization is ultimately responsible to assure that all attendees obey the statutes of Pennsylvania with regard to the consumption of alcohol. Similarly, the sponsoring organization is responsible to assure that proper conduct and deportment is observed on the part of all attendees at all times. The organization's responsibilities include the denial of admission and refusal to serve persons who appear intoxicated, alerting security staff to contact medical assistance if necessary, and asking disruptive persons to leave the event.

(4) Food and Nonalcoholic Beverages
All events must not only have a substantial amount of food available, but also must serve an alternative, nonalcoholic beverage (in addition to water) in an easily accessible and desirable manner. Information regarding food and nonalcoholic beverages must be submitted to the Assistant Dean of Students / Director of the Campus and Student Activities for approval. The serving of alcoholic beverages will terminate at least one hour prior to the close of the event.

(5) Procedures at the Event
(a) Setup:
   (i) Events, which have been granted permission to distribute alcohol, must be held indoors and have a single point of entry and exit;
   (ii) A bartender must be hired from Dining Services for the distribution of alcohol.

(b) Entry:
(i) A University employee affiliated with the organization will be seated at the admissions
desk of parties throughout the entire time in order to check proper identification. Students
who wish to consume alcoholic beverages must furnish legal proof of age of being 21 or
older at the admission table. Guests must show one picture ID and one other ID if they wish
to consume alcohol; a picture ID is required in any case to be admitted. Those who are 21
and over will receive an identification bracelet and a maximum of three tickets (for a four-
hour event; see above) that they may exchange for alcoholic beverages. The advisor and
student member of the sponsoring organization are responsible for checking proof of age and
administering bracelets. Any alteration this must be approved by the Assistant Dean of
Students/Director of Student Activities.

(ii) Individuals without picture identification will be turned away from the event.

(c) Security:

(i) ECAs are not permitted to drink alcohol during the event.
(ii) ECAs are responsible for preventing beverages or containers from being brought into
the event and monitoring the entrance way to prohibit the removal of beverages from the
event; to monitor the outside of the building to discourage violations of University
regulations; and to assist the sponsoring organization in performing their tasks.

(d) Operation:

(i) Alcoholic beverages will not be served one hour prior to the closing of the event. No
alcoholic beverages will be served to anyone under the legal age of 21 at any time. It is the
responsibility of the sponsoring organization to enforce this requirement;
(ii) All events must end no later than 1 a.m., unless given authorization by the Assistant Dean/
Director of Student Activities;
(iii) The organization will clean the facilities immediately after the event in such a way that
no additional cleanup will be required for a subsequent event to be held there. The
organization is financially liable for any damages that occur at the event. They may also be
assessed the cost of additional cleaning, if necessary.
Outdoor Events with Alcohol
There are three outdoor areas that are designated as "Permit Areas" outdoors and alcohol be served. Permit Areas are: the Stone Stage Area, the Ravenhill Quad Area and the Kanbar Quad Area. The dean of students could approve additional areas on a one-time basis. The Registered Events with Alcohol guidelines must be followed. In addition, the following guidelines must be adhered to:
(a) Only beer in cans may be served;
(b) An area must be roped off for consumption. Persons entering this area will receive a punch card and a wrist bracelet to monitor consumption. All alcohol must remain in this area. No persons under 21 years of age can enter this area.

Balloon Policy
Helium-filled mylar and latex balloons may not be released by any individuals or organizations at Philadelphia University. In general when any balloons are used they should be securely fastened to a weighted object.

Dissent and Demonstration
There may be times when students choose to dissent with University or public policy and demonstrate on campus. Philadelphia University is committed to respecting freedoms of speech and assembly for all members of the University community. However, the University must balance those freedoms against its responsibility to provide a safe environment where community members can engage in their educational interests and pursuits free from disruption. Specifically, disruptions will include those activities and/or behaviors which:

1. Interfere with the rights of students, faculty, staff and or guests of the University;
2. Disrupt or obstruct educational and other activities of the University;
3. Obstruct or restrict free movement of persons on any part of the University campus;
4. Interfere with the proper use of offices or other facilities to the students, faculty, trustees, staff or guests of the University;
5. Endanger the safety of any person at the University; and/or,
6. Threaten or result in the destruction of property.

To use a campus facility for demonstration purposes, students and organizations must register their intent to demonstrate in writing with the Office of the Dean of Students at least 48 hours prior to the event. Students will be asked to complete a Demonstration Registration Form which includes the name of the event coordinator and other relevant information. Upon approval, the event coordinator should secure the location with the University reservationist.

The University will insist that all planned protests be peaceful and orderly, and carried out in accordance with these guidelines and in areas other than faculty and administrative offices, classrooms, libraries and student rooms. Students who violate these guidelines will be subject to the University Judicial System.

Fire Safety
Candles, incense, lanterns, and other flammable items including, but not limited to, hot plates, electric frying pans, halogen lamps, immersion coils, fireworks, flammable liquids, and flammable decorations are not permitted on campus unless officially sanctioned and supervised by University officials. Tampering with alarm-pull stations and/or fire extinguishers without just cause and/or failing to evacuate from a building during a fire alarm is strictly prohibited.

**Gambling**

Any form of gambling on Philadelphia University property or involving University functions, including, but not limited to, athletic events and other extra-curricular activities, is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome. Students found responsible for participating in gambling activities are subject to judicial action by the University.

**Grievances**

Students wishing to file a grievance against a faculty member, staff member, or administrator for a non-academic and/or non-harassment issue may seek counsel from the Office of the Dean of Students. For issues of harassment, students should refer to the Harassment section of this handbook. For academic issues, students should refer to the Appeal of Adverse Decisions policy found in the Academic Policies section of this handbook.

Students are encouraged to communicate directly with the office(s) or person(s) with whom they have the grievance in order to resolve the issue. However, after doing so, if they feel that the issue has not been adequately resolved or feel they need additional support, they may consult with the Office of the Dean of Students. Additionally, if at any time a student feels threatened or intimidated, they are encouraged to come directly to the Office of the Dean of Students. The dean or designee will meet with the student(s), investigate the matter, and work toward a solution. The Office of the Dean of Students is strictly impartial; it works to create a constructive dialogue among all parties in order to facilitate resolution. If deemed necessary, the Office of the Dean of Students may refer the matter to the Office of Human Resources or other University offices.

**Hazing Policy**

The purpose of the Hazing Policy is to protect the safety and rights of all students of Philadelphia University who choose to join or associate with a sorority, fraternity, varsity sport, club or other organization that is affiliated with the University. It applies to all such organizations whether its facilities are located on or off the University campus. Hazing of a student by any organization or group or its members is absolutely prohibited.

1. For the purposes of this policy, hazing is defined as: any action or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: paddling in any form; use of alcohol; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; the wearing of public apparel, which is conspicuous and normally not in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and late work sessions or any activities which are not consistent with the policies and regulation of Philadelphia University. Hazing also includes any action or situation which requires or encourages violation of public law. The foregoing definition is based on the definition cited by the Fraternity Executives Association and the Commonwealth of Pennsylvania.
2. Any alleged violations of the hazing policy by students and/or student organizations will be adjudicated in accordance with the University Judicial System and may result in such penalties including suspension or expulsion from the University, as is deemed appropriate. The Student Government Association and the University administration will not tolerate hazing. The Greek system; all student clubs and organizations; and athletic programs enhance
community life, the University and its members. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

Psychological Evaluation & Withdrawal

Philadelphia University recognizes that emotional distress is often a normal part of life, and usually does not impact on an individual's ability to participate in an academic community. However, there are certain situations where an individual's presence in the community may be detrimental to themselves or others. For this reason, the following guidelines address cases in which the University may require a student to undergo a psychological evaluation:

1. Mandatory evaluation and withdrawal will be considered only in cases where there is threat of imminent danger to self, others or property, or disruption of the educational process and mission of the institution;
2. The University will make every effort to work with the student involved. The University reserves the right to contact the student's parents in life-threatening or other extreme situations;
3. The University reserves the right to temporarily remove a student from housing and/or the institution pending the outcome of an evaluation. The student will be notified within five days of his/her removal of the procedures for psychological evaluation;
4. All cases involving violation of the Student Code of Conduct will be referred through the University's judicial system except where, due to the student's psychological condition, the student is either: (a) unaware of his/her actions; (b) unaware of the wrongful nature of his/her actions; or (c) a disciplinary hearing is deemed inappropriate (e.g., student voluntarily withdraws or is unable to participate in a hearing). In such situations, the case will be processed utilizing the psychological evaluation withdrawal procedures. If it is determined that a student must also undergo a hearing for violations of the Student Code of Conduct, the University will employ the standard operating procedures outlined elsewhere in this Student Handbook;
5. A student being required to undergo a mandatory evaluation by a psychologist or psychiatrist will be notified in writing by the dean of students. This evaluation may be conducted by the University's consulting psychiatrist if the student is in the area. If the student has returned home, he/she may obtain an evaluation by a licensed psychologist or psychiatrist in their home area and must agree that the University can release pertinent information regarding precipitating events and areas of concern to this person. All evaluation reports are to be sent to the dean of students or his or her designee. The report is available for the student to review with a member of the counseling center staff;
6. If a student refuses to undergo a mandatory evaluation, the dean of students may automatically withdraw that student;
7. At any point, the student has the right to voluntarily withdraw from the University and/or residence hall;
8. If the student does not voluntarily withdraw from the University and/or residence hall upon receipt of the evaluation report, the dean of students, staff of the counseling center and other appropriate University personnel will review its contents and render a decision. A student has the right to appeal this decision to the president. Appeals must be submitted to the president in writing within five business days. The decision of the president will be final;
9. In cases where a student has been removed or voluntarily withdrawn from the University residence or institution, guidelines for reinstatement will be given at the time of removal or
withdrawal. These guidelines will be determined by the dean of students in consultation with the appropriate counseling center staff.

10. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student is a result.

**Sexual Misconduct Policy**

**Article I. Preamble**

Section 1.01 Philadelphia University is committed to fostering a safe living and learning environment for all students. This includes freedom from any form of discrimination, including sexual harassment and sexual assault. We expect community members to engage in relationships that are characterized by mutual respect and affirmative consent.

The University’s response to sexual misconduct seeks to balance the rights, needs and privacy of victims and those of the accused, while maintaining the health and safety of the campus community. Special emphasis is placed on violence prevention, providing support for those who may have been victimized, and ensuring a vigorous enforcement of institutional policy and law.

Section 1.02 If you or someone you know may be a victim of sexual harassment, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from The Dean of Students Office, Safety and Security, or The Counseling Center. Students will be provided counseling and medical referrals; assistance with safe housing and academic concerns related to the sexual misconduct; and information concerning victim’s rights. Individuals will also be provided information concerning University, civil and criminal complaints, including how to file such complaints.

**Article II. Goals of the Sexual Misconduct Policy**

Section 2.01 To provide a safe campus environment where students can live and study free of fear, intimidation and coercion.

Section 2.02 To provide clear guidelines for students about how to file complaints and to respond to allegations of sexual misconduct.

Section 2.03 To provide prompt and appropriate action to investigate or otherwise determine what occurred.

Section 2.04 To provide support to both parties—the complainant and respondent—during the investigative and adjudication processes.

Section 2.05 To insure fairness and equal right to both parties, including the right to present witnesses and other evidence, and to have the same rights to appeal.

Section 2.06 To protect complainants as necessary, including interim steps prior to the final outcome of an investigation.

Section 2.07 To notify both parties of the outcomes of the complaint.

**Article III. Confidential v. Non-confidential Campus Resources**

A. Confidential Campus Resources

As required under Title IX, a federal law that applies to all colleges and universities, most University employees are required to report instances of sexual misconduct that they have been made them aware of.

Some University employees enjoy confidential status. Students may wish to seek these confidential resources to discuss filing a complaint and/or access support services.

The following Philadelphia University student health and counseling staff, and the Coordinator of Spirituality programs, are confidential resources.
• Director of Health Services
• The Nurse Practitioners in Health Services
• Director of Counseling
• All counselors
• Coordinator of Spiritual programs

In most circumstances these confidential resources have a professional and legal obligation not to reveal information shared in the course and scope of performing their duties.

When students talk to a confidential resource about a possible violation of the Sexual Misconduct Policy, that support person will not reveal or report this conversation in any identifying manner. The confidential resource will however report the incident in a non-identifying manner to be part of University reports required by state and federal laws.

Confidential support people do have a duty to report to someone when they have reasonable cause to believe that the person sharing information with them is dangerous to themselves or others. Confidential resources will review their confidentiality obligations with you when you meet with them.

Talking to a confidential resource is not a complaint under the University’s Sexual Misconduct Policy and consequently does not activate investigation and adjudication processes.

B. Non-Confidential Campus Resources

Faculty and staff, i.e. all employees, at the University who are not “confidential resources,” must report allegations of sexual misconduct to the Dean of Students Office. This includes all professors, advisors, coaches, professional and support staff, and peer counselors (e.g. resident assistants). The Dean of Student serves as the Title IX Coordinator for the University, and in that capacity, is obligated to insure that any and all reports of sexual misconduct against students receive prompt and appropriate action. Allegations of sexual misconduct against employees are referred to the Assistant Vice President for Human Resources.

Off-Campus resources
(a) Philadelphia Police department (911)
(b) Special Victims Unit (215-685-3251)
(c) Women Organized Against Rape (WOAR) 24 Hour Hotline (215-985-3333)
(d) Philadelphia Office of Civil Rights (215-861-4441)

Article IV. Definition of Sexual Harassment

Sexual harassment under this policy includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:
(a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education; or
(b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
(c) That conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment.

For purposes of this definition, communication may be oral, written, or electronically
transmitted. Without limiting the foregoing, use of audio or visual equipment in violation of the University’s policy on such use may constitute sexual harassment. See the Community Standards (Section 9, The Student Handbook).

Stalking may include persistent attempts to contact the person by phone, electronic communication, or regular mail; vandalizing the person’s property or leaving unwanted items for the person; and/or constantly appearing at the person’s classroom, residence, or workplace without permission.

Sexual harassment can be committed by a man, a woman, or a group of people against a person or persons of the same or opposite sex. Sexual harassment can be committed by friends, acquaintances, classmates, supervisors, co-workers, faculty members, and/or any other person. Acts of sexual harassment may or may not be directed at a specific person.

Article V. **Definition of Sexual Violence**

In general, sexual violence is any sexual physical contact (intercourse, penetration of the genitals or indecent contact) by a person, without the consent of the complainant (the individual to whom the contact is directed). It includes sexual physical contact that involves any of the following:

(a) Forcible compulsion
(b) Threat of forcible compulsion that would prevent resistance by a complainant of reasonable resolution;
(c) The complainant is unconscious or the person knows that the complainant is unaware that the intercourse, penetration or indecent contact is occurring.
(d) The person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
(e) The complainant is unable to consent due to temporary or permanent incapacity or impairment, mental or physical. “Incapacity” or “impairment” may include, but is not limited to, being under the influence of alcohol or drugs to a degree which renders the person incapable of consent.

Article VI. **Title IX Notice**

Sexual violence constitutes sex discrimination and sexual harassment in violation of Title IX of the Education Amendments of 1972. Complaints of sexual violence may be filed as set forth below.

Article VII. **Filing a Sexual Misconduct Complaint**

Any complaints alleging that a student has been the victim of sexual misconduct, perpetrated by an employee, a student or a third party on campus, are reported to the Dean of Students, who is the Title IX Coordinator for the University. As such, he is designated coordinator for compliance with this Policy.

Students should be advised that the Title IX Coordinator is obligated to act on any report of alleged misconduct. The University does not limit the timeframe for filing a report of misconduct. Reports can be submitted at any time following an incident, although the University’s ability to take any action may be negatively affected by the length of time between the alleged incident and the report.

The Title IX Coordinator will either act as the complaint coordinator or appoint a complaint coordinator. The complaint process begins when a student meets with the complaint coordinator. Together, this student and the coordinator will review information and expectations of the complaint process and select an advisor from the University staff to assist
the complainant during the complaint process.

When a complaint has been filed against a student, that student becomes the respondent. The respondent will be contacted by the complaint coordinator and informed of the complaint. The respondent, together with the coordinator, will review the same information and expectations that were shared with the complainant, and will select an adviser from the University staff to assist the respondent during the complaint process.

Both the complainant and respondent will be asked to write a statement about their participation and perspective on the incident in question. The parties will be provided with information about how to prepare a written statement and a list of questions and prompts to which they may respond as they write their statements.

The complaint coordinator will remain available to answer questions by the complainant and respondent about the complaint process.

Article VIII. Investigation of a Sexual Misconduct Complaint

After both parties have submitted their statements, the Title IX Coordinator or appointed complaint coordinator will appoint an investigator to initiate the investigation. All investigations will be conducted as thoroughly and expeditiously as possible and normally shall be completed within 60 days from the initiation of the complaint, except where the appropriate or circumstances require a longer period. The scope of the investigation will not be limited to information provided by the parties or to the violations alleged in the complaint. In all cases, the investigator will conduct an adequate and impartial investigation into the allegations of the complaint. Refusal by any party or witness to cooperate with the investigator in the investigation may result in action against the person refusing to cooperate. Once the investigative report is complete, the investigator will prepare and submit a written report to the complaint coordinator and the Title IX Coordinator. The complaint coordinator will then review the report with both the complainant and respondent, and will determine how to proceed with resolution of the complaint.

Article IX. Complaint Resolution

Section 9.01 Mediation Under Certain Circumstances

Mediation is a voluntary process intended to allow the parties involved in an alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of the complaint coordinator (or his/her designee) and the students’ advisors. Mediation is not appropriate for certain cases, such as alleged sexual violence, on a voluntary basis. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if recommended by the complaint coordinator, both the complainant and the respondent are students at the University and they both agree. (If either student is less than 18 years of age, the University may require that the minor student’s parent consent in writing to the student’s participation in the Mediation).

The mediation process is conducted by a mediator assigned to the case by the Title IX Coordinator. The mediator is responsible for managing the process of resolution. The complainant, respondent or the mediator can terminate the mediation process at any time and begin the judicial process.

Any statement of resolution by mediation shall be incorporated into an agreement, which shall be signed by both parties, the complaint coordinator, and shall be approved by the Title IX Coordinator (or his/her designee) before it takes effect. Any activity or
behavior, or prohibition thereof, to which either party has agreed in the mediation shall be included in the agreement.

**B. The Judicial Process**

In the event that mediation is not appropriate (e.g. in all cases of sexual violence) or one of the parties does not want to pursue mediation, in most cases, the matter will be referred by the complaint coordinator to the University’s judicial process. All cases of sexual misconduct are heard by the Sexual Misconduct Committee. The actual hearing procedures will follow the procedures applicable to hearings before the Student Conduct Committee to the extent practicable. The hearing officer of the Student Conduct Committee will have discretion to alter those procedures if the hearing officer believes it will be in the best interests of the parties involved. The judicial procedures are described in Community Standards and The University Judicial System (Section 9 of The Student Handbook).

**Article X. Prohibition Against Retaliation**

Any retaliation or attempted retaliation by any person directed at a student filing a complaint of sexual misconduct, or otherwise seeking to influence the process, is strictly prohibited. Retaliation can be in the form of direct or indirect harassment, interference or intimidation of anyone involved in the process. The respondent may be held responsible for retaliation against the complainant by friends or associates acting on the respondent’s behalf.

**Skateboarding**

1. Skateboarding is permitted on campus with the following exceptions:
   a. Skateboarding is prohibited around academic buildings between the hours of 9 a.m. and 5 p.m.;
   b. Skateboarding may not interfere with normal pedestrian traffic;
   c. Walls, railings, and buildings may not be used in any way during the act of skateboarding.
Smoking Policy

Purpose and Background

Medical evidence clearly shows that smoking is harmful to the health of smokers. Also, smoke from cigarettes, cigars, and pipes is an irritant to many non-smokers. Research indicates that long-term exposure to second-hand smoke may seriously threaten the health of non-smokers. In an effort to consider the needs and concerns of smokers and non-smokers alike, and to provide a healthful and productive working environment for every University employee and student, this University policy was developed.

Smoking-Prohibited Areas

Smoking is prohibited in any area in which a fire or safety hazard exists and in common areas such as open offices, foyers, hallways, stairwells, elevators, restrooms, classrooms, laboratories, conference rooms, auditoriums, gymnasiums, computer centers, Library, Campus Store, Mailroom, The Design Center, Health Center, Ravenhill Chapel, the Kanbar Campus Center, all residence halls and dining halls.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing the spirit of the policy in a way that fosters the good relationships. If this effort proves unsuccessful, the situation should be brought to the attention of the appropriate supervisor or dean. In all cases, the right of a non-smoker to protect his or her health and comfort must prevail over a person's desire to smoke.

Weapons

Students are not permitted to have weapons on campus including, but not limited to, firearms of any kind, nunchucks, klackers, kung fu sticks (or any other similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather), shuriken (or any other similar pointed star-like objects intended to injure a person when thrown), knives (other than eating utensils), cap guns, ammunition and explosives (or explosive chemicals), among other dangerous weapons or substances. Students found to be in possession of such weapons or substances are subject to sanctions ranging up to expulsion from the University.
SECTION 6: ACADEMIC POLICIES
University Academic Policies and Procedures
The following are policies and procedures for the students pursuing coursework in the undergraduate, graduate, continuing and professional studies and non-degree programs of the University. This section is divided into three sections:

1. “Common Academic Policies and Procedures for All Students” with policies and procedures common to all academic levels;
2. “Undergraduate Student Academic Policies and Procedures,” unique to undergraduates and
3. “Graduate Student Academic Policies and Procedures,” unique to graduate students.


The following are common policies and procedures for the students pursuing coursework in the undergraduate, graduate, continuing and professional studies, and non-degree programs of the University. 
Topics are organized in alphabetical order.

ABSENCES FOR MEDICAL REASONS

Any student who is unable to attend classes for three consecutive days or more due to illness or injury should alert the Dean of Students Office. Notifications by the Dean of Students Office will be sent to each professor of the student currently not able to attend classes due to medical reasons. Philadelphia University Health Services does not provide “sick notes” for students to professors due to brief absences from class due to illness. We encourage students to communicate directly with their professors about their absences. This is meant to encourage mature communication between student and professor, as well as encourage personal responsibility for class attendance decisions.

Absences due to illness do not supersede the specific attendance policy for an instructor. Students are required to contact their professors about their academic standing in class either during or immediately following the medical problems. The determination of a student’s academic standing in class is completely within the discretion of the individual instructor.

If a student is diagnosed with a communicable illness that poses a possible threat to the University community, a general notification may be sent to those at risk for exposure to the illness per the recommendation of the Philadelphia Health Department. Efforts will be made not to disclose the infected student’s name. The University cannot assume responsibility for deductions and assumptions made by others, but will make every effort to anticipate and address any concerns.

Students who are diagnosed with a communicable disease and those not immunized against an offending vaccine-preventable disease may be required to leave campus until their illness is resolved. For information, contact the Student Health Center at 215.951.2986.

ACADEMIC INTEGRITY

In order to articulate fully its commitment to academic honesty and to protect members of its community (faculty, students and staff) from the results of dishonest conduct, Philadelphia University has adopted policies to address cases of academic dishonesty. These policies are intended not only to emphasize the imperative of academic integrity, but also to protect the rights of all members of the University.
(1) Types of Academic Dishonesty
The following incidences provide examples of the most common types of academic dishonesty, but other instances may occur outside of the definitions defined here.

(a) Cheating
Cheating is the inappropriate and unacknowledged use of materials, information, designs, ideas or study aids in any academic exercise. The use of books, notes, calculators and conversations with others is restricted or forbidden in certain circumstances. Cheating also includes stealing, buying, or otherwise obtaining a test; selling or giving away answers to a test; buying or selling a paper, painting, sculpture, model, project, or design for use in the fulfillment of an academic requirement; or falsifying a grade or attempting to change a grade on a test, official academic record, or a change-of-grade form. Students may not request others (including commercial term-paper companies) to conduct research or prepare any work for them. Students are also not permitted to submit identical work or portions of that work for credit or honors more than once without prior approval of the faculty member.

(b) Fabrication
Fabrication is the falsification or invention of any information or citation in an academic work. "Invented" information (that is, information which is made up by the student) may not be used in any laboratory experiment or other academic exercise. The student must always acknowledge any source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

(c) Plagiarism
Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every idea or argument that is not one's own must be cited. Only information considered to be "common knowledge" does not need to be cited (when unclear about the definition of "common knowledge" in a particular discipline, students should consult with the faculty member teaching the course). Paraphrased material taken from print, electronic sources, or other media should also be cited. Along with this citation, the author should acknowledge a paraphrase properly, by using words such as: "to paraphrase Smith's comment", or "drawing on Smith's ideas about" Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly cited according to correct citation conventions. Students must familiarize themselves with the correct citation conventions required in each course. Any questions about what constitutes plagiarism should be discussed with the faculty member. Faculty members may suggest a style guide to use; style guidelines are also available on the Philadelphia University's Learning and Advising Center web site (www.PhilaU.edu/learning).

(d) Facilitating Academic Dishonesty
Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.

(e) Denying Others Access to Information or Material
It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student. Examples of offenses of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

(2) Process for Handling Academic Dishonesty
If a faculty member has reason to believe a student has violated the academic-integrity policy, the following should ensue:
(a) The faculty member will discuss the situation with the student and will determine appropriate action within the faculty member's purview as a member of the teaching faculty;
(b) The faculty member then reports the behavior and the sanction to the School/College/Division Dean who refers the matter to the Dean of Students and it becomes a permanent part of the student's confidential judicial record;
(c) The faculty member will work in conjunction with the Dean of Students to refer the case to the Student Conduct Committee in cases where the offense merits the attention of the Student Conduct Committee. The Student Conduct Committee is a group of faculty and students empowered to make judicial decisions on behalf of the University.

(3) Sanctions
It is up to the faculty member to determine how serious the offense is (based upon her/his academic standards and expectations) and the sanctions to be imposed. Both the College/School/Division Dean and the Dean of Students will be kept apprised of all actions. The Student Conduct Committee may wish to follow these guidelines as well.

If it is judged that a student has violated the University's standards for academic integrity, these sanctions might apply:
(a) Repeat the assignment or complete another assignment;
(b) A warning or verbal reprimand with a written description of the interaction by the faculty member. Copies will be kept by the faculty member, as well as by the Dean of Students;
(c) Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an F will equal a "0");
(d) Failure of the class;
(e) Referral to the Student Conduct Committee for possible suspension or expulsion.

(4) Appeals Procedure
Students who wish to appeal a faculty member's sanction(s) should follow the procedure as outlined in the University catalog and the Student Handbook under the academic policies section "Appeal of Adverse Decisions."


ADDRESS OR NAME CHANGES
It is the student’s responsibility to see that a valid permanent address and current name is on file in the Office of the University Registrar. Any change of name or permanent or local address must be reported to the Office of the University Registrar when it occurs. Students may also change their address on web advisor. A forwarding address should also be given to the U.S. Postal Service.

International students must also contact the director of International Student Programs when changing their name or address.

APPEAL OF ADVERSE DECISIONS
Students have the right to appeal decisions that are made regarding them by any faculty, official, or committee of the University. The Dean of Students and the Learning and Advising Center can advise students on the appeals process.

Students should first discuss the decision with the individual who made the adverse decision. If a satisfactory resolution of the problem cannot be reached at that level, students may file a subsequent appeal with the dean or the person to whom that faculty or staff member reports. In the event a satisfactory resolution cannot be reached at that level, or if there were no intermediary, an appeal may be submitted to the Executive Dean of the College. The Executive Dean is the final appeal.
In the event a University committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The University committee is the final appeal.

**ATTENDANCE**

All students are responsible for, and grades may be determined by, all requirements outlined by the instructor’s syllabus. This may include class attendance and participation, as well as the completion of all assignments, the reading of all required materials, the completion of laboratory assignments and/or field trips and the taking of the required examinations.

Any students with absences due to extended illness should contact the Dean of Students office. This will not, however, override an instructor’s attendance policy. Students are required to speak with their instructor about all extended absences to learn of their academic standing in the class. Students with excessive absences due to personal circumstances should contact the Dean of Students and are encouraged to contact the Counseling Center.

**CANCELLATION OF CLASSES**

Cancellation is automatic upon failure of the instructor to appear 15 minutes after the normal starting time of that class, unless notice is sent prior to that time that the instructor will be late. In the event of inclement winter weather, a notice will be posted on www.PhilaU.edu, the University will email an announcement to the students and KYW 1060AM will make an announcement of the snow number.

The number for cancellation of classes:

Day  112
Evening (announced after 3 p.m.)
Main Campus  2230
Bucks County Campus  2751

**CHANGING CATALOG YEAR**

In connection with changes in University curricula, there may be rare occasions in which students are requested to change their catalog year to gain the learning advantages offered by the new curricula. Changes in Catalog Year are only progressive, meaning that catalog year changes may only advance to the latest or most recent year’s curricula. No students or programs may request that a catalog year be changed regressively, i.e. moving back to the curricula of previous year or years.

**COMPLIANCE WITH UNIVERSITY REGULATIONS**

By accepting registration, students agree to accept responsibility for compliance with academic requirements and conduct regulations.

It is recognized that, once registered, students have basic rights, but the University reserves the right to require students to withdraw at any time if they fail to live up to their responsibilities to maintain the standards of conduct and scholarship.

Due-process procedures will be followed in all violations that could result in the dismissal of a student from the University.

**COMPUTER RESOURCES**

The Office of Information Resources (OIR) is responsible for management, operation, security and support of the information-technology environment at Philadelphia University. In accordance with established policies, all members of the Philadelphia University community are responsible for effective, efficient, ethical and acceptable use of information resources. The complete text of the University’s “Information Technology Policy” is published in the University’s Student Handbook and is available online at www.PhilaU.edu/studenthandbook.

**CONDUCT**

The University tries to minimize the number of specific regulations governing conduct, assuming that students are adults and mature enough to establish a code of conduct that will reflect well on themselves and the University. The University expects students to perform their work honestly, pay debts promptly, comply with public laws and respect the property of the University, the community and fellow students.
All individuals and organizations affiliated with the University or using the name of the University are expected to conduct their affairs in a manner reflecting credit on the University.

The University does have regulations governing certain types of conduct. These are stated in detail in the Student Handbook, which is available online at www.PhilaU.edu/studenthandbook.

A Student Conduct Committee reviews serious cases involving violations of conduct standards and regulations, including academic dishonesty. The operation of this committee is outlined in the Student Handbook.

**COURSE-BY-APPOINTMENT (CBA)**
The intended course-by-appointment must currently exist in the University catalog, i.e. course number and course name already have been created by the Registrar. All prerequisites for the existing course must have been met prior to the CBA.

A written proposal detailing how the existing syllabus will be modified to allow equivalent classroom experiences during the term must be attached to the required approval form. This form is obtained online at the University Registrar’s website <http://www.philau.edu/registrar> and, if approved, the student must submit the form to the Registrar before the “last day to add” deadline (see Academic Calendar). Further details are provided on the form.

Students may also be permitted to take CBA for an existing catalog course that anticipates low enrollment. In such cases the University Registrar lists such courses on the master schedule without indicating days or times. The assigned faculty member subsequently contacts all students who register, and a mutually convenient day and time is established. The completed form, with the required signatures, will be submitted to the manager of academic operations of the college in which the course is given, or the School of Continuing and Professional Studies if appropriate, and must be presented to the Registrar before the “last day to add” deadline.

The University reserves the right to identify courses that may not be taken by appointment regardless of scheduling conflict or anticipated date of graduation.

See “Independent Study.”

**CHALLENGE EXAMINATIONS**
Students who desire credit for courses taken at non-accredited institutions, for industrial/work experience or for other appropriate life experience may arrange for a challenge examination. If the subject is not covered by the national testing agencies (see National Testing Agencies), a student may receive credit for courses offered by the University by making arrangements for an examination to be given by the college offering the course. Satisfactory evidence of adequate and appropriate preparation must be presented before the examination is prepared. If it appears that the student has adequate preparation, the student pays a fee, presents the receipt to the college manager of academic operations and takes an examination. The college will send the Office of the University Registrar the receipt for the examination fee along with written notification of a passing grade for the examination. Only one examination will be allowed for any one course. Students are ineligible for a challenge examination if they have previously enrolled in the same course at Philadelphia University. See “Financial Information.”

**DISABILITY SERVICES**
The Office of Disabilities Services provides, on an individual basis, reasonable accommodations to students with hearing and visual impairments, mobility impairments, learning disabilities and attention deficit disorders, chronic illnesses and psychological impairments that may affect their ability to fully participate in program or course activities or to meet course or curricular requirements. This office functions to determine qualified disability status and to assist students in obtaining appropriate and reasonable accommodations and services. Accommodations may include, but are not limited to, testing or classroom adjustments, tutoring and use of adaptive equipment. Services provided are designed to encourage independence and self-advocacy, backed by a comprehensive system of supports.

Students should contact the Office of Disabilities Services for additional information, guidelines and procedures.
DROPPING COURSES

Schedule changes, such as adding a course, changing a section, replacing a course or section, etc., must be made by the “last day to add” in the Academic Calendar. See Academic Calendar online.

Undergraduate first year students need to submit a “course withdrawal/course registration form” to the Registrar’s Office in order to make any changes to their semester schedules. This includes changes to add, drop or withdraw from a course.

Students may drop a course with no notation on the transcript if the drop is completed before “last day to drop without ‘W’ grade” deadline on the Academic Calendar.

After the “last day to drop without W grade,” a student may withdraw from a course prior to or on the “last day to withdraw from a course” (see Academic Calendar). When a student withdraws from a course, a “W” will appear on the transcript for that course and this will affect Academic Standing. To withdraw from a course, all students must submit a signed Course Withdrawal form to the University Registrar or the School of Continuing and Professional Studies. Forms may be found online at the Registrar’s website: http://www.philau.edu/registrar/

If the student officially withdraws after the “last day to withdraw from a course,” a WF will appear in the transcript and affect the GPA calculations and Academic Standing. If the student fails to officially withdraw from a course before the “last day to withdraw from a course;” a grade of “F” will appear on their transcript and affect the GPA calculations and Academic Standing.

Specific deadlines for dropping special accelerated courses or summer session courses are published by the University Registrar. These deadlines will determine the drop period for summer and all Continuing and Professional Studies sessions.

In exceptional cases a student may request special permission from the Director of the Learning and Advising Center to drop a course after the “last day to withdraw from a course” deadline. In such cases a grade of “W” will appear on the transcript for that course and this will affect Academic Standing.

Students may not drop or withdraw from fundamentals courses.

See “Schedule Changes,” and “Leave of Absence/Withdrawal Policy” and “Refund Policy.”

FINAL EXAMINATIONS

Final examinations are scheduled during a one-week period at the end of each semester. Examination periods are two hours in length.

The University has a policy prohibiting the administration of any final examinations during the last “instructional” week of the semester, in place of an examination during the scheduled final exam week.

No student is required to take more than three final examinations during a given day. If, because of this policy, it is necessary for a student to have any examinations rescheduled, arrangements must be made with the University Registrar no later than a week in advance of the start of exam week.

GRADE CHANGES

All grades become part of the permanent records of the University at the end of the semester. Following this, no grades may be changed without the written approval of the faculty and associate dean of the college offering the course. Forms for change of grades may be found online on the University Registrar’s website, www.PhilaU.edu/registrar/.

This in no way affects the institutional policy regarding the grade of “Incomplete.”

GRADE REPORTS

Current students can access and print their grade reports using Web Advisor. Grade reports are not mailed to students.

GRADUATION APPLICATION PROCEDURES

Students nearing graduation must review graduation requirements with their advisor or their program’s graduation certification officer at least two semesters before they plan to graduate. Students then must apply on line for graduation and they submit a preliminary certification form to the Office of the University Registrar. Deadlines are April 15 for a candidate for August or December graduation, and October 15 for a
candidate for May graduation. An August graduate may seek permission to walk at the May Commencement event. Instructions can be found on the Registrar’s page on the web: www.philau.edu/registrar

HUMAN SUBJECTS POLICY

Faculty, staff and students at Philadelphia University are occasionally involved in the conduct of research involving human subjects. Any research conducted under the auspices of Philadelphia University must protect the rights of human subjects and requires approval from the University’s Institutional Review Board (IRB). An IRB is a committee of peers that examines human subjects research proposed by Philadelphia University faculty or students for ethical concerns and determines: 1) the rights and welfare of the individual or individuals involved; 2) the appropriateness of the methods used to secure informed consent; and 3) the risks and benefits of the investigation. The IRB approves, denies or recommends changes to the proposed research to assure the protection of the rights of human subjects.

The policies and procedures associated with the review and approval of research involving human subjects at Philadelphia University are established to be consistent with current federal guidelines. The complete text of the “Human Subjects Policy” is published in the University’s Student Handbook.

INDEPENDENT STUDY (IS)

Students may earn credit through a supervised learning experience in which the student plays a significant part in determining the learning objectives and anticipated outcomes. IS provides students a unique opportunity to work closely with a faculty mentor, while studying a subject of their own choice. This learning experience, however, should not duplicate material delivered within an existing course catalog. Only students who are prepared to devote considerable time and effort should undertake IS. Planning of the scope and structure of this learning experience should begin in the semester preceding enrollment, not during the term of the IS.

Before registering for the IS, students must secure the written approval of a faculty member who has agreed to supervise the work. Approval of IS can be expected if the faculty member has the time and the interest to supervise the student’s work and if the supervisor and the student can agree in advance on a suitable subject for independent study. Faculty members may choose which applicants they wish to supervise. The decision will be determined by time available, by their professional interests and by their estimate of an applicant’s prospects for doing suitable work.

Students plan specific activities and goals with the help of the cooperating faculty member. They must then receive approval for their plans and complete the Independent Study agreement form, available online at the Registrar’s website, www.philau.edu/registrar. The student is responsible for bringing the completed and signed form to the University Registrar for official enrollment purposes.

Requirements for an Independent Study

(additional requirements may exist for each college)

• A student must have completed 15 credits in residence with a minimum grade point average of 2.50 prior to enrolling in independent study. (Undergraduate)

• Registration must be completed before the “last day to add” deadline in the current Academic Calendar (see Academic Calendar).

• A student may select no more than one course by independent study during a single term.

• A maximum of four courses may be taken by independent study in a degree program.

• A student may not select more than two IS courses under the sponsorship of the same faculty member.

• At the end of the term, students are required to present their work to faculty and student representatives of the University.

See “Course by Appointment.”

INFORMATION LITERACY

Mission: To help students become “wise information consumers” and lifelong learners, by developing in them the abilities to effectively find, evaluate and apply information.

Information literacy is embedded in the curricula of each college. Students are exposed to information
literacy concepts in the context of both their major and College Studies courses. Students learn how to use the information resources and technologies relevant to their lives as scholars on campus and as professionals in the field. Throughout their undergraduate careers, students gain practical experience in the critical application of data and information to various information needs and problems. The 21st-century workplace recognizes the value of information-literate employees. Today's technology and knowledge-driven economy demands highly skilled workers who are adaptable, resourceful, intrinsically motivated and able to learn. Through the University's efforts to create information-literate graduates, students engage in the same process of information problem solving that will continue for the rest of their lives.

Information Literacy at Philadelphia University is a collaborative, campus-wide effort involving classroom faculty, librarians, the University Writing Program, technology and computing support, and University administrators. Faculty, administrators, and librarians work together to incorporate Information Literacy into programs, courses, and assignments, and to assess stated Information Literacy Learning Outcomes. Librarians also support students, faculty, and staff as they seek to become information literate, lifelong learners.

For more information see “Information Literacy” in Academic Programs section of the Academic Catalog.

INTERNATIONAL STUDENTS

International students should consult with the director of International Student Programs concerning specific policies applicable to them. The director of International Student Programs offers assistance to these students in many areas, such as providing orientation assistance, academic advising assistance, referral to language classes as a result of placement testing and administrative liaison with governmental agencies.

All international students, including transfer students, must report to the International Student Programs office, located in the Kanbar Student Center, to certify their registration and to provide a local address. The office is open on a walk-in basis and by appointment.

LEAVE OF ABSENCE POLICY

A leave of absence is a leave from the University with the intention of returning within two full academic semesters or a calendar year to complete coursework.

The deadline to take a leave of absence from the University without any record of courses or grades of the current semester is the same as the “last day to drop without a W grade.” – See Academic Calendar.

If a student takes a leave of absence from the University before the “last day to withdraw from a course,” all LOA grades will be a “W” and will affect Academic Standing. If a student takes a leave of absence after the “last day to withdraw from a course” all LOA grades will be a “WF” and will affect the G.P.A. calculations and Academic Standing.

When a student takes a leave of absence during a semester, the effective date of the leave of absence will be determined when the Office of the University Registrar receives the completed leave of absence form (see University Registrar’s website for appropriate form). Students must check with the Students Accounts Office to determine their financial responsibility for tuition and other fees, such as housing and meal plans.

Any student who is in good academic standing is eligible to take a leave of absence from the University for up to one calendar year. A leave of absence allows students to re-enter the University within one calendar year from the date on which the leave was approved without the need for completing a new application. The leave of absence also enables the student to retain degree requirements from the catalog under which they originally matriculated. Any student may, however, choose to re-enter under requirements in the current catalog. A student whose leave of absence extends beyond two full academic semesters must complete a new application to re-enter the University. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry by the Office of Admissions or the School of Continuing and Professional Studies.

Students who are not in good academic standing are permitted to apply for withdrawal, but not leave of absence. Under these circumstances, the Undergraduate Academic Standards Committee must approve any application for re-entry by the Office of Admissions or the School of Continuing and Professional Studies. (See “Withdrawal from University”
For information about the financial aspects of the leave of absence policy, please refer to the “Refund Policy” included in the “Financial Information” section of the catalog.

**LEAVE OF ABSENCE – MEDICAL**

A Medical Leave of Absence is granted to students who cannot continue enrollment due to physical or mental health problems. A Medical leave remains in force for one calendar year. If the student does not return within that time frame, s/he must re-apply to the University. The procedure for acquiring a Medical Leave of Absence is as follows:

1. Complete the **Medical Leave of Absence Form** (you can obtain this form from the Registrar’s website: www.philau.edu/registrar).
2. Make an appointment with the Dean of Students Office to discuss the circumstances and implications of the Leave. This includes the impact of the leave on academic progress, student accounts, financial aid, tuition insurance claims, and housing (if the student lives on campus).
3. Provide medical documentation to validate the need for the medical leave.

Students who take a medical leave before the last day to drop will not see any courses/grades on their transcript. Those students who obtain a medical leave during the semester but prior to the last day to withdraw from classes will receive W’s on the transcript. If the withdraw date is past, the Dean of Students may authorize “late W’s” for documented medical leaves.

Students on Medical Leave must notify the Dean of Students Office 30 days prior to the beginning of the semester of their intent to return to the University. Medical documentation will be required for all students to determine if the student is healthy and ready to return to the University. Medical documentation will be on file in the Dean of Students Office.

**NON DEGREE STATUS ENROLLMENT**

Students may apply for non-degree status and register for courses at Philadelphia University. Students with non-degree status are permitted to register for a total of fifteen credits and thereafter must apply for matriculating status. Credits earned under “non-degree” status cannot be used to receive a certificate, minor, specialization/concentration, or any degree without matriculating.

Contact the University Registrar’s office for more information on applying and registering as a non-degree student.

**REGISTRATION**

Students are expected to register on the published dates for registration. Fees are payable in advance or upon the registration date. Students will receive grades for all courses for which they are registered.

**REPEATING A COURSE**

Students who earn an “F” or “NC” grade are required to repeat the same course during the next term in which it is offered, if the course is the only course that will satisfy the requirement or they wish to have the failing grade replaced on the transcript.

A student will be permitted to enroll in a course for a second time without conditions, regardless of the grade earned in the course previously.

A student who has failed a course twice will be permitted to re-enroll for a course for a third time when they present the University Registrar with written approval from their advisor.

A student who has passed a class twice with a passing grade and wishes to take it a third time for any reason, will need to complete the “Repeating a Course” form and get the appropriate signatures to be allowed to enroll for the course. Appropriate forms for approval are available online on the Registrar’s webpage, http://www.philau.edu/registrar/.

When a course is repeated, the original grade will remain on the transcript, but will be removed from the calculation of the grade point average. The new grade will enter into the calculation of the grade point average — even if it is lower than the grade originally earned.

Grades of “NC” or “AUDIT” will not replace a former grade in a repeated course.
A course failed at Philadelphia University may not be repeated at another institution without prior written approval. See "Permission to Take Courses at Another Institution" form on Learning and Advising website http://www.philau.edu/learning/.

The most recent grade earned is also the one applied to graduation requirements, even if it is lower than the original grade. Any successfully completed course can be applied to graduation requirements only once, no matter how many times it may be taken and passed.

**RESPONSIBILITY TO KEEP INFORMED**

Students are ultimately responsible for their own progress toward graduation; they are expected to use the catalog as a reference handbook and to familiarize themselves with the principal policies and procedures contained in it. The Catalog website (www.PhilaU.edu/catalog) is subject to change and will be updated. Students are responsible for monitoring the Web site concerning changes to policies and procedures that might affect their progress toward graduation and regularly check campus mailboxes and Philadelphia University email as a means of keeping informed.

**RETENTION OF STUDENT WORK**

Projects, examinations and assignments completed by students in their required courses may be selected to become part of the University’s collection for purposes of exhibition, assessment and/or accreditation. Student work not selected for that purpose is generally stored for only 30 days into the following semester.

**SCHEDULE CHANGES**

Schedule changes, including changing sections, replacing courses with another course, auditing a course, independent study, course by appointment, or changing a course from graded to credit/non-credit must be made by the “last day to add” deadline. See current Academic Calendar.

**STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing privacy rights in university records for students and for dependent students’ parents. FERPA was passed by Congress in 1974 to provide students the ability to access and review their records and to protect the confidentiality of their records within certain guidelines. Access to the information in a student's records (including access to grades) is generally not permitted to outsiders (third parties) without the student’s written consent.

I. **To Whom Does FERPA Apply?**

For the purposes of this policy, Philadelphia University defines student as any person who attends or has attended Philadelphia University.

II. **To Which Records Does FERPA Apply?**

Philadelphia University defines education record as any record in any medium maintained by Philadelphia University that is directly related to a student, EXCEPT:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute;
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
3. Records maintained by the office of Student Health Services if the records are used only for the treatment of a student and made available only to those persons providing treatment;
4. Alumni records that contain information about a student after he or she is no longer in attendance at Philadelphia University and the records do not relate to the person as a student;
5. "Directory information."

Information: student name, addresses, telephone numbers, email addresses, major and minor fields of study, credits for which a student is registered (FT or PT status), participation in officially recognized activities and sports, dates of attendance, degrees and awards received, date of graduation, most recent previous school attended, and photograph. Philadelphia University may disclose any of those items
without prior written consent, unless notified in writing on the form available from the registrar no later than the “last day to add” (see Academic Calendar) of the fall, winter, spring or summer terms. Such notice shall be effective only until the end of the academic year during which it is given. An on-line student directory listing each student's name, permanent address/phone number and local address/phone number is created each fall by the Office of the Dean of Students and the Office of Information Technology. The directory is password protected and only available to individuals affiliated with the university.

III. How Are Students Informed About FERPA?
Students will be notified of their FERPA rights through the annual distribution of the University Academic Catalog and the Student Handbook.

IV. How May Students Inspect Their Records?
Students may inspect and review their education records upon written request to the Office of University Registrar. The request must identify as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate Philadelphia University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records can be inspected, if the inspection cannot be done at the time of request. Access will be given in 45 days or less from the receipt of request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

V. When May the University Refuse Student Access to Records?
Philadelphia University reserves the right to refuse to permit a student to inspect the following records:
1. The financial statement of the student's parent(s);
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were placed in the files before January 1, 1975;
3. Records connected with an application to attend Philadelphia University or a component unit of Philadelphia University if that application was denied;
4. Those records which are excluded from the FERPA definition of education records.

VI. When May the University Refuse to Provide Copies of Records?
Philadelphia University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:
1. The student is currently attending Philadelphia University or, if a former student, lives within a commuting distance of Philadelphia University;
2. The student has an unpaid financial obligation to Philadelphia University;
3. There is an unresolved disciplinary action against the student.

However, even in the above situations, students will not be denied the right to inspect their records. Philadelphia University will not normally issue copies of any document if an original or source document exists elsewhere (e.g., records from other schools).

VII. Where Are Students' Education Records Kept?
The following is a list of the types of records that Philadelphia University maintains, their locations, and their custodians.
Admissions Records
Location: Office of the University Registrar, Archer Hall, First Floor
Custodian of Records: University Registrar
Cumulative Academic Records
Location: Office of the University Registrar, Archer Hall, First Floor
VIII. When May Students' Education Records Be Disclosed to Others?
Philadelphia University may disclose information from a student's education records only with the written consent of the student, EXCEPT:
1. To Philadelphia University officials who have a legitimate education interest in the records. Philadelphia University officials include persons employed by Philadelphia University in supervisory, academic, research, or support staff positions, and persons employed by or under contract to Philadelphia University to perform a special task, such as an attorney, auditor, or collection agent, university security unit, persons serving on the board of trustees, or a student serving in an official committee such as disciplinary or grievance committee, or students assisting another school official in performing his or her official task. A Philadelphia University official has a legitimate education interest if he or she is performing a task which is part of their responsibilities or contract agreement, or performing a task which is related to the student's education, or performing a task related to the discipline of a student, or providing a service or benefit to the student, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll or has enrolled, although such information is usually transmitted only in response to a specific written request from the student;
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs;
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
5. To organizations conducting certain studies for or on behalf of Philadelphia University;
6. To accrediting organizations to carry out their functions;
7. To comply with a court order or a lawfully issued subpoena when specifically requested (student may not be notified);
8. To appropriate parties in a health or safety emergency;
9. To parents/legal guardians of an eligible student who claim the student as a dependant for income tax purposes. The University informs parents/guardians where it deems appropriate;
10. In cases of violent crime, the results of any disciplinary proceeding conducted by the University against an accused student to the alleged victim.

A log shall be maintained in each student record to document the use of that record by individuals other than University officials. The log shall indicate the date of the request, the individual or the organization...
using the record, and the purpose for which it was used. The student (or parent/guardian of a dependent student) may inspect and review this log.

IX. How May a Student Make Changes to Education Records?
Students have the right to request to have records corrected or amended that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
1. The student must ask the appropriate official of Philadelphia University to amend a record. In doing so, the student should identify the part of the record they believe should be changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights;
2. Philadelphia University may comply with the request or it may decide not to comply. If it decides not to comply, Philadelphia University will notify the student of the decision and advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or a violation of the student's rights;
3. Upon request, Philadelphia University will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing;
4. The hearing will be conducted by a hearing officer who is a disinterested party (although he or she may be an official of the institution). The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney;
5. Philadelphia University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision;
6. If Philadelphia University decides that the challenged information is not inaccurate, misleading, or in violation of the student's rights of privacy, it will notify the student that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision;
7. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If the student requests disclosure of the record which contains the contested portion, he or she may indicate that the files also contain the student's statement, which will then accompany any disclosure of the record;
8. If Philadelphia University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student that the record has been amended.

The provisions of this section may not be used to challenge course grades.

X. To Whom May a Student Complain if Issues Arise?
Students who believe that Philadelphia University is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that act, may file complaints in writing with:
The FERPA Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

The full text of the Family Educational Rights and Privacy Act as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, is available for inspection at the Office of the University Registrar.

**TRANSCRIPTS**
Process for requesting a transcript can be found on the web at [www.philau.edu/registrar/forms.htm](http://www.philau.edu/registrar/forms.htm)
The fee for a transcript is $5.00 per copy, $10 for same day copy, and $20 for an overnight copy which must be received by 10 a.m.
Please note that unofficial copies of the transcript are available to currently enrolled students through their Web advisor account.

**Transcript Request Information**

The University no longer accepts credit card payments for transcripts over the phone or via fax. Students must use the online form to pay via e-check or credit card. The University only accepts credit card payments online.

An official transcript is placed in a sealed envelope and bears the University seal and signature of the University Registrar. In order to release a transcript, the University Registrar’s Office needs to verify the identity of the student as well as receive a formal, written request bearing the signature of the student.

To request a transcript, please do one of the following options:

- Complete the online request form, make payment online via credit card or e-check, print the transcript request email and forward the signed and dated request to the Registrar’s office via fax at 215-951-2742 or scan and email the signed form to Transcripts@PhilaU.edu.
- If students are paying cash (or if you would like to bring in a check) you will need to fill out the Transcript Request Form for Walk-Ins and take the payment to the Cashier’s window in the Student Account Office (1st floor of Archer Hall) and then bring the form with proof of payment back to the Registrar’s office. The University does not accept mailed payments for Transcript Requests.
- A student having financial obligations to the University will not be issued a transcript.

*See catalog “Unadjusted Indebtedness.”*

**UNADJUSTED INDEBTEDNESS**

No diploma, certificate, official grade report, transcript or recommendation will be granted to any person who has any unadjusted indebtedness to the University.

**WITHDRAWAL FROM THE UNIVERSITY**

It is absolutely essential that students follow the proper withdrawal procedure in order to be assured of an honorable dismissal from the University. Students are considered in attendance until this formal notification is completed and returned to the University Registrar.

The deadline to withdraw from the University without any record of courses or grades of the current semester is the same as the “last day to drop without a W grade.” – See Academic Calendar.

If a student withdraws from the University before the “last day to withdraw from a course,” all withdrawal grades will be a “W” and will affect Academic Standing upon return to the University. If a student withdraws after the “last day to withdraw from a course” all withdrawal grades will be a “WF” and will affect the G.P.A calculations and Academic Standing upon return to the University.

If they are withdrawing during the exam period they will receive “WF” grades for all their courses. If an instructor has entered a grade, the grade entered by the instructor will not be changed. Please note that an “F” and “WF” grade have the same effect on the GPA and Academic Standing. The “WF” grade identifies a late withdrawal.

Students, who need to leave the University after the “last day to withdraw from a course” due to serious circumstances, must seek permission from the Dean of Students for late withdrawal. Students who receive permission will receive “W” grades.

Withdrawal forms are available online on the University Registrar’s webpage http://www.philau.edu/registrar/. To return to the University after withdrawal, see the section on “Re-entry to the University.”

*See “Leave of Absence”*

**2/UNDERGRADUATE STUDENT ACADEMIC POLICIES**

(Unique to Traditional, Accelerated and Non Degree Students)

The following are the general policies and procedures unique to the students pursuing coursework in the undergraduate programs of the University.
In addition to the following Undergraduate Student Academic Policies, students are expected to review the Common Academic Policies for all students. Continuing and Professional Studies students should also refer to the CPS handbook. Topics for this section are organized in alphabetical order.

ACADEMIC ADVISING-UNDERGRADUTAE

Philadelphia University’s academic-advising model supports students throughout their academic career at the University. Academic advisors assist students in developing suitable educational plans, understanding program requirements, policies, and resources, evaluating their academic progress, and clarifying realistic life and career goals.

Advising for first-year students (freshmen and new transfer students) and students who have not declared their majors is provided at the Learning and Advising Center. Faculty Advisors in the Learning and Advising Center actively reach out to their advisees in order to assist them in their academic life. First-Year students may meet with ANY first year advisor at the Learning and Advising Center on a drop-in basis Monday-Friday from 9 a.m. to 5 p.m. All first year students MUST meet with a first year advisor before November of their first semester for assistance with Pre-registration for Spring.

Other advising services for all students in the Learning and Advising Center include assistance in understanding transfer credit evaluation, majors advising for students who have not declared a major or who are thinking of changing their major, change of major forms, and other advising forms.

Upper-level students (sophomore through 5th year) who have declared their majors are assigned advisors in their colleges. These students are expected to assume increasing responsibility for their progress toward graduation. Students must contact their advisor to set up advising appointments at least twice during the academic year. They are expected to consult with their advisors concerning course registration for fall and spring semesters. While upper-level advisors are available to discuss program requirements and policies, emphasis is placed upon working with students to clarify their educational, personal and career goals.

Advising for all accelerated programs is provided through the School of Continuing and Professional Studies in The Tuttleman Center.

ACADEMIC HONORS

Undergraduate students enrolled in at least 12 semester credits, nine of which are graded, and who earn a semester grade point average of 3.60 or better are eligible for the Dean’s List for that semester.

- A candidate for graduation who earns a cumulative grade point average of 3.60-3.69 will be graduated “cum laude,” 3.7-3.79 will be graduated “magna cum laude” or “summa cum laude” if their final average is 3.80 or better.
- Additional awards are presented at the annual University Awards Ceremony and during Commencement.

ACADEMIC STANDING

A student’s academic standing is determined at the end of each full-time or part-time semester on the basis of cumulative credits and cumulative grade point average according to the following table. To retain good academic standing, students must have a cumulative grade point average of 2.0 and have earned 75% of the total credits attempted.

Evening (Continuing Professional Studies) students will be evaluated at the conclusion of their first 12 academic hours. Students in good academic standing will be evaluated at the end of each term. Students’ who are not in good academic standing after the first review at 12 hours, will have an additional 12 hours to be restored to good academic standing.

Probation

Students with a cumulative GPA below 2.0 and those who have not earned 75% of the credits they attempted (known as normal progression to degree) will be placed on academic probation. Students will be required to sign a student success contract with their advisor and meet with their advisor regularly.
Students on academic probation may also be on financial aid probation. They are encouraged to keep in close contact with their financial aid counselor. Advisors may find a copy of the student success contract on the Learning and Advising web site.

Academic probation is a means of emphatically informing students that their record is unsatisfactory while there is still time to remedy the situation. Students will be placed on academic probation whenever their records indicate that normal progress toward a degree is in jeopardy. Probation is not meant to be a penalty, but should be interpreted as a serious warning to improve the quality of academic work. Students on probation are not permitted to take more than a normal course load, and may be required to take a reduced course load. Students on academic probation will not be able to participate in intercollegiate athletics or hold an elected or appointed office in any SGA-recognized student organization. Students on probation should reduce the number of hours of employment whenever possible and limit participation in any other extracurricular activities that interfere with the performance of their academic work.

**Dismissal/Terminal Probation**

If the student is placed on probation and remains on probation at the end of the following semester, the student will be dismissed from the University. Students will receive written notification of academic dismissal and may appeal for reinstatement by submitting a written request for reinstatement to Learning and Advising by the dated listed in the letter. The petition for reinstatement should include:

1. An explanation of the poor academic performance that led to the dismissal, i.e. insufficient credits earned and/or low GPA.
2. An explanation of whether the student worked with his/her academic advisor, sought tutoring assistance, or accessed other support services to address academic performance.
3. Documentation concerning any mitigating circumstances that may have contributed to poor performance. This includes but is not limited to medical or psychological documentation.
4. A plan for preventing recurrence of these academic difficulties and for raising credits and/or the GPA above the minimum standard for continued enrollment.
5. Letters of support from the academic advisor, professors, or other support staff (optional).

Members of the Academic Standards Committee will review petitions for academic reinstatement. Written notification will be made as soon as practical, no later than one business day prior to the beginning of the enrollment period for which the student is seeking reinstatement.

If a student is readmitted to the University following an appeal to the Undergraduate Academic Standards Committee, a semester will be stipulated for their re-admission. If students wish to enter more than one year from the original semester indicated on their letter, their request must be resubmitted to the Undergraduate Academic Standards Committee for re-evaluation. Students placed on terminal probation must meet the stipulations established for them. Failure to do so will result in automatic dismissal from the University.

*See “Re-entry to the University.”*

<table>
<thead>
<tr>
<th>Prior Academic Standing</th>
<th>New Curriculum GPA</th>
<th>New Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>One Term (full-time or part-time)</td>
<td>2.00 or higher</td>
</tr>
<tr>
<td>Good</td>
<td>Less than 2.00 and/or less than 75% credits attempted.</td>
<td>Probation</td>
</tr>
<tr>
<td>Probation</td>
<td>2.00 or higher</td>
<td>Good</td>
</tr>
<tr>
<td>Probation</td>
<td>Less than 2.00 and/or less than 75% credits attempted.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Dismissal</td>
<td>(committee permits continuation)</td>
<td>Terminal Probation</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Terminal Probation</td>
<td>2.00 or higher</td>
<td>Good</td>
</tr>
<tr>
<td>Terminal Probation</td>
<td>Less than 2.00 and/or less than 75% credits attempted.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Withdrawal/Probation</td>
<td></td>
<td>Re-entry/Probation</td>
</tr>
</tbody>
</table>
ADVANCED PLACEMENT

Students who have taken Advanced Placement (AP) exams and received the necessary minimum score will receive credit for the courses listed below. These guidelines have been in effect since January 2004. Students must formally submit their Advanced Placement Scores from the Educational Testing Service (ETS) directly to the Admissions Office before their first semester at the University and no later than their second semester in residence. Those students who delay sending the University their AP test results until after matriculation may be required to register for courses for which they would have received AP had the information been submitted earlier. It is in students' best interests to submit all AP scores as soon as possible. Students who do not submit their scores until after their second semester in residence will not have their scores honored, pending appeal to the Director of Learning and Advising Center.

<table>
<thead>
<tr>
<th>AP Exam Name</th>
<th>Score</th>
<th>Course Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>4,5</td>
<td>ARTH-101 or ARTH-102</td>
</tr>
<tr>
<td>Art-Studio/Drawing</td>
<td>4,5</td>
<td>DRAW-101 or VSDRW-101</td>
</tr>
<tr>
<td>Art-Studio/General Art</td>
<td>4,5</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td>Biology (non-science major)</td>
<td>3,4,5</td>
<td>BIOL-101</td>
</tr>
<tr>
<td>Biology (science major)</td>
<td>4,5</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td>Chemistry (non-science)</td>
<td>3,4,5</td>
<td>CHEM-101</td>
</tr>
<tr>
<td>Chemistry (science major)</td>
<td>4,5</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td>Comparative Government &amp;</td>
<td>3,4,5</td>
<td>Social Sciences I (3 cr.)</td>
</tr>
<tr>
<td>Economics-Macroeconomics</td>
<td>3,4,5</td>
<td>ECON-205</td>
</tr>
<tr>
<td>Economics-Microeconomics</td>
<td>3,4,5</td>
<td>ECON-206</td>
</tr>
<tr>
<td>English (Language)</td>
<td>4,5</td>
<td>WRTG-101</td>
</tr>
<tr>
<td>English (Literature)</td>
<td>3,4,5</td>
<td>Humanities I (3 cr.)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3,4,5</td>
<td>SCI-101 or Free elective (3 cr.)</td>
</tr>
<tr>
<td>European History</td>
<td>3,4,5</td>
<td>Historical Understanding I (3 cr.)</td>
</tr>
<tr>
<td>French (Language)</td>
<td>3,4,5</td>
<td>Language Studies (3 cr.)</td>
</tr>
<tr>
<td>French (Literature)</td>
<td>3,4,5</td>
<td>Language Studies (3 cr.)</td>
</tr>
<tr>
<td>German (Language)</td>
<td>3,4,5</td>
<td>Language Studies (3 cr.)</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3,4,5</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td>Latin (Literature)</td>
<td>3,4,5</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td>Latin (Virgil)</td>
<td>3,4,5</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td>Mathematics-Calculus AB</td>
<td>3</td>
<td>MATH-102</td>
</tr>
<tr>
<td>Mathematics-Calculus AB</td>
<td>4,5</td>
<td>MATH-111</td>
</tr>
<tr>
<td>Mathematics-Calculus BC</td>
<td>3</td>
<td>MATH-111</td>
</tr>
<tr>
<td>Mathematics-Calculus BC</td>
<td>4,5</td>
<td>MATH-111 and MATH-112</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3,4,5</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td>Physics B (non-science major)</td>
<td>3,4,5</td>
<td>PHYS-101</td>
</tr>
<tr>
<td>Physics B (science major)</td>
<td>3,4,5</td>
<td>PHYS-101 or Free elective (3 cr.)</td>
</tr>
<tr>
<td>Physics C</td>
<td>3,4,5</td>
<td>PHYS-201 &amp; PHYS-201L or Free</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>Free elective (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>4,5</td>
<td>PSYCH-101</td>
</tr>
<tr>
<td>Spanish (Language)</td>
<td>3,4,5</td>
<td>Language Studies (3 cr.)</td>
</tr>
<tr>
<td>Spanish (Literature)</td>
<td>3,4,5</td>
<td>Language Studies (3 cr.)</td>
</tr>
<tr>
<td>Statistics</td>
<td>3,4,5</td>
<td>STAT-201</td>
</tr>
<tr>
<td>United States History</td>
<td>3,4,5</td>
<td>Historical Understanding I (3 cr.)</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics*</td>
<td>3,4,5</td>
<td>Social Sciences I (3 cr.)</td>
</tr>
<tr>
<td>World History</td>
<td>3,4,5</td>
<td>Historical Understanding I (3 cr.)</td>
</tr>
</tbody>
</table>

*If both Comparative Government & Politics and U.S. Government & Politics are taken, one becomes 3 credits free elective. See “Credit by Examination”

**AUDITING A COURSE**

A student who wishes to attend a course regularly, but does not wish to receive credit for the course, may request permission to audit from the Manager of Academic Operations of the college in which the course is offered. The Manager of Academic Operations will, in turn, obtain permission from the faculty member.

Students are expected to meet the requirements for auditors, which are established by the faculty member teaching the course. Following the completion of the course, the faculty member will determine whether these requirements have been satisfied and, if so, the notation of “AU” will be posted on the transcript.

Tuition and fees to audit the course are the same as those when taking the course for credit.

Students must register for an audit course the same way they would for any other. In addition, they must complete the “Request for Permission to Audit a Course” form requesting permission to audit, and submit the signed form to the Registrar before the “last day to add” (see Academic Calendar). At that time, the decision becomes final. Form available on the Registrar’s website, [http://www.philau.edu/Registrar/](http://www.philau.edu/Registrar/).

Audit courses cannot be applied toward degree requirements.

*See “Schedule Changes.”*

**CHANGE OF MAJOR**

Students who wish to request a Change of Major (Curriculum) must obtain the proper form from the Learning and Advising Center or the web page at [www.PhilaU.edu/learning](http://www.PhilaU.edu/learning). Continuing and Professional Studies students should contact the School of Continuing and Professional Studies. Completing a Change of Major form requires multiple signatures prior to formally making the change. Please see the “change of major” form for details.

Students, who request a Change of Major into the following programs: Animation, Architecture, Health Sci/OT, Environmental Design & Visual Studies, Interactive Design & Media, Psychology/OT, all Engineering majors, Fashion Design, Graphic Design Communication, Industrial Design, Interior Design, Landscape Architecture and Health Sci/Physician Assistant Studies must consult with the Learning and Advising Center because certain timelines, stipulations and additional signatures may be required.

**COURSE LOAD AND COURSE OVERLOAD**

Students enrolled in 12 to 18.5 credits per semester are considered enrolled full-time and will be billed at the comprehensive tuition rate. Students taking less than 12 credits per semester are considered part-time and will be billed at the per credit rate. Students enrolled in more than 18.5 credits per semester are enrolled in an overload. Students enrolled in an overload will be billed the comprehensive rate plus the overload per credit charge for all credits over 18.5.
COURSES TAKEN ELSEWHERE

From time to time, matriculated students may find it necessary to take courses at another college or university. Students may also seek permission to take courses at another institution during the academic year if specific courses are not available at Philadelphia University.

Permission to take courses at another institution will only be granted if the courses at the other institution are determined to be equivalent to courses at Philadelphia University by the respective program director or associate dean after a faculty review of the corresponding course description. Generally, permission to take courses equivalent to Philadelphia University junior- and senior-level courses will be granted only if the other institution is a four-year college or university. Students may not take junior- and senior-level courses at a two-year or community college.

Students must fulfill their residency requirement at Philadelphia University. See “Residency Requirements.”

If the student earns the equivalent grade of “C-” or higher for an approved course, Philadelphia University will grant credit for the course. Students should not take courses at other institutions on a “Credit/No Credit” or “Pass/Fail” basis, as the University will not accept such a grade toward a Philadelphia University degree. Grades earned at another college or university are NOT made part of the student’s Philadelphia University transcript; rather, the credits will be considered only for transfer credit.

It is the responsibility of the students to:

- Secure a catalog description from the other institution and verify that the intended course will be offered.
- Obtain a “Permission to Take Courses at Another Institution” form online at the Learning and Advising Center website at www.PhilaU.edu/learning. The completed form must be submitted at least six weeks before courses begin at the other institution.
- Take the form and the catalog course description(s) to the following individuals for review and approval: (1) a faculty member in the appropriate academic area to verify equivalency of the intended course; and (2) the Associate Dean for College Studies courses equivalency, or the program director or Associate Dean for course equivalency in the major. Submit a copy of the form to your advisor and retain a copy for your records.
- Submit the completed form to the University Registrar. As a general rule, a student will not be permitted to take a course at another institution if the course is being offered by Philadelphia University and if, at the time the student wishes to take the course, the student is residing within 30 miles of the University. Students should not plan to take more than two courses at another institution in any term, including the summer. Students must be in good academic standing at the University and must be in residence at Philadelphia University during the semester immediate preceding the awarding of the degree.

The Registrar will send a letter to the college or university for permission to take the course(s). Copies will be supplied to the student and to the student’s advisor.

The student must make arrangements for an official transcript to be sent to the Office of the University Registrar after completion of the off-campus course work. No credit will be evaluated until that office has received an official transcript. No credits will be transferred without prior approval.

CREDIT BY EXAMINATION-UNDERGRADUATE

The University recognizes the fact that learning also takes place beyond formal classroom situations. Since the function of credit by examination is to provide students the opportunity to be placed in the most advanced courses for which they are qualified, all credit by examination results from Advanced Placement Exams, CLEP, and International Baccalaureate (IB credit) earned prior to matriculation at Philadelphia University must be submitted within two regular academic semesters (30 credits) of the student’s initial matriculation.

See “Advanced Placement.”

National Testing Agencies

The University will grant credit to students who obtain satisfactory grades in specific subject examinations developed by the Advanced Placement Program (AP), International Baccalaureate Program (IB), and College Level Examination Program (CLEP). Students who enter the University with AP, IB or CLEP credit will have that credit evaluated in conjunction with the guidelines established for granting transfer credit.
Matriculated traditional undergraduate students may not pursue further CLEP credit while enrolled at the University. Students in Continuing and Professional Studies should check with the School of Continuing and Professional Studies for current CLEP guidelines.

In cases where several CLEP examinations have been taken, credit from the subject examination will be assigned before credit from the general examination. Credit assigned from successful completion of the general examination may not be utilized for free electives or upper-division degree requirements.

The University awards credit for the Higher Level International Baccalaureate examinations on a case-by-case basis if students have achieved a score of 5 or higher. No credit will be awarded for Subsidiary level examinations.

See “Advanced Placement.”

CREDIT/NO CREDIT OPTION-UNDERGRADUATE

Students are permitted to take up to four courses during their enrollment in a bachelor’s degree program on a “Credit/No Credit” (CR/NC) basis, not counting any CR/Internship course.

Any course may be taken on this basis except COLLST-499, MATH-099, READ-099, WRTG-100, WRTG-101, WRTG-101G and WRTG-2XX. Students are also encouraged to consult with their program directors to determine whether to use the CR/NC option for required major courses.

To obtain credit, students must earn a “C-” or better in the course. The grade point average will not be affected whether credit is received for the course or not, except in certain cases where the option is used to repeat a course.

Students who elect to take a course on a CR/NC basis must notify the Office of the University Registrar on the proper form by the “last day to add” (see Academic Calendar). At that time, the decision becomes final.

Please consult with your academic advisor and the Office of the University Registrar to suggest when this option is/is not an advisable choice.

See “Repeating Courses,” and “Schedule Changes”

DECLARING A MAJOR

Students at Philadelphia University registered as Undeclared are urged to declare a major after completing 30 credits. However, students are required to declare a major after completing 60 credits (30 credits in residence for transfer students). Students who are unsure about their choice of major should take advantage of majors advising at the Learning and Advising Center.

DIVISION CHANGE

Students wishing to transfer to Continuing and Professional Studies to finish their degree requirements should complete a Continuing Studies Application for Admission form available at that office in The Tuttleman Center. If a student will ultimately be certified for graduation by the undergraduate division, academic advising will remain the responsibility of the day-division advisor.

Continuing and Professional Studies students wishing to transfer to the undergraduate division to finish their degree requirements should complete an Application form available at the Office of Admissions.

Students who have been dismissed from the University for academic reasons must apply through the admissions office and must be readmitted by the Undergraduate Academic Standards Committee before registering for additional courses at the University.

See “Academic Standing.”

DOUBLE DEGREE/SECOND BACCALAUREATE DEGREE

Students who have received one baccalaureate degree from Philadelphia University and who wish to seek a second such degree in another curriculum are required to complete all the additional course requirements and fulfill a second residence requirement of a minimum of 33 credits. At least 12 credits must be in the new major. Students interested in this possibility should consult with their faculty advisor or the School of Continuing and Professional Studies for further information.

DOUBLE MAJOR

Students wishing to earn a double-major must do so by completing all requirements for the “primary” major and all required courses in the “secondary” major. Only students of demonstrated ability, i.e. 3.0
cumulative GPA or higher, will be approved for double-major status.

The equivalent of at least ten (10) courses must be unique to each major. This minimum course-requirement may mean that students have to take advanced electives in one program in addition to the listed core requirements in order to establish the uniqueness of each intellectual discipline and to assure the intellectual integrity of each. At least four courses (12 cr) of upper-level work must be completed in-residence at Philadelphia University in each major. The same course(s) may not be used to satisfy residency requirements in both majors.

Students wishing to pursue a double-major should discuss their options first with their faculty advisor and then with a faculty advisor from the “secondary” major. The double-major option must be declared/approved once a student has reached junior-standing (60 cr.) and at least one calendar year prior to the student’s anticipated graduation date.

Students must submit the “Approval of Double-Major” form to the Office of the University Registrar so the student’s transcript and degree audit will record completion of the two majors’ degree requirements. The form, available online from Learning and Advising, www.PhilaU.edu/learning, lists required courses for the “secondary” major, approved by both advisors. A list of required courses for the “secondary” major, approved by both advisors, must be added to the advising file for pre-certification purposes.

Students may not utilize credits allocated to an option, concentration or designated elective in the “primary” major to satisfy requirements for the “secondary” major and vice versa. Students may utilize credits allocated to a minor or to free electives in the “primary” major to satisfy requirements for the “secondary” major. Students selecting a double-major will be exempt from any mandatory minor requirements that would otherwise apply.

Students completing a double-major will receive one degree and one diploma. If the two completed majors bear different degree designations (e.g., BSE, BArch, BS), during the precertification process, the student will have the option to select the degree designation that will appear on the transcript and diploma.

A student with a double-major may graduate upon completion of all requirements for both majors as described above, or may default to a single major by submission of written notification to the Registrar’s Office and the student’s certifying officer. If a student defaults to a single-major option, the student may then graduate upon completion of all requirements for that one major, but may not continue at the University for completion of the second major.

In some cases the combined requirements of the two majors will necessitate completion of a greater total number of credits than either major taken separately, and depending on the term-to-term load, will most likely incur additional tuition charges according to the standard University policy for course overloads. There is no guarantee that the double-major will be funded by the student’s financial aid and/or scholarships. (Students should review all approved academic plans with the Financial Aid Office to establish what courses will be funded.) Completing more than one major will not necessarily improve the chances of admission to a graduate program or increase prospects in career goals. Furthermore, individuals with more than one major can significantly reduce opportunities to explore more wide-ranging elective coursework, internships, study abroad, and areas of personal interest.

**FUNDAMENTALS COURSES**

The Fundamentals courses include MATH 099 (Fundamentals of College Mathematics) and READ 099 (Fundamentals of College Reading and Study Skills).

Placement into Fundamentals courses is determined by SAT scores; and for Math a self-screening trigonometry questionnaire.
For purposes of calculating the student’s course load, each of these courses counts as three credit hours. However, they will not count as credits toward graduation. Fundamentals courses may not be used to satisfy the residency requirement or for use as free electives.

Students must complete these courses within three semesters of matriculation. Part-time students who are required to take Fundamentals courses must complete these requirements within the first 30 credits for which they register. All Fundamentals courses must be completed in residence at the University.

Students must earn a “C” (2.00) or better to receive credit for Fundamentals courses. Students who earn less than a grade of “C” must repeat that course in the next semester in which it is offered. Grades in Fundamentals courses enter into the calculation of a student’s grade point average.

Students who are required to take Fundamentals of College Mathematics must pass that course before taking any other mathematics course and certain science courses. Students required to take fundamentals of College Reading must pass the course before taking any History courses.

Students may not withdraw from a Fundamentals course. The director of the Learning and Advising Center must approve any exceptions in writing. Students who fail to complete a Fundamentals course successfully after two registrations may not register for that course a third time without the permission of the director of the Learning and Advising Center.

Students who fail to complete all Fundamentals course requirements within the prescribed time may be dismissed from the University.

GRADE POINT AVERAGE/GRADING

The unit of credit is the semester hour.

Quality points are assigned to letter grades according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>A+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>B+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>C+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The quality points earned are computed by multiplying the numerical value of the letter grade by the number of semester credit hours for the course. The Grade Point Average (GPA) is determined by dividing the total quality points earned by the total semester credit hours attempted. A sample calculation follows:

<table>
<thead>
<tr>
<th>Course Number/Name</th>
<th>Credits</th>
<th>Letter</th>
<th>Quality Point Value</th>
<th>Quality Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG-101 Writing Seminar I</td>
<td>3</td>
<td>B</td>
<td>3.00</td>
<td>9.00</td>
</tr>
<tr>
<td>MATH-111 Calculus I</td>
<td>4</td>
<td>C+</td>
<td>2.33</td>
<td>9.32</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Grade</td>
<td>Quality Points</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>----------------</td>
</tr>
<tr>
<td>TEXT-101</td>
<td>Survey of the Textile Industry</td>
<td>3</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>ENGR-104</td>
<td>Introduction to Computing</td>
<td>3</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>CHEM-103</td>
<td>Chemistry I</td>
<td>4</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>PE-25</td>
<td>Stress Management</td>
<td>.5</td>
<td>CR</td>
<td>——</td>
</tr>
</tbody>
</table>

Grade Point Average (GPA) =
Quality Points Earned ÷ Credits Attempted = 33.33 ÷ 17 = 1.96

**GRADING SYSTEM-UNDERGRADUATE**

The University uses a plus/minus grading system. The passing grades for the University are “CR,” “A,” “B,” “C” and “D.” A grade of “F” signifies that the course has been failed.

Grade descriptions are listed below:

- **A = Excellent.**
  
  Awarded to students who demonstrate an excellent understanding of the subject matter, and who have achieved outstanding results in fulfilling the course objectives.

- **B = Above Average.**
  
  Awarded to students who demonstrate above-average understanding of the subject matter, and who show consistent achievement beyond the usual requirements of the course.

- **C = Average.**
  
  Awarded to students who perform at the satisfactory level, and demonstrate acceptable levels of understanding of the subject matter commensurate for continued study in the next successive course.

  *(Note: To graduate, a student must have a cumulative grade point average of 2.00 or better.)*

- **D = Below Average.**
  
  Awarded to students as evidence of less than average understanding of the subject matter and of weak performance. It indicates insufficient preparation for students to enroll in any course reliant upon an acceptable level of understanding of the particular subject matter. A grade of “D” (1.00) represents a minimum grade necessary to receive credit for the course.

- **F = Failure.**
  
  Awarded to students showing poor understanding of the basic elements of the course.

- **I = Incomplete.**
  
  The “I” grade indicates that a student has missed some portion of required course work because of illness or another emergency beyond his or her control. It indicates that the student, with the approval of the professor has agreed in writing to complete the missing course requirements within an extended period of
time, not to exceed four weeks after the end of a term. (See current Academic Calendar for the exact date.) The professor has sole authority to grant or deny such a request. Failure of the student to complete the agreed upon work in the prescribed time frame will result in a grade of “F” for the course. To obtain an “I” grade the student must submit an Incomplete Form to the professor for approval before the due date for final grades to be submitted to the Registrar. Copies of the form are available online on the University’s Registrar’s website, www.philau.edu/registrar.

Students who earn an “F” or “NC” grade are required to repeat the same course during the next term in which it is offered, if the course is the only course that will satisfy the requirement, or they wish to have the failing grade replaced on the transcript.

See “Auditing a Course,” “Grade Point Averages,” “Credit/No Credit Option,” “Fundamentals Courses,” “Academic Internships,” “Physical Education & Service Learning” and “Repeating Courses.”

GRADUATION REQUIREMENTS-UNDERGRADUATE

Certification for a baccalaureate degree may be processed by either the Undergraduate Program or the Continuing and Professional Studies Program, depending on where the majority of the candidate’s credits for the degree was earned. Certification for an associate degree and degree-completion programs administered through the School of Continuing and Professional Studies will be conducted by that office.

The University holds a Commencement ceremony once each year during the month of May. Students who complete all requirements for graduation by the end of the spring semester may participate in the Commencement ceremony. Degrees are awarded at the end of the semester in which all requirements are met. Students who have completed degree requirements in August or December may participate in the Commencement ceremony the following May.

To graduate, students must fulfill the University’s residency requirements, pass all required courses and have a cumulative grade point average of 2.00 or better. A candidate for graduation who earns a cumulative grade point average of 3.60-3.69 will be graduated “cum laude,” 3.7-3.79 will be graduated “magna cum laude” or “summa cum laude” if their final cumulative average is 3.80 or better.

Any student who has financial obligations to the University is ineligible for graduation until such obligations have been fulfilled.

Participation in the Commencement ceremony does not necessarily represent conferral of the degree. See “Residency Requirements.”

GRADUATE COURSES FOR UNDERGRADUATE STUDENTS

Undergraduate students who have earned a minimum of 90 credits and whose cumulative grade point averages are 3.00 and better may enroll in a graduate course with the permission of the respective graduate program director.

HONORS PROGRAM

The Honors Program welcomes highly motivated students who demonstrated academic excellence in high school or in the first and second semesters at Philadelphia University.

Participants in the Honors Program enjoy advanced levels of inquiry, smaller class sizes and seminar-style instruction in Honors sections of College Studies courses. In many cases, Honors classes offer opportunities to take advantage of co-curricular experiences in the form of field trips, guest lectures, etc., that help interpret the course material. In addition, Honors Program students can arrange extended borrowing privileges at the University’s library.

Honors Program students are required to complete seven Honors courses. Exciting options for Honors credit range from the traditional Honors courses to individualizing the experience while studying abroad, taking on a leadership role in a community-service project or tailoring a research project. The senior year capstone course, Contemporary Perspectives, must be taken at the Honors level. In special cases, students can arrange a guided project in courses in their major (upgrades). Honors course offerings are listed each semester in the University’s course schedule. Students enrolled in Honors courses must take the course for a letter grade. The “pass/fail” or CR/NC option is not available for Honors courses.

Enrollment in Honors courses is designated on the University transcript and remains part of the student’s permanent academic record. Honors Program students’ academic records are reviewed periodically to assure that participants are making acceptable progress toward graduating with the designation of Honors
Program Scholar. Students successfully completing all Honors Program requirements with a minimum GPA of 3.4 receive special recognition at graduation, the Honors Medallion and the Honors Certificate.

More information about the Honors Program in section, “University Academic Resources and Services” of the Academic Catalog.

OVERLOAD CHARGES
If a full-time undergraduate student is registered for more than 18.5 credits he/she will be charged at the overload per credit rate for all credits in excess of 18.5 in addition to the comprehensive tuition rate.

PART-TIME TUITION CHARGES
Part-time students (taking fewer than 12 semester credit hours) are charged at the applicable per-credit rate.

PHYSICAL EDUCATION AND/OR SERVICE LEARNING
Undergraduates are required to successfully complete two semesters (one credit total) of physical education, (PE) or a one credit service learning course, SERVE-101.

The University offers a variety of opportunities for students to earn PE credits including traditional instruction, varsity sports or the opportunity to participate in the University’s extensive intramural program. Additional physical education courses may be taken for elective credit.

SERVE-101 may also be taken in up to four semesters for students to earn free elective credit as well as the service learning credit. Grades will be reported as either “Credit” or “No Credit.” For more information about SERVE-101 see “Undergraduate Academic Programs” section of the Academic Catalog.

Students, who enter the University with an associate or bachelor’s degree, or 54 or more accepted transfer credits, are exempt from this requirement. Please note, even if the PE/Service Learning requirement is waived, students are still responsible for the total number of credits required in the program.

See “Attendance.”

PLACEMENT TESTING
S.T.A.R.T.

The University administers an on-line placement test for placement decisions about the appropriate writing course, either WRTG 100 or WRTG 101, for all first-time undergraduate day-division students, including international students. This on-line placement test MUST be completed BEFORE a student comes to campus for their selected S.T.A.R.T. session. Students who have earned an Associate’s Degree or who have been enrolled in another institution for thirty continuous credits or who have earned college credit for Writing Seminar 1 are exempted from writing placement testing ONLY if their credits have been evaluated BEFORE coming to their designated S.T.A.R.T. session. All first-time freshman who have not completed the on-line test and transfer students who have NOT had their writing credits evaluated will be required to take the writing placement test during S.T.A.R.T. which will delay the receipt of their semester course rosters.

The University places first-time undergraduate day-division students in mathematics courses according to math SAT scores, major, as designated in the official University acceptance letter, as well as responses to a self-screening trigonometry questionnaire. Students who have earned AP credit in mathematics will be placed in mathematics courses according to the table listed in the Credit by Examination section of this publication. Students who have received transfer credit in mathematics, will be placed considering these credits in addition to the other stated criteria.

First-time undergraduate day-division students verbal SAT score will determine their placement into Fundamentals of Reading and Study Skills. (READ 099) The University will administer a reading placement exam for International Students who have not taken the SAT to determine their placement into Fundamentals of Reading.

See “Credit by Examination,” “Transfer Credit,” “International Students,” Fundamental Courses.”
Foreign Language Placement Testing

Students who plan to enroll in French, German, Italian, Japanese or Spanish and who have studied that language for more than two years in high school, or the equivalent level elsewhere, must consult with the Coordinator of the Language Program in the College of Science, Health and the Liberal Arts.

It is recommended that students who are native speakers of French, German, Italian, Japanese or Spanish enroll in a language other than their own. Students, however, do have the option of taking challenge examinations to meet this requirement. If after taking the Foreign Language Placement Examination, it appears that the student has adequate preparation, the student may pay a challenge-examination fee, present the receipt to the College of Science, Health and the Liberal Arts and complete a challenge examination. Challenge examinations can be taken in French, German, Italian, Japanese or Spanish. Currently enrolled students may not take CLEP examinations for foreign language course credit. Advanced placement credits and transfer credits for appropriate foreign language courses taken at other institutions will be accepted.

See “Advanced Placement,” “Challenge Exam,” and “Transfer Credit.”

RE-ENTRY TO THE UNIVERSITY-UNDERGRADUATE

A student who wishes to re-enter as a traditional undergraduate student must submit a Re-entry Application to the Office of Admissions. A student who wishes to re-enter as an accelerated program student must submit a Continuing Studies Application form to the School of Continuing and Professional Studies.

Students who have enrolled at another college or university since their departure from Philadelphia University must present official transcripts from those schools directly to the Admissions Office for consideration in re-entry.

Upon receiving their re-entry letter, students must meet with the director of the Learning and Advising Center (day division students) or the director of Student Services in the School of Continuing and Professional Studies (evening students) prior to registering for class.

The Undergraduate Academic Standards Committee will review any application for re-entry from students who were not in good standing (less than 2.00 GPA or not met 75% of credits attempted) when they withdrew or were dismissed from Philadelphia University. During the academic year, the Committee only meets once a month so students should allow adequate time for processing. The subcommittee will also consider applications for re-entry for the fall semester during late May, so students wishing to be evaluated during this summer meeting should submit their requests for re-admission no later than May 15. The Undergraduate Academic Standards Committee must approve any application for re-entry before a student, not in good standing, is allowed to register for additional courses at the University. The student is placed on probation during the first term of re-entry.

See “Academic Standing.”

REFUND POLICY

TRADITIONAL UNDERGRADUATE AND ALL ONLINE COURSES

Students are considered in attendance until the Registrar receives formal written notice of withdrawal. Tuition refunds will be made to traditional undergraduate programs and all students enrolled in online courses (regardless of log-in status) withdrawing from the University according to the following schedule:

100 Percent before Classes start
80 percent during the first week of classes,
60 percent during the second week of classes,
40 percent during the third week of classes
0 Percent beginning the fourth week of classes. No refund thereafter.

CONTINUING AND PROFESSIONAL STUDIES (CPS) AND ALL SUMMER COURSES

(Students enrolled in online summer courses use above policy)

Tuition charges for Continuing and Professional Studies students who withdraw from a course will be refunded on the following schedule:
100 percent prior to first class meeting,
80 percent prior to the second class meeting,
60 percent prior to the third class meeting,
40 percent prior to the fourth class meeting,
0 percent after fourth class meeting. No refund thereafter.
Online refund is as above (under Traditional Undergraduate)

RESIDENCY REQUIREMENTS
To be eligible for graduation with a degree from Philadelphia University, a student must earn a specified minimum number of credits in residence [excluding Fundamentals courses], included in which are six semester credit hours in College Studies courses and 12 semester credit hours in the major core. If a student is pursuing a double major, a second 12 semester credit hours must be completed in residence in the second major core.
To be eligible for graduation with a Bachelor of Science degree:
• Traditional undergraduate students must earn at total of at least 60 semester credit hours in residence at Philadelphia University; and
• Continuing and Professional Studies students must earn a total of at least 33 semester credit hours in residence at Philadelphia University; and
• Students enrolled in the B.S./Health Services Management degree-completion program must earn a total of at least 33 semester credit hours in residence at Philadelphia University.
In the case of transfer from one division to the other, the higher residency requirement will apply.
To be eligible for graduation with an Associate in Science degree [available only through the School of Continuing and Professional Studies], students must earn a total of at least 20 semester-credit hours in residence at Philadelphia University.
Students who need assistance in determining eligible courses in the major core should consult the certifying officer for their major in their respective College.
Credits earned through challenge exams are applied toward residency requirements.
Students must be in residence during the semester immediately preceding the awarding of the degree.

STUDENT STATUS BASED ON COMPLETED CREDITS
Students are generally considered to be classified as freshmen during the first two semesters of full-time study in the University, or as long as they are working toward the completion of their first 30 credits toward the degree. Sophomores are generally considered to have completed more than 30 credits, and to be working toward the completion of up to 60 credits toward the degree. Juniors generally fall in the range of 60 to 90 credits. Students who have completed 90 or more credits are generally classified as seniors.

TIME LIMIT TO DEGREE AND OBSOLETE CREDITS
Undergraduate students are expected to complete all degree requirements within 10 years from the date of initial matriculation. Students who do not meet this requirement will have their course work, including Philadelphia University credits and previously evaluated transfer credits, reviewed by the appropriate program(s) to determine the currency and appropriateness of courses toward a current degree. As a result of this evaluation, credits may be determined to be “outdated” and removed as earned credit toward the completion of degree requirements. Outdated credits will not be used in the calculation of the cumulative grade point average. Students should note that in some cases, while a particular course may still be offered, a program can determine that material covered by the course has changed substantially enough to determine the original course is outdated. Students are eligible to take a challenge exam for any outdated courses affected by the review process described above.
Students seeking re-entry to Philadelphia University beyond two full academic semesters are subject to the graduation requirements from the catalog in effect at the time of re-entry.
TRANSFER CREDIT

Transfer credit for coursework at a previously attended institution is generally awarded to the entering transfer student by the Office of Admissions or the School of Continuing and Professional Studies prior to the student's initial matriculation at this institution. Transfer credits earned prior to matriculation at Philadelphia University must be submitted within one semester of matriculation.

Undergraduate students should have transcripts sent directly to Admissions. Continuing and Professional Studies students should have transcripts sent to the School of Continuing and Professional Studies.

The University reserves the right to remove previously awarded transfer credits if a student does not illustrate a proper knowledge of the course material, or if the student does not maintain a satisfactory average.

Credit is granted only when the student has earned a grade of “C-” or better in a given course. The University may also consider the age of transfer courses when assigning credits to degree requirements. The BS/MS in Occupational Therapy programs hold to a different and higher transfer credit/grade standard. See “College of Science, Health and the Liberal Arts”.

Any student who has questions concerning the transfer-credit evaluation or wishes to appeal a course-equivalency decision prior to matriculation at Philadelphia University should meet with either Undergraduate Admissions or Continuing & Professional Studies. Any student with questions about their transfer credit evaluation after the start of their first semester should consult with Learning and Advising and the Office of the University Registrar.

See “Residency Requirements” and “Credit by Examination.”

3/GRADUATE STUDENT ACADEMIC POLICIES (Unique to Graduate Students)

The following are the general policies and procedures unique to the students pursuing coursework in the graduate programs of the University.

In addition to the following Graduate Student Academic Policies, students are expected to review the Common Academic Policies for all students, and those specific to their graduate programs.

Topics for this section are organized in alphabetical order.

ACADEMIC ADVISING - GRADUATE

Academic advising is available for each student. Questions pertaining to the program, instruction, course selection and any related matters may be discussed with an advisor. After a student is accepted into the program, an advisor is assigned by the program director.

ACADEMIC INTERNSHIPS-GRADUATE

Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. Graduate internship options and requirements vary by program, therefore students should first consult their academic advisor or program director for updated internship information as it pertains to their degree program.

- Graduate internships administered by Career Services

Programs participating in internships administered by the Career Services Center are completed as elective academic courses, including a course syllabus focused on professional skill-building and written assignments. While the primary course emphasis is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students’ overall career and professional development. The Career Services Center and designated Faculty Internship Advisor (FIA) from the student’s program provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategy prior to the internship. At the conclusion of the internship semester, all students
are evaluated by their employer and FIA, receiving a grade derived from successful performance as
determined by the employer, the quality of academic assignments submitted to faculty, and completion of
minimum required hours. All internships, regardless of credit registration, are a minimum of twelve weeks
in length.
Academic internships administered by Career Services are offered during the fall, spring and twelve week
summer semesters. The deadline to register for academic internships is the “last day to add” classes for
the semester of intended participation, as established by the Registrar (refer to the Academic Calendar for
specific deadlines). Students are strongly encouraged to discuss their internship interest as early as
possible with their program director or academic advisor.
To learn more about academic internships administered by Career Services at Philadelphia University, visit
www.philau.edu/career.

- **Minimum requirements for participation:**
  
  **Graduate:**
  
  Full-time status
  
  Completion of 18 core graduate credits by the start of the internship experience
  
  3.25 cumulative GPA in the semester preceding the internship
  
  **International:**
  
  Meet criteria above as relevant

  Determine if eligible for Curricular Practical Training (CPT) by contacting the office for International Student
  Programs

  Note: Students not meeting minimum requirements may be considered by submitting a formal appeal and
  should contact Career Services for further instructions.

**CREDIT BY EXAM (WAIVER EXAMINATIONS) - GRADUATE**

Students may request to take a waiver examination instead of taking a course. The student must have
experience in the field covered by the course or must have studied it elsewhere. Students may take waiver
examinations for up to two courses in their degree programs. Credits earned by a waiver examination are
not considered transfer credits. The cost of taking a waiver examination is equivalent to one credit hour of
the current graduate tuition. Consult with your program director for specific details.

**CREDIT/NO CREDIT-GRADUATE**

Some graduate courses are graded on a “Credit/No Credit” (CR/NC) basis. To obtain credit for these
courses, students must earn the equivalent of a “B-” or better in the course. The grade point average will
not be affected whether credit is received for the course or not.

**GRADING-GRADUATE**

The University uses a plus/minus grading system. The passing grades for graduate courses are “CR” “A” “B”
and “C”. A grade of “F” signifies that the course has been failed. The grade of “C” is the minimum passing
grade, but is considered unsatisfactory performance.

A cumulative grade point average of 3.0 for all courses in the student’s graduate program is required for
graduation; this does not include foundation courses or undergraduate prerequisite courses. The unit of
credit is the semester hour. A quality point average is used to determine scholastic standing. Quality points
are assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
</tbody>
</table>
To calculate the grade point average for a given semester, divide the number of grade points awarded by the number of credits attempted. To calculate the cumulative grade point average, the total number of grade points awarded is divided by the total number of credits attempted in all courses taken at the University.

The “I” (Incomplete) grade is used to indicate that a student has missed some portion of the required work because of illness or other emergencies beyond their control. It indicates that the student will most probably complete the missing requirements within the prescribed time limit and, when they do, will probably receive a passing grade.* If there is no possibility of passing the course, then it is inappropriate to assign an “I” grade. Both the student and faculty member assigning the grade must sign the “Agreement for the Completion of Work Outstanding.” Copies of this form are available online on the Registrar’s website, www.PhilaU.edu/registrar/. An “I” grade automatically becomes an “F” (failure) unless removed within the first four weeks of the next semester, including summer sessions.

* In most cases, a passing grade for graduate courses is “C,” but there are courses and programmatic requirements that exceed this. Please refer to the appropriate graduate program and course descriptions in the Academic Catalog.

GRADUATION REQUIREMENTS-GRADUATE
To graduate, students must fulfill the credit-hour requirements and complete the required courses for their specific graduate program. To be certified for graduation, a candidate must have:

- a minimum 3.0 cumulative grade point average (excluding foundation courses and undergraduate prerequisite courses);
- no more than two grades below “B−” (including fundamental and undergraduate prerequisite courses);
- grades of “C” or better in WRTG-100ESL and READ-098ESL for those students who were required to complete these courses; and
- no “F” grades in courses within the student’s program.

Students must also complete all requirements for the doctoral dissertation or the master’s thesis in programs that require them. See “Guide for the Preparation of Doctoral Dissertations and Master’s Theses” for further information (available online: http://www.philau.edu/gradstudent/).

Students must complete an Application for Graduation prior to the semester in which they plan to graduate. This form is available online on the Registrar’s website at www.PhilaU.edu/registrar/. Students will be billed for graduation fees.

MATRICULATION MAINTENANCE
In order to earn credit for the completion of the dissertation, thesis, capstone project or clinical experience, a student must be registered in the appropriate graduate program (either in residence or absentia) during the semester in which the course work is completed or the dissertation or theses are defended, and must be enrolled in the appropriate course.

If a student is capable of defending or presenting their work within the grace period (approximately four weeks into the next semester, including summer sessions*), the grade of “Incomplete” will be awarded. Following successful completion and submission of course work, or in the case of thesis of dissertation, a final version of the dissertation or thesis, a change of grade will be submitted by the faculty of record. Students who fail to complete the requirements during the grace period must re-register for dissertation, thesis, capstone project, or clinical experience until they successfully meet all requirements.

Students who are judged by the faculty, dissertation or thesis chair, or advisor to be incapable of completing the requirements during the grace period will receive the grade of “TH” (which indicates the
course requirements have not been satisfactorily completed, but work is progressing).
In addition to being enrolled in the appropriate program, students must re-register in the original course
for dissertation, thesis, capstone project, or clinical experience coursework in the subsequent fall or spring
semester immediately following the semester in which they enrolled to maintain continuous enrollment,
and to remain in good standing**. Tuition equal to one graduate credit will be assessed for subsequent
When the dissertation, thesis, capstone project or clinical experience is successfully completed, the faculty,
program director or advisor will submit a final grade for course completion and the student will earn one
to nine graduate credits (depending on the major field) for the semester during which the dissertation,
thesis, capstone project or clinical experience was successfully completed.
* The grace period ends on the date corresponding to when current semester “I” or incomplete grades are
changed to “F” or failing in the subsequent semester; these are listed on the Academic Calendar which is
available on the university web site.
** These courses will have an identical course number with an “e” indicating a matriculation extension.

PROBATION AND DISMISSAL-GRADUATE
Students’ academic records are reviewed at the end of each semester, including summer, to evaluate
academic standing and satisfactory progress toward degree requirements.
Probation - Students whose academic records include one or more of the following will be placed on
academic probation by their respective program directors:
Cumulative grade point average below 3.0 (excluding foundation courses and undergraduate prerequisite
courses)
A grade below “B-” in two or more courses (including foundation courses and undergraduate prerequisite
courses)
An outstanding grade of “F” in one or more courses within the student’s program
Students on academic probation will be required to correct the above deficiencies. When these
deficiencies have been corrected, students will be removed from academic probation.
Dismissal - Students who fail to correct deficiencies outlined in their academic probation notices, students
who fail to achieve a 3.0 cumulative grade point average, and students who fail to repeat specified
courses, including outstanding grades of “F” in courses in the student’s program, within a specified time
period will be dismissed from their respective graduate programs.

REFUND POLICY-GRADUATE
Students are considered in attendance until the Registrar receives formal written notice of withdrawal.
Tuition charges for Graduate students who withdraw from a course will be refunded on the following
schedule: (Including Summer)
100 percent prior to first class meeting,
80 percent prior to the second class meeting,
60 percent prior to the third class meeting,
40 percent prior to the fourth class meeting.
0 percent after fourth class meeting. No refund thereafter.
Online Policy (including Summer Online courses) regardless of login status
100 Percent before Classes start
80 percent during the first week of classes,
60 percent during the second week of classes,
40 percent during the third week of classes
TIME RESTRICTION
The maximum time for completion of the degree program is seven years from the date of first enrollment (four years for the midwifery master’s program and five years for the doctor of philosophy program). Students who have not earned the graduate degree during this period will have their academic records reviewed and may be asked to meet additional requirements in order to graduate.

TRANSFER CREDITS-GRADUATE
A maximum of six credits may be transferred from another accredited graduate program to the student’s proposed program of study. Exceptions to the six-credit maximum may be made by the program director for students studying abroad in University-approved graduate programs. Transfer of credit is subject to the approval of the respective program director. No transfer credit will be accepted if the grade earned at another institution was less than a “B.” Please note that if a course was used to satisfy the requirements of a completed degree, the credits cannot be used to satisfy the requirements of another degree. Students wishing to transfer credits should be prepared to submit course outlines and texts used so that proper credit may be given. Students already enrolled in a degree program must have advanced permission from the respective program director to transfer courses.

TRANSFER TO A NEW DEGREE PROGRAM OR CONCENTRATION
Students who have been admitted to a master’s degree program at Philadelphia University and who wish to transfer to another degree program, or to change their concentration, must file a Change of Graduate Program Request form. The form is found online at Learning and Advising webpage www.philau.edu/learning/. The student’s academic record will be reviewed by the director of the proposed new program. Approval or denial of the request will be sent to the student. An additional application fee is not required and, ordinarily, admissions credentials need not be resubmitted. Credits already earned in the original program may apply to the program if, in the opinion of the program director, they are appropriate to the new degree.

UNIVERSITY ACADEMIC RESOURCES AND SERVICES
Paul J. Gutman Library
http://www.philau.edu/library

Hours:
Monday-Thursday, 8:00 AM - Midnight
Friday, 8:00 AM – 7:30 PM
Saturday, 10:00 AM – 5:00 PM
Sunday, noon – Midnight
Summer Hours:
See http://www.philau.edu/library/libhours.html for holiday and summer hours information.
Phone: (215) 951-2840
Email: reference@philau.edu
Honors Program


Location: Kanbar 102C

Semester Hours: Monday – Friday 9:00 am – 5:00 pm

Summer Hours: Tues – Thurs, 9:00 am – 4:30 pm

Phone: 215.951.5367

Email: Honors@PhilaU.edu

Learning and Advising Center

[www.philau.edu/learning](http://www.philau.edu/learning)

Tutoring Hours

Monday & Friday 9:00 a.m. - 5:00 p.m.

Tuesday, Wednesday, & Thursday, 9:00 a.m. - 7:00 p.m.

Summer - Consult website

Tutoring Phone: 215.951.2799

See [http://philau.edu/learning/howtogettutoring.html](http://philau.edu/learning/howtogettutoring.html) for tutoring schedule.

Advising Hours

Monday - Friday 9:00 a.m. - 5:00 p.m.

Summer by appointment

Advising Phone: 215-951-2730

See [www.philau.edu/learning/advising.html](http://www.philau.edu/learning/advising.html) for first-year advising schedule and forms.

Registrar’s Office

[http://www.philau.edu/registrar](http://www.philau.edu/registrar)

Location: Archer Hall – 1st Floor
Hours: Monday - Friday 9:00 a.m. - 5:00 p.m.
Summer Hours: 9:00 a.m. - 4:30 p.m.
Phone: 215.951.2990
Email: Registrar@PhilaU.edu
Forms: http://www.philau.edu/registrar/forms.htm

Study Abroad

www.philau.edu/studyabroad
Location: Kanbar, Suite 102
Hours: Monday – Friday, 9 a.m. - 5 p.m.
Summer hours: Monday – Friday, 9 a.m. - 4:30 a.m.
Phone: 215.951.2815
Email: StudyAbroad@PhilaU.edu

Writing Program

www.philau.edu/writing
Location: Ravenhill Mansion, Room 202
Hours: By appointment
Phone: 215-951-2613
Email: GindlespargerK@PhilaU.edu

SECTION 7

GENERAL FINANCIAL POLICIES

Deposits

Undergraduate Admissions
University applicants must send the director of Admissions a non-refundable tuition deposit of
$300 after receiving a letter of acceptance. This deposit includes an orientation fee of $150, with the remaining $150 credited to the student's account on the first tuition billing.

Residence Halls
All resident students are required to maintain a $250 security deposit on account.

University Bookstore
A deposit may be made for a student's purchase of books and supplies at the University Bookstore. A deposit of $400 to $500 per semester is suggested. Unused funds are returned at the end of the academic year. Students should refer to the Campus Card brochure for further information.

Tuition Billing
Philadelphia University does not issue paper billing statements. All billing is available online in QuikPAY which is assessable in WebAdvisor. To access and/or manage a student's financial account, a parent must be designated by a student as an Authorized Payer in the QuikPAY system. For annual tuition and fee cost please refer to the Annual Expense brochure posted on the Student Accounts webpage.

Students are e-billed in July and December for the next semester's charges. Only accepted and completed financial aid (including Philadelphia University Grants and Scholarships; Federal PELL Grants; Federal Supplemental Educational Opportunity Grants (SEOG); Federal Perkins Loans; PHEAA Grants; Federal PLUS Loans and/or Federal Stafford Loans) are included on your invoice. Late applications for financial aid, unless approved prior to the semester billing due date, are not credited to your account or accepted as payment. Any balance due (including that resulting from unapproved financial aid) must be paid by the billing due date. Any subsequent financial aid approval, when credited to your account, will be refunded. Please refer to the student accounts website for tuition dates.

The Federal Family Educational Rights and Privacy Act (FERPA) protects college students' education records including financial records. As such, parents do not have automatic access to their student's financial accounts. In order for parents to receive student financial information in person, by phone, or via email, the student must complete a FERPA Financial Release form naming the parent as someone the University is authorized to share financial information with.

Payment Methods

- e-Check is the most convenient payment option. Simply provide the routing and account number from your paper check and the amount you wish to pay. e-Checks allow you to pay online through QuikPAY®.
• e-Check lets you pay eBills from a regular checking account or savings account, provided your bank participates in the Automated Clearinghouse Network (ACH). There is no additional charge to pay by e-Check.

• Credit card payments are also accepted online via QuikPAY. American Express, Discover and MasterCard are accepted. A 2.75% service fee will be charged for credit card payments.

• Philadelphia University offers a deferred payment plan through Tuition Management Systems (TMS). Enrollment forms are mailed to the student's billing address in the spring and summer. For additional information about this plan, students should contact TMS at www.afford.com or 1-800-722-4867. Please visit www.philau.edu/studentaccounts for additional information.

Health Insurance

• All full-time day undergraduate students, graduate students in health sciences programs within the College of Science, Health and the Liberal Arts, accelerated students in the Occupational Therapy Assistant program and all international students are required to be covered by a medical insurance policy either through his or her family or by insurance offered through the University. Students in the aforementioned programs are billed automatically for the annual policy.

• Students who have private coverage may waive the University policy by completing the online waiver in Web Advisor by the second Friday in September (annually). Students who begin their studies in the Spring semester must complete the waiver by the first Friday in February.

• All international students must provide documentation of an annual health insurance plan directly to the Student Health Center by September 14, 2012. Students beginning their studies in the spring semester must submit their insurance information by February 1, 2013. International students may not use the online waiver option. The director of Health Services will determine if the student’s insurance is adequate for coverage in the United States and qualifies from a waiver of the University-sponsored plan.

• Part-time undergraduate students enrolled in at least six credits and part-time graduate students enrolled in at least three credits may opt to enroll in the University-sponsored health and accident plan by contacting the Student Accounts Office at studentaccounts@philau.edu during open enrollment or by completing a Qualifying Event form within 30 days the loss of coverage from another health insurance plan. Open enrollment for the fall semester ends the second Friday in September and open enrollment for the spring semester ends the first Friday in February.

Undergraduate - Day & Evening Students

Leave of absence/withdrawal
An undergraduate student who wants to initiate leave of absence or withdrawal procedure must obtain the Notification of Student Leave of Absence/Withdrawal form in the Advising/Counseling Center. Continuing Studies students should contact the School of Continuing and Professional Studies concerning any changes in their enrollment status. A student is considered in attendance until this formal notification is completed and returned to the Registrar and the student has dropped their classes through WebAdvisor. Federal regulations mandate a stipulated financial aid refund calculation for any student receiving any form of federal financial aid, upon withdrawal from the University. A copy of this refund calculation is available at the Office of Financial Aid. Tuition charges are refunded on the following basis:

<table>
<thead>
<tr>
<th>Undergraduate Day Refund Policy</th>
<th>Evening Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Classes Start 100%</td>
<td>Before first class meeting 100%</td>
</tr>
</tbody>
</table>
During summer sessions, the University refunds 100 percent for courses dropped prior to the first class meeting, 80 percent prior to the second class meeting, 60 percent prior to the third class meeting, 40 percent prior to the fourth class meeting and no refund thereafter.

Any student who withdraws, changes credit hours or room and board status after the semester begins is obligated for a full semester's room charge. Board will be charged to the official date of withdrawal, plus an additional charge of 25 percent of the unused portion.

The date for calculating refunds will be the effective date indicated on the Notification of Student Leave of Absence/Withdrawal form. Failure to complete this withdrawal form results in an unofficial withdrawal. Refunds, transcripts, and recommendations will be withheld by the University until this official form is received (see also Leave of Absence/Withdrawal Policy).

Tuition Insurance for Medical Leave:
Philadelphia University has contracted with A.W.G. Dewar to provide our undergraduate students with tuition insurance. Full-time day students are billed a flat rate per semester for the plan which insures each student’s comprehensive tuition and fee charges (and housing and meal plan for on-campus students). Part time students are billed for tuition insurance on a per credit basis and the coverage insures the student’s tuition charges only. A tuition insurance claim may be filed in the event that a student must withdraw from the University due to a serious illness or accident after the published tuition refund deadlines. **This coverage will be billed automatically for the fall and spring semesters; tuition insurance coverage is not available for the summer semester.**

Students may opt to waive this coverage via WebAdvisor. The waiver is good for the academic year and will need to be renewed annually. Students who opt to waive the tuition insurance coverage will be responsible for billed expenses if they require a medical withdrawal after the published tuition refund dates. The annual tuition insurance waiver deadlines are the second Friday in September to waive the annual coverage and the first Friday in February to waive the spring coverage.

Insurance claims for medical withdrawals will be processed through the Dewar's tuition insurance policy. Claim forms are available in the Student Accounts Office. If the student waived this coverage, no refund is available for medical withdrawal.

Absence Due to Illness
Undergraduate students who are absent from the University due to illness or any other reason and who retain their place in class are subject to full tuition, and room and board charges during their absence.

Dismissal
Undergraduate students dismissed from the University or from the residence halls will receive the following refunds:
1. Tuition based on the University's refund schedule above;
2. Board prorated from date of dismissal, less 25 percent of the unused portion;
3. Students are obligated for a full semester's room charge.
Transcripts
Transcripts are not furnished to any student whose account is not paid in full. Transcripts are obtained through the Registrar’s Office. Transcripts must be paid for at the time they are requested in order to be processed.
Transcript Fee $5/copy
Same Day Transcript Fee $10/copy
Overnight Transcript Fee $20/copy

Room Deposits
The following fees will be deducted from the $250 room security deposit of any resident student who cancels their contract, by the date indicted below:
Returning Students
Prior to May 1
$100 of their room deposit is forfeited.
After May 1
The entire room deposit is forfeited.
New Students
Prior to May 1
The entire room deposit will be returned.
After May 1
The entire room deposit is forfeited.

Fees

Late Fee
Day students: A late fee of $135.00 will be charged to the account if the balance is not paid by the due date.

Evening Students: A $25 per month late fee will be assessed to accounts not paid by the due date.

NSF Fee: A $25 returned check fee is charged for any check/e-Check that is returned for non-sufficient funds (NSF). This includes checks cashed by students at the Cashier’s Office. Upon a third returned check, check-cashing privileges are revoked.

Graduation
A $100 graduation fee will be charged to all December, May and August graduates.

Health Services
A $45 per semester Student Health Services fee is charged to all full-time day and international students and any part-time or evening student electing to participate in the University-sponsored Health Insurance plan.

Outstanding Indebtedness
No diploma, certificate, transcript, letter of honorable dismissal or recommendation will be granted to any person who has any outstanding balance owed to the University.

Graduate Students

Leave of Absence/Withdrawal
A graduate student who wants to initiate leave of absence or withdrawal must notify his or her program director in writing. A student is considered in attendance until the formal notification is completed. Federal regulations mandate that a stipulated refund calculation be used for any student receiving any form of federal financial aid, upon withdrawal from the University. A copy of this refund calculation is available at no charge from the University's Financial Aid Office. Tuition charges will be refunded on the following basis:

Before first class meeting 100%
Before second class meeting 80%
Before third class meeting 60%
Before fourth class meeting 40%
After fourth class meeting 0%

The effective date for calculating refunds will be the date indicated on the student's written request for withdrawal. Failure to complete withdrawal in writing results in an unofficial withdrawal. Refunds, transcripts and recommendations will be withheld by the University until the written request is received.

Dismissal
Graduate students dismissed from the University receive tuition refunds based on the above refund schedule.

Tuition Insurance for Medical Leave
Philadelphia University has contracted with A.W.G. Dewar to provide students with tuition insurance. Graduate students are billed for tuition insurance on a per credit basis and the coverage insures the student’s tuition charges only. The per credit cost for the 2012-2013 academic year is $3.50. Physician Assistant students will be billed a flat rate per semester. The rate for the 2012-2013 academic year is $52 per semester. This coverage will be billed automatically for the fall and spring semesters; tuition insurance coverage is not available for the summer semester.

A tuition insurance claim may be filed in the event that a student must withdraw from the University due to a serious illness or accident after the published tuition refund deadlines. Plan details are available at: www.collegerefund.com/philau/. Claim forms for the tuition insurance are available in the Student Accounts Office.

Students may opt to waive this coverage via WebAdvisor. The waiver is good for the academic year and will need to be renewed annually. Students who opt to waive the tuition insurance coverage will be responsible for billed expenses if they require a medical withdrawal after the published tuition refund dates. The annual tuition insurance waiver deadlines are the first Friday in September annually or for students beginning in the spring term, the second Friday in February.

Insurance claims for medical withdrawals will be processed through the Dewar's tuition insurance policy. Claim forms are available in the Student Accounts Office. If the student waived this coverage, no refund is available for medical withdrawal.

Absence Due to Illness
Graduate students who are absent from the University due to illness or any other reason and who retain their place in class are subject to full tuition during their absence.

Transcripts
Transcripts are not furnished to any student whose account is not paid in full. Transcripts are obtained through the Registrar's Office. Transcripts must be paid for at the time they are requested in order to be processed.

Transcript Fee $5/copy
Same Day Transcript Fee $10/copy
Overnight Transcript Fee $20/copy

Fees

Late Fee
A $25.00 per month late fee will be assessed to accounts not paid by due date.

Returned checks
A $25 returned check fee is charged for any check/e-Check that is returned for non-sufficient funds (NSF). This includes checks cashed by students at the Cashier's Office. Upon a third returned check, check-cashing privileges are revoked.

Graduation
A $100 graduation fee will be charged to all December, May and August graduates.

Health Services:
A $45 per semester Student Health Services fee is charged to any student electing to participate in the University-sponsored Health Insurance plan.

Outstanding Indebtedness
No diploma, certificate, transcript, letter of honorable dismissal or recommendation will be granted to any person who has any unadjusted indebtedness to the University.

Please visit [www.philau.edu/studentaccounts](http://www.philau.edu/studentaccounts) for additional information.
OFFICE OF INFORMATION RESOURCES

HELP DESK: 215-951-4648 EMAIL: HelpDesk@philau.edu  
www.philau.edu/oit  
Monday-Thursday: 8 AM-12 AM  
Friday: 8 AM-7:30 PM  
Saturday: 10 AM-6 PM  
Sunday: 12 AM-12 PM  
The above schedule is intended to serve as a guide; hours vary during final exams, summer semester, and breaks. Please contact the Technology Help Desk at 215-951-4648 for specific hours.

General Purpose Computing Labs

The General Purpose Computing Labs provide access to computing and information resources for the academic community and support for students, faculty, and staff using computing resources. The labs provide access to a contemporary, high-speed data network, PCs & Macs, and an extensive array of software applications. There are three general-purpose labs (75 devices) located in Search Hall and more than 80 PCs & Macs located in the Gutman Library. Numerous specialized labs can be found on the Main, Bucks County, and PURC campus sites all providing access to highly specialized software applications and peripherals for input and customized output. Each summer, incoming students are provided with a username and password prior to the start of the freshmen year. Students must use their username and password (which expires every 90 days) in order to use PCs or Macs in any campus location. All residence halls, apartments and townhouses are connected to the University's high-speed network and the Internet at a frequency of one port per pillow. The University provides a rich array of network resources including, file storage space, web space, shared directory space, library databases and web-based information resources. Additional information about the Office of Information Resource's network can be viewed at /www.philau.edu/oit/network.

Information Resources - Conditions of Use

The Office of Information Resources (OIR) is responsible for the information and technology resources at Philadelphia University. OIR develops and provides services in support of the students, faculty, and staff engaged in academic, research, and administrative activities at the University. All members of the Philadelphia University community are responsible for using information resources in a responsible, ethical, legal, and secure fashion. The conditions of use were developed and based on mutual respect and cooperation and are intended to promote the aforementioned manners of behavior for the protection of all University constituents.

Authorized Use

Students using the University's information resources agree to the following terms and conditions of use:
1. To respect the privacy of others - for example, not to intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users or the University, or represent others (i.e., logon as someone else).
2. To respect the legal protection provided by copyright and licensing of programs and data - for
example, not to make copies of a licensed computer applications to avoid licensing fees or to
unlawfully share applications or application files with others.
3. To respect the intended use of accounts - for example, to use assigned accounts, transactions,
data and processes authorized by faculty, department heads or project directors only for the
purposes specified. Not to access or use other accounts, transactions, data or processes for which
authorization is not permitted.
4. To respect the integrity of the system or network - for example, do not develop or use
programs, transactions, data or processes that infiltrate or harm the system(s), damage or alter
software applications or data components of a system.
5. To respect the rights of others- for example, to comply with all University policies regarding
any form of harassment or inappropriate behavior, and not divulge sensitive or confidential
personal data concerning students, faculty, or staff.
6. To adhere to all General University Policies and Procedures this includes, but is not limited to,
policies on proper use of information resources, information technology and networks;
acquisition, use and disposal of University-owned computer equipment; use of
telecommunications equipment; ethical or legal use of software applications and software
application files; and ethical or legal use of data.

External networks (internet service providers) through which Philadelphia University maintains
connections (e.g., the Internet) have established acceptable-use standards. It is the student's
responsibility to adhere to the standards of such networks and not violate the policies of an
external network provider.

The Office of Information Resources provides security of data files, account numbers,
authorization codes, and passwords pertaining to the University's core activities. Students,
faculty and staff are partners in the process of information security and are urged to safeguard
their data, authorization codes and passwords; to take full advantage of file-security mechanisms
built into the computing systems; to change password when prompted every 90 days; and to
follow the security policies and procedures established to control access to and use of the
University's data and information resources.

Violation of Conditions of Use

Violation of any of the above conditions of use represents unacceptable behavior and practice
and may violate University policy or state and federal law. Students are expected to report
possible violations of the above listed terms and conditions of use to the Technology Help Desk.
The Office of Information Resources may initiate an investigation and/or suspend the access
privileges of an individual(s) or the account(s) in question. If a violation has occurred, the
appropriate offices (Student Life, and/or Human Resources) will become involved and which
may result in disciplinary review, expulsion from the University, disciplinary action, up to and
including termination of employment, and/or legal action.

Appropriate and Responsible Use

Information technology and information resources shall be used in a manner consistent with the
instructional, research and administrative objectives and goals of the University.
Students are expected to use information resources in a responsible and efficient manner. The Office of Information Resources' services include communication systems, such as messaging and communication applications. Students, faculty, and staff who use these services and tools are expected to adhere to existing University policies prohibiting all forms of harassment. Students should be mindful of and abide by the standards of good citizenship and behavior described in the Student Code of Conduct. Students should not store usernames and passwords in a publicly accessed desktop system, nor should they share their usernames and passwords with others under any circumstances.

Office of Information Resources Responsibilities

The Office of Information Resources prefers not to act as a disciplinary office and will work with the Division of Student Life whenever required. In situations involving unauthorized or inappropriate behavior or a violation of the conditions of use, OIR may take timely action to limit the scope and impact of a violation by curtailing the access to information resources for any individual(s) or account(s) involved in an inappropriate activity. Any subsequent investigation of a series of events surrounding a possible violation of the conditions of use must have the knowledge and approval of the Vice President for Information Resources/CIO. Such an investigation may include the examination of files, passwords, account information, printouts, tapes, or other electronic material or communications that may aid the investigation. Any student involved in such an investigation is expected to cooperate with all offices involved in the process. The Office of Information Resources will work directly with the Division of Student Life for guidance and coordination during such an investigation. Students may direct questions about the Conditions of Use Statement to the Office of Information Resources (send via e-mail to HelpDesk@PhilaU.edu or contact the Help Desk (215-951-4846).

Mass Distribution of Email

Messages to be sent to members of the Philadelphia University community (students, faculty, or staff) must be approved by the Office of Student Activities and/or the department of Public Relations. Members of those respective offices will be responsible for distributing the email to the University community using the most effective means available. The following guidelines should be followed when considering content for mass-distribution to the University community.

1. The message must be in regard to University business and may not be used to send information about personal items for sale, to forward jokes, to continue chain letters or to share information of interest to only a small segment of the University community;
2. The information conveyed should contain sufficient news value. Announcements of regularly scheduled meetings and activities do not generally warrant University-wide distribution via e-mail;
3. The audience should be targeted and customized distribution lists should be created for specific groups of people;
4. An expiration date should be set so that a message will automatically expire after the date of the announcement or event.
5. Attachment size should be not exceed 10 MB.
SECTION 9

COMMUNITY STANDARDS AND THE UNIVERSITY JUDICIAL SYSTEM

Article XI. Introduction

Philadelphia University is fully committed to providing an atmosphere of academic freedom where faculty, staff, and students can achieve academic success and personal growth. A commitment to civility and respect are essential to such endeavors. That commitment is embodied in the Community Standards, the basic philosophy of which is the promotion of a civil and safe environment for all community members. All students must be knowledgeable of their individual rights, personal freedoms and responsibilities to the community.

Philadelphia University and the Division of Student Life promote self-governance each student bears the responsibility for his/her own conduct. Students are recognized as adults and the university does not seek to occupy a parental role. In order for our community to thrive, all students and their guests must conduct themselves lawfully and responsibly in a manner that reflects favorably upon themselves and the University. As befits an institution of higher education, standards of behavior and social conduct are generally more demanding than those required of the general public.

By accepting admission and registration, students accept responsibility for compliance with academic regulations, course syllabi and the Community Standards along with other regulations as listed in the Student Handbook, the University Catalog, departmental websites and regulation booklets/pamphlets pertaining to any specific operation within the University. In addition, students are expected to abide by all local, state, and federal laws. When a student fails to abide by the above, the university will investigate and resolve those concerns through the University Judicial System.

Consistent with the mission of the University, the Judicial System is primarily educational and developmental rather than punitive in nature, encouraging students to reflect on their actions and learn from their mistakes. A judicial body will review the incident with the student and, only if needed, make a determination of responsibility, and where appropriate, assign sanctions. Certain academic programs have specific procedures pertaining to student behavior occurring within the purview of those programs: students should consult the manual provided by the faculty within their major for details.

Students may find themselves experiencing conflicts with fellow students, administrators, or faculty. Conflict is inherent in any collegiate setting; managed properly, it can be a positive opportunity encouraging dialogue, fostering personal growth, and promoting change. In every conflict lies an opportunity to strengthen relationships and creatively solve problems. Students are encouraged to resolve conflicts of individual rights and responsibilities among themselves. However, any student who feels uncomfortable or unable to do so may seek counsel from the Office of the Dean of Students. There, the student can receive advice on resolving the conflict on his/her own or request a facilitated mediation.

Article XII. Definitions

The following definitions refer to Philadelphia University's judicial procedures and processes only.
Section 12.01 “University” means Philadelphia University;
Section 12.02 “Student” includes both full-time and part-time students, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students;
Section 12.03 “University official” includes any person employed by the University or an outsourced auxiliary service who performs assigned administrative or professional responsibilities, including conducting classroom activities;
Section 12.04 “Residence Life staff” includes resident assistants, residence coordinators, complex coordinator, area coordinators, assistant/associate directors, and the directors of residence life and housing;
Section 12.05 “Member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University, including any University auxiliary service employee and vendors;
Section 12.06 “University premises” includes all land, buildings, facilities, and other property in the possession of, owned, used, leased, or controlled by the University;
Section 12.07 “Student organization” means any group of persons who have complied with the formal requirements for University recognition/registration;
Section 12.08 “Judicial body” means any person or persons authorized to assess whether a student has violated the Community Standards and to determine appropriate sanctions;
Section 12.09 “Appellate body” means any person or persons authorized to consider the appeal of a judicial body’s decision or the sanctions imposed by the judicial body;
Section 12.10 “University policy” is defined as the written regulations of the University as found in, but not limited to The Student Handbook, and the University Catalogue;
Section 12.11 “The Director of Judicial Affairs” means the person responsible for coordinating all judicial activities and records and serves as the coordinator of and recording secretary for Student Conduct Committee hearings.
Section 12.12 “Complainant” means the person(s) alleging the violation of the Community Standards;
Section 12.13 “Respondent” means the person(s) alleged to have violated the Community Standards

Article XIII. Jurisdiction of the University Judicial System

The University Judicial System may assume jurisdiction for issues concerning a student's violation of the Community Standards whenever the conduct in question occurs in any of the following circumstances:

Section 13.01 If it occurs on the campus or in any University facility.
Section 13.02 If it occurs while the student was attending or participating in any University-related activity, i.e., athletic contest, study abroad, field trip, social event, activity sponsored by a recognized student organization.
Section 13.03 If the conduct, whenever and wherever it occurs, is reasonably related to their membership in the university community. Unlawful acts of violence, violations of another's civil rights, sexual misconduct, hazing, the unlawful sale or possession of drugs, the unlawful use of alcoholic beverages and crimes against persons or property are examples of conduct that will subject a student to the University Judicial System regardless or where the conduct occurs.
Section 13.04 The University also reserves the right to maintain concurrent jurisdiction in the event that a student's conduct also constitutes an act in violation of local, state, or federal law.

Article XIV. Community Standards

Generally, the University defines prohibited conduct for which a student may be held responsible as follows:
Section 14.01  ACADEMIC DISHONESTY or misconduct including, but not limited to:  
(a) Cheating  
(b) Plagiarism  
(c) Fabrication  
(d) Facilitating academic dishonesty or,  
(e) Denying others access to information.  

Section 14.02  NON-ACADEMIC DISHONESTY including, but not limited to:  
(a) Providing false, misleading, or misrepresented information to any university official or office;  
(b) Forgery, alteration, or misuse of any University document, record, or instrument of identification.  

Section 14.03  Non-compliance with the University ALCOHOL POLICY, as listed in the Student Handbook, Residence Life rules and regulations, or any other policy manual pertaining to a University program, including, but not limited to:  
(a) Consumption, distribution, transportation, or possession of alcoholic beverages by any person less than 21 years of age, either on or off-campus;  
(b) Presence of alcoholic beverages in a residence hall room where all the occupants are less than 21 years of age;  
(c) Providing alcoholic beverages to any person less than 21 years of age;  
(d) Being less than 21 years of age and in the presence of alcohol;  
(e) Public Intoxication as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, alcohol on breath, vomiting or disturbance to others;  
(f) Distribution, sale, or trade of alcoholic beverages on campus property or to members of the Philadelphia University community;  
(g) Possession of kegs or similar bulk containers, or any apparatus associated with drinking games.  
(h) Possession by any person less than 21 years of age of paraphernalia associated with consumption of alcoholic beverages including, but not limited to, beer bongs and empty alcoholic beverage bottles;  
(i) Consumption, distribution, or possession of alcoholic beverages in public areas of the campus not designated as a permitted area or in said areas without a permit;  
(j) Use of alcohol to the extent that the safety to self or others on the campus is jeopardized.  

Section 14.04  Non-compliance with the University DRUG POLICY, as listed in this Handbook, including, but not limited to:  
(a) Consumption, use, distribution, manufacture, transportation, or possession of illegal drugs on campus;  
(b) Being under the influence of illegal drugs as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, smell, vomiting or disturbance of others;  
(c) Sale or trade of illegal or prescription drugs on the campus property or to members of the Philadelphia University community; or,  
(d) Possession of drug or drug-related paraphernalia.  

Section 14.05  ABUSIVE, DANGEROUS, OR HARMFUL BEHAVIOR which threatens or endangers the health and safety of self or any other person, including, but not limited to:  
(a) Physical abuse/assault or placing another in reasonable apprehension thereof  
(b) Verbal abuse  
(c) Rape and/or Sexual Assault Violence  
(d) Express or implied threats and/or intimidation.
Section 14.06 VIOLATION OF THE UNIVERSITY’S SEXUAL MISCONDUCT POLICY (see Section 5, Student Life Policies).

Section 14.07 UNAUTHORIZED POSSESSION OF PROPERTY of the University, of a member of the University community, or other personal or public property, either on or off campus. Prohibited behaviors include, but are not limited to:
(a) Theft
(b) Attempted theft
(c) Possession of stolen property.

Section 14.08 UNAUTHORIZED ENTRY into, or use of University facilities which are restricted in access.

Section 14.09 DAMAGE and/or VANDALISM to public, private, personal, or University property.

Section 14.10 VIOLATION OF UNIVERSITY POLICIES as described in The Student Handbook and the University Catalogue and all other rules governing University facilities, programs and services, including but not limited to:
(a) Academic Policies (other than Academic Dishonesty)
(b) Financial Policies
(c) Information Resources Services & Policies
(d) Office of Residence Life Polices & Procedures
(e) Student Life Policies & Procedures.

Section 14.11 INTENTIONAL OBSTRUCTION OR DISRUPTION of teaching, research, administration, disciplinary procedures, other University activities or activities authorized to take place on University property.

Section 14.12 DISORDERLY CONDUCT, including acts which breach the peace and/or are lewd, indecent, or obscene.

Section 14.13 FAILURE TO COMPLY with the reasonable directions of University, local, state, or federal officials performing official duties, including failure to give proper identification, failure to complete assigned judicial sanctions or vacate any premises when requested.

Section 14.14 Being COMPLICIT with, present during, or having actual knowledge of any act which violates the Community Standards.

Section 14.15 VIOLATION OF STATUTES, LAWS, ORDINANCES, and/or regulations of the City of Philadelphia, Commonwealth of Pennsylvania or other states, and the United States of America.

Section 14.16 Illegal or unauthorized Possession or Use of FIREARMS, EXPLOSIVES, OTHER WEAPONS, OR DANGEROUS CHEMICALS on University premises.

Article XV. Judicial Bodies

Alleged violations of the Community Standards generally may be adjudicated by one of the following judicial bodies on campus, depending upon the nature and seriousness of the charges, the location of the event, the number of students involved, and/or the potential sanction at issue.

Section 15.01 Judicial Officers: Professional staff members of the Division of Student Life who conduct hearings, determine responsibility, and, if applicable, assign sanctions;
Section 15.02 Dean's Committee: Consisting or members from the Division of Student Life or other officers of the University, the Dean's Committee is appointed to hear cases of a more serious nature or those whose outcome could include termination of housing, suspension, or expulsion from the university.

Section 15.03 Faculty: Faculty are empowered to resolve violations of the Academic Integrity Policy occurring within their class and assign appropriate sanctions when appropriate.

Section 15.04 Student Conduct Committee: Consisting of students and faculty, the Student Conduct Committee generally conducts hearings addressing violations of the Academic Integrity Policy as well as other more serious offenses, the nature of which have the potential to result in University suspension or expulsion. The Committee is advised by the Director of Judicial Affairs (or other designee of the Dean of Students) who serves as the recording secretary. Faculty representatives are elected by the faculty in their respective departments, and student representatives are chosen at-large from the student body by the Director of Judicial Affairs in consultation with other Student Life Offices.

Section 15.05 Sexual Misconduct Committee: Consisting of students, staff and faculty, the Sexual Misconduct committee is the University body charged with adjudicating complaints of sexual misconduct. The committee is comprised of a pool of three faculty, three staff, and three students. The Committee is coordinated by the Director of Judicial Affairs or their delegate who is responsible for arranging the adjudication hearings and for training hearing committee appointees. The Director of Judicial Affairs also acts as recording secretary for the Committee. The committee is chaired by a faculty member. When a complaint of sexual misconduct arises, one faculty (is chair separate from voting faculty), one staff, and one student representative will be chosen upon by the Title IX Coordinator to hear and adjudicate the complaint.

Section 15.06 In the event that the appropriate Committee cannot be convened in a timely fashion, the Dean of Students or the Director of Judicial Affairs may impose interim sanctions or take other appropriate action pending the Committee meeting.

Article XVI. Filing a Complaint

Any student who feels that they have witnessed or been victim to a violation of the Community Standards (other than Sexual Misconduct) may file a complaint in writing to the Director of Judicial Affairs. The complaint should contain the following:

Section 16.01 The item(s) of the Community Standards alleged to have been violated.

Section 16.02 Short & Plain Description of the Allegation.

Section 16.03 Brief Description of the Outcome or Sanctions sought.

The Director of Judicial Affairs will then arrange a preliminary meeting with the complainant to provide an overview of the University Judicial System and collect other information as needed.

Complaint procedures for allegations of violation of the Sexual Misconduct Policy are described in Section 5 herein.

Anyone with questions about the judicial process should contact the Director of Judicial Affairs (215-951-2741) or the Dean of Students Office (215.951.2740) during regular business hours.

Article XVII. General Judicial Procedures
The University Judicial System shall be conducted according to the following guidelines:

Section 17.01 Notice
(a) Notice of allegations of misconduct shall be sent to the respondent in written form, either to a student's campus mailbox, permanent address, or university electronic mail account. Generally, a hearing will be established for a reasonable time thereafter. The notice will identify the Community Standard alleged to have been violated as well as the date and location of the alleged violation.
(b) Failure to comply with the summons or failure to attend one's own hearing does not preclude the case from being heard and a decision being rendered in absentia.

Section 17.02 Hearings
(a) Hearings shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the judicial body or judicial officer. A hearing may be open at the request of either party, with the consent of the other party and the judicial body or judicial officer.
(b) In hearings involving more than one accused student, the Director of Judicial Affairs may permit the hearings concerning each student to be conducted separately.
(c) All procedural questions are subject to the final decision of the Director of Judicial Affairs, the judicial officer, or the Chair of the Conduct Committee. Technical rules of evidence associated with criminal and civil courts are not applicable to the University Judicial System.
(d) Hearings for complaints of sexual misconduct will generally be held within 14 days from the completion of the investigation by the complaint coordinator.

Section 17.03 Evidence
(a) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the judicial officer or Chair of the Conduct Committee. Both parties shall have an equal opportunity to present evidence, and each party shall have equal and timely access to any information to be used at the hearing.
(b) Assumptions, speculations, or references to prior, unreported incidents will not normally be permitted.

Section 17.04 Witnesses
(a) The respondent and the complainant shall have an equal opportunity to present witnesses at the discretion of the Director of Judicial Affairs or the judicial officer.
(b) Only those persons with first-hand knowledge of the alleged incident or violation or others having information which can otherwise be shown to be credible will be permitted. The decision to hear testimony from witnesses having information other than first-hand shall be made by the judicial officer or judicial body.

Section 17.05 Standard of Proof
(a) The judicial officer or body's decision shall be made on the basis of the preponderance of evidence; that is, whether it is, whether it is more likely than not that the accused student committed the violation;

Section 17.06 Determination of Responsibility & Sanctions
(a) After the hearing, the judicial body shall determine (by majority vote in Student Conduct Committee and Sexual Misconduct Committee hearings) whether the student has violated each section of the Student Code which he/she is charged.
(b) Upon a finding of responsibility the judicial officer or judicial body will assign the appropriate sanctions
(c) Decisions made by a judicial body shall be final, pending the normal appeal process. Following a hearing, the judicial officer or judicial body shall advise the accused and the complainant in
writing of the decision of the hearing and of the sanctions) imposed, if any, within three business
days whenever possible.

Section 17.07 Judicial Records
(a) There shall be a single written record of all hearings before a judicial officer or judicial body
for use by the appellate body; a copy of this is not available to the respondent or the complainant.
(b) The record shall cite the violation(s), the decision (responsible or not responsible), a brief
statement of the facts upon which the finding is based and the sanction(s). Generally, there shall be
no audiovisual recordings of hearings other than those conducted by the Student Conduct
Committee and the Sexual Misconduct Committee;

Article XVIII. Student Conduct Committee Hearing Procedures

Section 18.01 Introduction
(a) A transcript of the hearing is made by digital audio recording. Transcripts may not be shared
with any person(s) not directly involved in the hearing.
(b) All parties will be introduced.
(c) The Chair will read aloud the specific allegations of misconduct by the respondent.
(d) The Respondent will answer either “Responsible” or “Not Responsible” for each allegation.

Section 18.02 Fact-Finding Phase
*May be omitted if the respondent has accepted responsibility for all allegations (move above
under 2)

(a) Presentation of Information by Complainant
   (i) An opening statement or summary of fact

(b) Questioning of the Complainant
   (i) The committee members may each question the complainant followed by the respondent

(c) Witnesses for the Complainant
   (i) The committee may question the witness followed by the respondent

(d) Presentation of information by the Respondent
   (i) An opening statement or summary of fact

(e) Questioning of the Respondent
   (i) The committee members may each question the respondent followed by the complainant

(f) Witnesses for the Respondent
   (i) The committee and the respondent may question the witness. The complainant may
question the witnesses as they appear

Section 18.03 Conclusion of the Fact-Finding Phase
(a) Both the complainant and respondent may present a closing statement or summary. The complainant will be asked about expectations of sanctions if a violation is found.

Section 18.04 Deliberation by the Committee
(a) Finding of Not Responsible

(i) If the committee finds that the evidence is insufficient to find the respondent responsible, the committee will reconvene to announce its decision and conclude the hearing.

(b) Finding of Responsible

(i) If the committee finds the respondent to be responsible for the violation(s), the committee will continue to the sanctioning phase of the hearing.

(ii) The Director of Judicial Affairs will introduce any prior findings of violations of the Community Standards to inform its sanctioning decision. Prior offenses will be weighed based on number of violations, severity of violations, and or compatibility with the violation in question.

Section 18.05 Conclusion
(a) The committee will reconvene to announce its final decision: i.e. whether a violation(s) has been found, and if so, the sanctions assigned.
(b) In case of an appeal, a copy of the transcript is available to either party upon request at cost for the transcription service.
(c) A copy of the committee's decision will be sent to the respondent and complainant within seven days of the hearing.

Article XIX. Advisors

The respondent and the complainant have the right to be accompanied throughout the hearing by an advisor of their choice. An advisor will be assigned if none is chosen. An advisor may not advocate on behalf of the complainant or respondent or address the judicial body in any way. Advisors must be selected from among members of the University community. Only when the student is exposed to concurrent criminal charges may he/she have legal counsel present at the hearing. The names of the advisors must be provided to the Director of Judicial Affairs at least two working days prior to the hearing. The Director of Judicial Affairs will then provide to the student a written description of the role and responsibilities of the advisor in the University Judicial System. Students bringing advisors must review this written description with their advisors prior to the hearing;

Article XX. Sanctions

The following sanctions, among others, may he imposed upon any student found to have violated the Student Community Standards:
Section 20.01 Status Sanctions
(a) Warning and/or Censure - A written notice to the student that he or she is violating or has violated the Community Standards, and that such conduct will not be tolerated within the University community.
(b) Probation - Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the Student Community Standards during the probationary period. Privileges on campus could potentially be affected while on probation;
(c) **Suspension** - Removal from classes and other privileges or activities as a student for a designated period of time. A suspended individual must turn in campus photo identification, University keys, and all other University property at the time the suspension goes into effect and is considered persona non grata, i.e. loses all privileges of enrolled students. Conditions prior to reinstatement may be specified;

(d) **Expulsion** - Permanent removal from classes and other privileges or activities as a student, Expelled individuals must turn in campus card photo ID, University keys and all other University property at the time expulsion goes into effect and are considered persona non grata.

**Section 20.02 Educational Sanctions**

(a) Educational Assignment as determined by the judicial officer or the judicial body

(b) Referral to Support Services/Educational Programs;

(c) Community Service or other service-work - Service to the University or other related discretionary assignments;

**Section 20.03 Other Sanctions**

(a) Loss of Privileges - Denial or restriction of specified privileges or use of specified facilities for a designated period of time;

(b) Fines;

(c) Restitution - Compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense;

(d) Room/building reassignment - Immediate relocation of the student to another campus residence;

(e) Termination of the Housing Agreement Removal from campus residence halls and access restriction;

(f) Failing assignment or course grade (in cases of academic dishonesty only), if the sanction is failure of the course, an “F” will be given and will appear on the transcript; the student will not be allowed to drop the course, even within the drop period. A reason for the “F” will not appear on the student's transcript except in the case of suspension or expulsion due to academic dishonesty;

(g) **Persona Non Grata** - Prohibition from a specific area or all campus property and/or activities. Violation of a persona non-grata sanction may subject the violator to arrest for trespassing;

More than one of the above sanctions listed may be imposed for any single violation. Other than University expulsion, disciplinary sanctions shall not be made part of the student's academic transcript, but shall become part of the student's permanent judicial record. A student's record is, therefore, subject to review by those authorized to request it, such as transfer higher-education institutions and future employers, and in other cases when the student initiates the disclosure or waives his right to privacy.

**Article XXI. Student Organization & Other Group Sanctions**

When a student organization engages in some act(s) of misconduct, the University may take action not only against the student(s) involved, but also against the organization itself. Options for sanctioning are outlined below.

Section 21.01 “1” through “8” sanctions listed above;

Section 21.02 Deactivation Loss of privileges, including University recognition, for a specified period of time.

**Article XXII. Interim Sanctions**

Should a student's presence on campus create a threat to the safety or well-being of members of the Philadelphia University community, the University reserves the right to immediately suspend that student from campus until a judicial hearing can be convened. The University reserves the right to
resolve a case and sanction a student, including suspension, without a hearing where such action is deemed necessary or appropriate by the Dean of Students.

Interim suspension may be imposed;
Section 22.01 To help ensure the safety and well-being of members of the University community or preservation of University property;

Section 22.02 To help ensure the student's own physical or emotional safety and/or well-being;

Section 22.03 To help prevent disruption or interference with the normal operations of the University.

During interim suspension, students may be denied access to the residence areas and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible. Whenever interim sanctions are imposed a hearing will be convened at the earliest possible time. The interim sanction(s) may remain in effect until a final decision has been reached, including any appropriate appeals process.

Article XXIII. Appeals

A decision reached by a judicial officer or a judicial body may be appealed by the respondent(s) or the complainant(s). A request for an appeal must be submitted in writing to the Director of Judicial Affairs (or his/her designee) within two business days of the decision. Generally, the Director of Judicial Affairs will direct an appeal to the appropriate appellate body. The final level of appeal for termination of the housing agreement is the Dean of Students. The final level of appeal of University suspensions/expulsions is the President of the University.

Appeals should be submitted in writing and must be based on one of the following:
Section 23.01 Violation of University judicial procedures;

Section 23.02 Misinterpretation of the policies alleged to be violated;

Section 23.03 New evidence not reasonably available at the time of the hearing;

Section 23.04 Improper or excessive sanction(s);

Section 23.05 Decision not supported by a preponderance of evidence.

The opposing party will be provided a copy of the appeal and may, if he/she chooses, submit a response. Upon receipt of the appeal the appellate body or officer will do one of the following:
(1) Accept to hear the case;

(2) Refuse to hear the case for lack of sufficient reason for appeal;

(3) Request that another hearing be conducted;

(4) Investigate and amend the decision and/or sanction.

Appeals of decisions concerning academic matters will be referred to the Provost’s Office

In appeals by the accused involving claims of improper or excessive sanctions, decisions following appeal cannot result in more severe sanctions for the accused student. Review of the audio transcript or other supporting materials will be available to the appellate body upon request. The
decision and sanction(s) resulting from any appeal will be sent to the respondent, complainant, President of the University and/or persons and offices notified of the original sanction(s).