UNIVERSITY POLICY

It is the policy of Widener University not to discriminate on the basis of sex, gender, pregnancy status, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, marital status, or genetic information in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Further, in compliance with state and federal laws, Widener University will provide the following information upon request: (a) copies of documents pertinent to the university’s accreditations, approvals, or licensing by external agencies or governmental bodies; (b) reports on crime statistics and information on safety policies and procedures; and (c) information regarding gender equity relative to intercollegiate athletic programs—Contact: Senior Vice President for Administration & Finance, Widener University, One University Place, Chester, PA 19013; tel. 610-499-4151. Comments or requests for information regarding services and resources for disabled students should be directed to: Director of Disability Services, Widener University, One University Place, Chester, PA 19013; tel. 610-499-1266; or Dean of Students, Widener University Delaware Law School, P.O. Box 7474, Wilmington, DE 19803; tel. 302-477-2173.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex and gender in educational programs and activities that receive federal financial assistance. Such programs include recruitment, admissions, financial aid and scholarships, athletics, course offerings and access, hiring and retention, and benefits and leave. Title IX also protects students and employees from unlawful sexual harassment (including sexual violence) in university programs and activities. In compliance with Title IX, the university prohibits discrimination and harassment based on sex in employment as well as in all programs and activities.

The university’s Title IX coordinator monitors compliance with Title IX and its accompanying regulations. Individuals with questions or concerns about Title IX and/or those who wish to file a complaint of noncompliance may contact the Title IX coordinator or deputy coordinators: The university’s Title IX coordinator is Assistant Director for Employee Relations Grace Karmiol, One University Place, Chester, PA 19013; tel. 610-499-1301; e-mail gckarmiol@widener.edu. The university has also appointed several deputy Title IX coordinators: For students on the Chester, PA, campus and Continuing Studies students: Assistant Dean for Residence Life Catherine Feminella, One University Place, Chester, PA 19013; tel. 610-499-4392; e-mail cafeminella@widener.edu. For Athletics: Assistant Director of Athletics Larissa Gillespie, One University Place, Chester, PA 19013; tel. 610-499-4434; e-mail lgillespie@widener.edu. For students and employees on the Wilmington, DE, campus: Associate Dean for Student Services Susan Goldberg, Widener University Delaware Law School, 4601 Concord Pike, Wilmington, DE 19803; tel. 302-477-2173; e-mail slgoldberg@widener.edu. For students and employees on the Harrisburg, PA, campus: Assistant Dean Keith Sealing, Widener University Commonwealth Law School, 3800 Vartan Way, Harrisburg, PA 17106; tel. 717-541-3952; e-mail kesealing@widener.edu.

The U.S. Department of Education’s Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: www.ed.gov/about/offices/list/ocr/index.html. Questions about Title IX may be directed to OCR as well as to the university’s Title IX coordinator or deputy coordinators.

This publication contains information, policies, procedures, regulations, and requirements that were correct at the time of publication. In keeping with the educational mission of the university, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements.

The university reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the university any student at any time, if it is deemed by the university to be in the best interest of the university, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University.
CONTENTS

ABOUT WIDENER UNIVERSITY ........................................... 2
MISSION AND GOALS .................................................. 2
HISTORY ................................................................. 2

EXPECTATIONS, RIGHTS, & RESPONSIBILITIES:
The Widener Compact ..................................................... 3
The Right & Freedom to Learn ....................................... 3
Additional Student Rights & Responsibilities ............... 3
Policy on Disclosure of Criminal Convictions ........... 4
Policy on Protective Action .......................................... 5
Involuntary Medical Withdrawal Policy ..................... 5
Voluntary Medical Withdrawal Policy ....................... 7
Medical Amnesty Policy ............................................... 7
Student Code of Conduct ............................................. 8
Campus Student Conduct System ............................... 12
Academic Integrity Policy ........................................... 19
Understanding, Reporting, & Preventing Bias Incidents & Hate Crimes 19
Photography & Videotaping Policy ............................. 20

SAFETY & SECURITY .................................................... 20
Emergency Procedures ............................................... 20
Campus Safety .......................................................... 21
Protecting Yourself ..................................................... 22

ALPHABETICAL LISTING OF SERVICES & INFORMATION ......... 22
Academic Support ......................................................... 22
Banking ................................................................. 22
Bookstore ............................................................... 22
Campus1Card ........................................................... 22
Career Services ......................................................... 22
Civic Engagement ....................................................... 22
Computing & Information Technology ..................... 23
Counseling ............................................................... 23
Day Care ................................................................. 23
Dining on Campus ...................................................... 23
Disabilities Services ................................................... 24
Diversity Initiatives ..................................................... 25
Enrollment Services .................................................... 25
Facsimile (FAX) Service ............................................. 25
Fees and Payment ....................................................... 25
Financial Information .................................................. 25
Health & Medical Services ........................................ 25
International Student Services ................................. 25
Library Services ........................................................ 26
Lost & Found ............................................................ 26
Math Tutoring ............................................................ 26
Multicultural Enrichment .......................................... 26
Music ..................................................................... 26
Parking .................................................................... 27

PMC Museum ............................................................. 28
Postal Services .......................................................... 28
Registrar & Academic Records ............................... 28
Spiritual, Religious, & Interfaith Services .................. 28
Tutoring ................................................................. 28
University Center ....................................................... 28
Veterans ................................................................. 29
Wellness & Fitness ...................................................... 29
Writing Assistance ...................................................... 29

APPENDIX A: FOR TRADITIONAL UNDERGRADUATE STUDENTS
Residence Life:
Program Policies, Procedures, & Regulations ........... 30
Room & Board Charges ............................................. 30
Residence Status ....................................................... 30
Housing Procedures .................................................. 31
Residence Hall Visitation ........................................... 31
Quiet Hours ............................................................. 32
Room Furnishings ...................................................... 32

Student Organization Policies & Procedures ............. 35
Administrative Offices .............................................. 35
Protocols ............................................................... 35
Student Organizations .............................................. 41

Athletic Department .................................................. 41
Athletic Equipment .................................................... 41
Schwartz Athletic Center Facilities .......................... 41
Admission to Athletic Events ..................................... 41

Intercollegiate Sports ............................................... 41
Participation Requirements ....................................... 41
Cheerleaders ........................................................... 42
Club Sports ............................................................. 42
Process for Recognition ............................................. 42
Club Sports Requirements ......................................... 42
Intramural Sports ....................................................... 43
Fraternities & Sororities ............................................. 43

APPENDIX B: FOR GRADUATE STUDENTS
Academic Policies ....................................................... 45
Student Organizations ............................................... 45

APPENDIX C: FOR CONTINUING STUDIES STUDENTS
Academic Policies ....................................................... 46
Student Organizations ............................................... 46

APPENDIX D: ASSISTANCE ANIMALS AND SERVICE ANIMALS
Service and Assistance Animal Policy ........................ 47
ABOUT WIDENER UNIVERSITY

MISSION
As a leading metropolitan university, we achieve our mission at Widener by creating a learning environment where curricula are connected to societal issues through civic engagement. We lead by providing a unique combination of liberal arts and professional education in a challenging, scholarly, and culturally diverse academic community. We engage our students through dynamic teaching, active scholarship, personal attention, and experiential learning. We inspire our students to be citizens of character who demonstrate professional and civic leadership. We contribute to the vitality and well-being of the communities we serve.

STRATEGIC GOALS

Rigorous academic expectations and high-impact educational practices that support intended learning outcomes.
- Articulate characteristics of rigorous academic expectations and practices.
- Raise the level of academic rigor.
- Expand the use of high-impact educational practices.
- Promote a university culture in which academic expectations and high-impact educational practices are developed, supported, and rewarded.

A dynamic campus environment that immerses students in meaningful curricular, co-curricular, and extra-curricular experiences.
- Increase students’ participation in co-curricular and extra-curricular activities that promote student success.
- Support and strengthen domestic and international university-recognized programs in order to engage students in global and multicultural activities.
- Develop a campus infrastructure that promotes a vibrant living and learning environment.
- Increase opportunities for student interactions outside the classroom with faculty, staff, administrators, and alumni.
- Foster life-long commitments to the university in students and alumni.

A culture of leadership that inspires students, faculty, and staff to have a positive influence on their workplaces, professions, communities, and the world.
- Position the university as a recognized international model for intellectual, scholarly, and experiential work on leadership.
- Develop and assess professional and civic leadership attributes in students.
- Provide collaborative academic, co-curricular, and extra-curricular programs and experiences for leadership development.
- Engage faculty and staff with challenging leadership development opportunities.

A diverse university community that champions a culture of respect, civility, and inclusivity.
- Continue to foster a campus climate that values multiple perspectives and experiences.
- Prepare all students for success in a diverse and global society.
- Expand and promote access, equity, and success for disadvantaged and underrepresented students, faculty, staff, and administrators.
- Create and sustain institutional structures and processes to support a culture of inclusivity.
- Promote scholarship related to diversity and inclusive excellence.

Scholarship by faculty and students that enriches learning and advances knowledge within and across disciplines.
- Strengthen a culture that values, promotes, and supports faculty and student scholarship.
- Increase faculty participation in scholarly activities, including the scholarship of discovery, integration, teaching, application, and engagement, in addition to types of scholarship specific to particular disciplines.
- Increase student participation in scholarly activities.
- Increase collaboration between faculty and students in scholarly activities.

Civic engagement that furthers the university’s national and global leadership in educating engaged citizens and in contributing to the vitality and well-being of the communities we serve.
- Create and enhance institutional structures and processes to advance the university’s leadership in civic engagement.
- Increase the scope and impact of curricular and co-curricular civic engagement activities.
- Increase support for developing strategic reciprocal partnerships that enhance student learning through civic engagement.
- Enhance the university’s role as an anchor institution.

Institutional agility and innovation that make the university attractive, accessible, and sustainable.
- Optimize the university’s enrollment.
- Achieve strategic initiatives through effective allocation and stewardship of human and financial resources.
- Anticipate and adapt to the changing environment with innovative educational and business practices.
- Construct and maintain facilities, including the technology infrastructure, that serve the diverse needs of the university community.
- Adopt policies and practices that promote efficient use and conservation of natural resources.

HISTORY
Widener was founded in 1821 as a preparatory school for boys in Wilmington, Delaware. The institution moved to Pennsylvania in 1862 and was granted collegiate powers and privileges via universal charter by the Pennsylvania legislature. From 1892 to 1972, it was known as Pennsylvania Military College, though it had officially become PMC Colleges in 1966 when a nonmilitary, coeducational component was added. The name Widener College was adopted, and the Corps of Cadets disbanded, in 1972. Graduate programs were introduced in 1967. In recognition of its comprehensive offerings, Widener College became Widener University in 1979. Today, Widener is a four-campus university offering more than 150 programs of study. Widener is comprised of the College of Arts and Sciences; School of Business Administration; School of Education, Hospitality, and Continuing Studies; School of Engineering; School of Human Service Professions; School of Nursing; Delaware Law School; and Commonwealth Law School.

Widener University is a member of the Association for Continuing Higher Education and is accredited by the Middle States Association of Colleges and Schools.
EXPECTATIONS, RIGHTS, AND RESPONSIBILITIES: THE WIDENER COMPACT

Widener University is a corporation, chartered by the Commonwealth of Pennsylvania and the State of Delaware, with authority vested in its Board of Trustees. Appropriate authority, then, is specifically delegated by the board to the president of Widener University, and through the president to other members of the administration and faculty and to individuals and groups throughout the institution. The following policies and procedures articulate specific rights or privileges the university grants students and the expectations it has for them.

The Office of Student Affairs, Continuing Studies, or the Graduate Program Office will handle reports of violations of the Widener Compact directly by settlement or by referral to the appropriate hearing boards or administrator. For undergraduate students, the associate provost and dean of students may choose to notify parents of students of disciplinary action or potential students, the associate provost and dean of students may choose appropriate hearing boards or administrator. For undergraduate students, the associate provost and dean of students may choose to notify parents of students of disciplinary action or potential problems. Officers and faculty advisors should note that the Office of Student Affairs, Continuing Studies, or the Graduate Program Office may withdraw university recognition from student groups or organizations for just cause.

A. THE RIGHT AND FREEDOM TO LEARN

Widener University is a comprehensive teaching institution. Widener exists for the pursuit of truth and for the development of students. As members of our academic community, our students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry and free expression in an environment of individual and group responsibility are essential to any community of scholars. The following guidelines have been developed to preserve and protect that community.

1. IN THE CLASSROOM
   a) Students are responsible for thoroughly learning the content of any course of study, but they should be free to take reasonable exception to the data or items offered and to reserve judgment about matters of opinion. Therefore, students should be evaluated by their professors solely on the basis of their academic performance.

   b) Students shall have protection against biased or capricious academic evaluation. They are, however, expected to maintain the standards of academic performance established for each course in which they enroll. Widener University is prepared to protect a student through orderly procedures against prejudiced or capricious academic evaluation by a faculty member.

   c) Protection against improper disclosure of information concerning a student is a serious professional obligation of faculty members and administrative staff that must be balanced with their other obligations to the individual student, the university, and society.

2. OUT OF THE CLASSROOM
   a) Campus organizations, including those affiliated with an extramural organization, must be open to all students without regard to sex, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, or marital status.

   b) Widener University students and university-sponsored or university-recognized organizations are free to examine and discuss any issue and to express opinions, publicly or privately, and are free to support causes by orderly means that do not disrupt the regular and essential operations of the university. Any such expression must comply with university guidelines governing free expression activities. The participation by any student in any unlawful or disruptive activity that fails to comply with university guidelines or disrupts or interferes with the programs, functions, or conduct of the university is a serious offense punishable by suspension, dismissal, or expulsion.

   c) The student press is free of censorship, and its editors and managers are free to develop their own editorial policies and news coverage; however, Widener expects accurate reporting, correct writing, and good judgment in matters of taste.

   d) As constituents of the academic community, students are free to express their views on institutional policy and on matters of general interest to the student body, provided they do so in a manner that is lawful and organized and complies with university guidelines regulating free expressive activities.

B. ADDITIONAL STUDENT RIGHTS AND RESPONSIBILITIES

The policies and procedures contained in this handbook are premised on several basic rights for all members of the Widener community. In addition to the rights articulated in the “The Right and Freedom to Learn” section of this handbook, students have the following additional basic rights and responsibilities:

1. SAFETY AND SECURITY
   To promote security on campus, individuals must act responsibly to ensure their own safety and the safety of others. Students share this responsibility by carefully following all university and community rules and regulations.

2. A CLEAN ENVIRONMENT
   All members of the Widener community share the responsibility for maintaining a clean environment.

3. COMMUNAL PROPERTY
   For the general welfare of the university, all students have a responsibility to exercise reasonable care in the use of personal and university property.

4. AN ENVIRONMENT SUITABLE FOR STUDY AND FOR COMMUNITY LIVING
   Academic study requires a reasonably quiet environment. Community living requires that all members of the Widener community respect one another and each person’s property and share a responsibility for maintaining a clean and safe environment.

5. ANNUAL NOTICE TO STUDENTS REGARDING EDUCATION RECORDS
   The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

   a) The right to inspect and review the student’s education records within 45 days after the day the university receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s)
The right to file a complaint with the U.S Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

e) The right to withhold public disclosure of any or all items of “directory information” by written notification to the Registrar’s Office of the university or the School of Law, as applicable, within two weeks after the commencement of the fall or spring semesters of any given academic year. Under current university policy, the term “directory information” includes, without limitation, a student’s name, home and campus address, telephone listing(s), electronic mail address, photograph, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

C. POLICY ON DISCLOSURE OF CRIMINAL CONVICTIONS

All applicants and students must disclose the existence of any pre- or post-admission criminal convictions, excluding minor traffic offenses. Applicants must disclose criminal convictions on the application form where indicated. Students must disclose any inaccuracy, corrections, or changes to the information provided on their application form in writing to the associate provost and dean of students. Students must also disclose in writing any post-admission arrests or criminal convictions to the associate provost and dean of students.

1. PRE-ADMISSION CONVICTION AND PRE-ADMISSION DISCLOSURE (APPLICANTS)

Upon pre-admission disclosure, from any source, of an applicant’s conviction of a crime, whether misdemeanor or felony, the university will refuse admittance in all instances involving violence, child abuse, sexual misconduct, or illegal drugs, and may refuse admittance with respect to other convictions. However, upon refusal of admittance based upon a pre-admission disclosure by the applicant, the affected applicant may submit additional materials or request a meeting with an Admissions Office representative for further consideration.

2. PRE-ADMISSION CONVICTION AND FAILURE TO DISCLOSE (STUDENTS/APPLICANTS)

Upon discovery, from any source, of an undergraduate applicant’s or student’s failure to disclose a pre-admission criminal conviction, whether misdemeanor or felony, the applicant/student will be subject to refusal to admit, immediate revocation of acceptance, or dismissal, as the case may be. A student’s dismissal will be in accordance with Student Handbook procedures.

3. POST-ADMISSION CONVICTION AND TIMELY DISCLOSURE (STUDENTS)

Upon timely disclosure by the student, of the student’s post-admission conviction of a crime, whether misdemeanor or felony, the student will be subject to discipline in accordance with the procedures set forth in the Student Handbook.

4. POST-ADMISSION CONVICTION AND FAILURE TO DISCLOSE (STUDENTS)

Upon discovery, from any source, of a student’s failure to disclose a post-admission conviction of a crime in a timely manner, whether misdemeanor or felony, the student will be subject to immediate dismissal. The student’s dismissal will be in accordance with Student Handbook procedures.
Nothing contained in sections 1 through 4 above shall in any way limit the university’s right and authority as set forth in the Student Handbook, “Policy on Protective Action,” to take immediate action when, in the sole judgment of the university, the health, safety, or welfare of the college community or the student is threatened or endangered.

D. POLICY ON PROTECTIVE ACTION

The university reserves the right and authority at all times to take protective action with respect to a student when, in the sole discretion of the university, the university believes that a student may pose a threat to the health, safety, or welfare of the student, other identified individuals, or the university community; or that a student may be endangered by his or her continuing presence on campus.

Protective actions may include removal of a student from campus, campus residence, or any campus facility, limitation of access to campus housing facilities or other campus facilities, restriction of communication or contact with any individual or group, and the requirement to secure advance authorization to engage in a specified activity or any other action deemed appropriate by the university. The university may take protective action whenever it determines, based upon information or evidence in its possession, that circumstances warrant such action. Widener may consult with any university or outside professionals or law enforcement agencies in making its determination. This power shall apply regardless of whether disciplinary proceedings have been or are intended to be initiated against any student or whether any student has been charged with any crime. The university also reserves the right to search any vehicle on university property or any real property owned or controlled by the university whenever the university has any suspicion of prohibited conduct.

Whenever feasible, a representative or representatives of the university will meet with the student prior to implementing protective action. In the event that the university makes any such determination of protective action, the university shall notify the student and, where deemed advisable, the parents or guardians of the student of the action taken and the period of time within which the student must comply, which may be immediately. In the event the student does not comply voluntarily, the university may notify the local police department to effectuate the protective action. The university shall also notify the student, either contemporaneously with the notice of protective action or thereafter, of the timing and the conditions pursuant to which the protective action may be discontinued. Within five days after notification to the student of the protective action, the student and parent or guardian may request an opportunity to meet with the dean of students or a designee.

In the event the student does not comply voluntarily, the university may notify the local police department to effectuate the protective action. The university shall also notify the student, either contemporaneously with the notice of protective action or thereafter, of the timing and the conditions pursuant to which the protective action may be discontinued. Within five days after notification to the student of the protective action, the student and parent or guardian may request an opportunity to meet with the dean of students or a designee.

Whenever feasible, a representative or representatives of the university will meet with the student prior to implementing protective action. In the event that the university makes any such determination of protective action, the university shall notify the student and, where deemed advisable, the parents or guardians of the student of the action taken and the period of time within which the student must comply, which may be immediately. In the event the student does not comply voluntarily, the university may notify the local police department to effectuate the protective action. The university shall also notify the student, either contemporaneously with the notice of protective action or thereafter, of the timing and the conditions pursuant to which the protective action may be discontinued. Within five days after notification to the student of the protective action, the student and parent or guardian may request an opportunity to meet with the dean of students or a designee.

The university may also, in its sole discretion, at any time, notify the student that such student’s circumstances shall be processed in accordance with the interim sanction provisions of the Student Code of Conduct or any other provisions of any applicable Code of Conduct or other university policy, rule, or regulation. This policy is intended to be interpreted broadly so as to afford to the university any right or power it reasonably believes is necessary to protect the health, safety, or welfare of any member of the university community or others.

E. INVOLUNTARY MEDICAL WITHDRAWAL POLICY

Widener University is committed to fostering student success, maintaining an environment conducive to learning, and assuring the safety of the community. Accordingly, the university takes appropriate measures to address student conduct that is destructive to self or others or results in serious disruption of the learning environment. In extraordinary circumstances, the university may require a student to withdraw from the university when it determines that this measure is the only way to protect the student or others and to preserve the integrity of the learning environment. An involuntary medical withdrawal will be imposed only when the university has determined through an individualized assessment that the student poses a significant risk of substantial harm to self, others, or the learning environment and, if related to a disability, cannot be sufficiently ameliorated or eliminated through reasonable accommodations. This policy delineates the procedures for the imposition of an involuntary medical withdrawal.

1. DEFINITIONS

a) Involuntary Medical Withdrawal: The separation of a student from the university and its facilities for no less than one term, as required by the associate provost and dean of students or a designee.

b) Direct Threat: Significant risk of causing substantial harm to oneself, other members of the university community, or the university that cannot be sufficiently ameliorated or eliminated by reasonable accommodations, such as a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.

c) Significant Risk: A high probability of substantial harm and not just a slightly increased, speculative, or remote risk.

d) Student Behavior Review Committee: A university committee established to assist students who display behavior that is of concern and may be destructive or substantially disruptive. The committee is comprised of the following individuals or their designees: associate provost for undergraduate academic affairs, associate provost and dean of students, academic affairs assistant dean of students for Residence Life, assistant dean of students for the Student Conduct Office, director of the university Counseling Center, administrative director of Health Services and Disabilities Services, director of Campus Safety, and others depending upon the specific situations/students.

2. SCOPE OF POLICY

The associate provost and dean of students or a designee may be alerted to a student’s destructive or disruptive conduct from various sources on campus (such as the university Counseling Center, the Residence Life Office, etc.). When the associate provost and dean of students or a designee has reason to believe that a student poses a direct threat to self or others and that less extreme measures will not sufficiently mitigate the student’s conduct, the involuntary medical withdrawal procedure may be invoked. Such threatening conduct includes self-starvation to a life-threatening level; serious threats of harm to others; self-inflicted wounds; unresolved, ongoing, and serious suicidal threats; or conduct indicating that the student is unaware of reality or does not understand the consequences of his/her actions.

Before an involuntary medical withdrawal is considered, efforts will be made to make available counseling, assistance, and, to the extent applicable, reasonable accommodations to the student, including encouraging the student to voluntarily withdraw from the university for the purpose of medically addressing the student’s conduct or threatening behavior, thus preserving confidentiality and privacy to the extent possible. This policy does not preclude referral of a case to the university’s Threat
Assessment Team at any time that referral is appropriate and does not take the place of disciplinary actions instituted in response to violations of the Student Code of Conduct or other university regulations.

3. STANDARD FOR IMPOSING INVOLUNTARY MEDICAL WITHDRAWAL

The decision to impose an involuntary medical withdrawal requires a determination that the student poses a direct threat to self and others. The determination of a direct threat is appropriate when there is a high probability that if the situation is not addressed, the student will cause substantial harm to him/herself or others or the university. The determination must be based upon an individualized and objective assessment of the risk. The assessment requires the use of reasonable medical judgment based on the most current medical information and the best available nonmedical objective evidence. The focus is on the student’s present ability to function safely at the university. The specific factors to consider are the nature, duration, and severity of the risk; the likelihood that potential harm will occur; the availability of reasonable modifications of university policies, practices, and requirements that will sufficiently mitigate the risk; and the appropriateness or effectiveness of reasonable accommodations under the circumstances and in view of the urgency of the threat assessed or to ensure compliance with university policies. The determination of a direct threat shall be made in accordance with the procedures in sections 6–8 of this policy.

4. CONSULTATION

When the associate provost and dean of students or a designee is concerned that a student may pose a direct threat to self or others, he/she may consult with appropriate individual members of the Student Behavior Committee regarding the possible need for a withdrawal. If the associate provost and dean of students or a designee deems it appropriate, he/she may also consult with the student’s parent, guardian, or another individual who is supportive of the student.

On the basis of these consultations, the associate provost and dean of students or a designee shall make a preliminary determination as to whether the student poses a direct threat to self or others. If it is determined that the student does not pose a direct threat to self or others or that alternative measures are likely to sufficiently mitigate the conduct, the student’s case may be referred to the Student Behavior Review Committee, the Disabilities Coordinator, or to the university office that can best assist the student. If it is determined that the student poses a direct threat to self or others and that a withdrawal is the only way to protect the health and safety of the student or others and to ensure compliance with university policies, the associate provost and dean of students or a designee shall invoke the procedures in sections 6–8 of this policy.

5. EMERGENCY SEPARATION ON INTERIM BASIS

If the associate provost and dean of students or a designee, alone or in consultation with appropriate individual members of the Student Behavior Review Committee or other appropriate university officials, believes that the student poses a significant danger of imminent harm to him/herself or other members of the university community, the university may require an emergency separation from the campus on an interim basis before making a final decision on the involuntary medical withdrawal.

The associate provost and dean of students or a designee must notify the student and parent(s) or guardian of the emergency interim separation.

The student will be allowed to appear before the associate provost and dean of students or designee within two university business days to discuss the reasons for the emergency interim separation.

At the end of this meeting, the associate provost and dean of students or designee may either cancel the emergency interim separation but inform the student that the involuntary medical withdrawal remains under consideration or extend the interim separation pending a final decision on the involuntary medical withdrawal.

6. NOTIFICATION OF RISK

The associate provost and dean of students or designee will arrange for an informal meeting with the student as soon as possible. At this meeting, the associate provost and dean of students or designee will:

a) Notify the student that an involuntary medical withdrawal is under consideration and discuss the specific concerns about the student’s conduct.

b) Provide the student with a copy of the Involuntary Medical Withdrawal Policy.

c) When possible and appropriate, encourage the student to seek counseling and assistance, and/or to the extent applicable, reasonable accommodations, or, where appropriate, to take a voluntary withdrawal. If the student takes the voluntary withdrawal, it will be unnecessary to complete the process for an involuntary medical withdrawal.

d) Direct the student to meet with a designated health professional for a physical and mental health evaluation within five university business days if the associate provost and dean of students or designee believes that an evaluation will permit a more informed decision as to whether the student presents a direct threat of substantial harm to self or others. A student’s noncompliance with this requirement is a basis for imposing an involuntary medical withdrawal.

e) Inform the student that he/she may have another meeting with the associate provost and dean of students or a designee, representatives of the Student Behavior Committee, and other individuals to discuss the evidence, including the report of the physical and mental health evaluation and any medical information or other evidence that the student believes the associate provost and dean of students or designee should consider. If the student has been directed to obtain an evaluation, the meeting should be held after the evaluation has been received.

7. ASSESSMENT

After meeting with the student, the associate provost and dean of students or designee will again consult, as feasible, with appropriate individual members of the Student Behavior Review Committee and other university officials. During these consultations, the participating individuals will pay particular attention to the criteria for invoking an involuntary medical withdrawal, specifically whether the student poses a direct threat to the safety of self or others, whether the student’s conduct significantly disrupts the university’s learning environment or violates university policies, and whether the threat can be eliminated or ameliorated through counseling, assistance, or reasonable accommodations.
8. FINAL DECISION
Following these consultations and the review of the report of the physical and mental health evaluation and any evidence presented by the student, the associate provost and dean of students or designee will make a final decision regarding the involuntary medical withdrawal and provide written notice of the decision to the student within two university business days. No appeal is allowed from such decision.

a) If an involuntary withdrawal is imposed, the following shall apply:
1) In addition to providing notice, the associate provost and dean of students or a designee will also provide the student with information about the process that will apply if and when the student seeks to re-enroll at the university or seeks to be re-admitted to a particular academic program at the university.
2) The associate provost and dean of students or a designee reserves the right to notify a parent or guardian of the decision if notification is deemed appropriate and may ask the parent or guardian to make or assist with arrangements for the safe removal of the student from the university.
3) The student will be required to leave campus by the date and time established by the associate provost and dean of students or a designee.
4) The involuntary medical withdrawal will remain in effect for at least one regular academic term and until the student completes the requirements set forth by the associate provost and dean of students or designee.
5) Throughout the duration of the withdrawal, the student may visit the campus only as authorized in writing by the associate provost and dean of students or a designee.
6) The notation “withdrawal” will appear on the student’s transcript.
7) Determinations of whether any refund of tuition or housing costs is available to the student will be made in accordance with Widener University refund policies.

b) If an involuntary withdrawal is not imposed, the associate provost and dean of students or a designee, in consultation with members of the Student Behavior Review Committee, may establish conditions or requirements under which the student is permitted to remain at the university.

9. READMISSION
A student who has been involuntarily withdrawn may not apply for readmission until after at least the passage of one regular academic term. The student’s application or request for readmission must be approved by the associate provost and dean of students. Approval may be granted only if the associate provost and dean of students, in consultation with the university’s Counseling Center, determines that the student no longer poses a direct threat to the safety of him/herself or others with or without reasonable accommodations, if applicable. The associate provost and dean of students will require documentation or a physical and/or mental health evaluation before issuing a decision. The student must also meet the admission or enrollment requirements of the university and specific academic program in which he/she seeks to enroll. The student is not entitled to a hearing on the decision of the associate provost and dean of students, and no appeal shall be allowed from such decision.

10. APPLICATION OF POLICY IN A NONDISCRIMINATORY MANNER
This policy shall be applied in a nondiscriminatory manner, and decision makers acting under this policy shall make determinations based upon observations of a student’s conduct, actions, and statements and not merely on knowledge or belief that a student is an individual with a disability.

11. RECORDS AND FEES
All records concerning these proceedings shall be maintained by the associate provost and dean of students and shall be kept confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 CFR, Part 99.

F. VOLUNTARY MEDICAL WITHDRAWAL POLICY
In accordance with Widener University’s Withdrawal Policy, voluntary medical withdrawals are an option for students. A student is encouraged to request a voluntary medical withdrawal whenever he/she believes that a physical or mental health concern is significantly interfering with his/her ability to be a successful student or if the student has been informed that an involuntary medical withdrawal is under consideration. A student interested in pursuing a voluntary medical withdrawal may discuss this option with the Office of the Provost, Office of Student Conduct, Health Center, Counseling Center, or Residence Life. The Office of the Provost will discuss whether any readmission requirements are necessary when returning from a voluntary medical withdrawal. Any documentation supporting a voluntary medical withdrawal will remain on file in the Office of the Provost and shall be kept confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 CFR, Part 99.

The Office of the Provost will coordinate with Enrollment Services the processing of the voluntary medical withdrawal. Determinations of whether any refund of tuition or housing costs is available to the student will be made in accordance with Widener University refund policies.

G. MEDICAL AMNESTY POLICY
The Medical Amnesty Policy seeks to decrease the likelihood that a student will hesitate to seek help in an alcohol- or drug-related emergency by granting amnesty (shielding the individuals) from punitive student conduct policies to those involved in seeking help. The Medical Amnesty Policy promotes safety and responsibility throughout the university community. The policy also promotes education and treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

To receive medical amnesty, the student(s) seeking assistance for the impaired student must:
• Be the first person(s) to contact Campus Safety to report that a person needs medical assistance due to drug or alcohol consumption.
• Provide his/her own name to Campus Safety.
• Remain with the person needing medical assistance until Campus Safety arrives and dismisses them.

Medical Amnesty does not preclude disciplinary sanctions due to any other violations of the Student Code of Conduct (not related to the Alcoholic Beverages and Controlled Substances Policy). Likewise, Medical Amnesty does not prevent action by Chester police or any other law enforcement agencies. This policy does
H. STUDENT CODE OF CONDUCT

Widener University’s Student Code of Conduct is direct and simple: Widener students are expected to be honest, mature, and responsible and to respect the rights and property of others. The purpose of the Student Code is to promote, preserve, and protect the educational mission of the university.

A violation of any policy, rule, regulation, or standard of the university constitutes a violation of the Student Code. The following general policies, rules, regulations, and standards are published to help students understand Widener’s expectations for their behavior. The listing is not exhaustive, and additional policies, rules, regulations, and standards may be established by the university at any time. In addition, any policy, rule, regulation, or standard may be amended or revoked by the university at any time. Students are advised to refer to additional university publications such as the catalogs, Parking Regulations Policy, Electronic Communications Policy; and departmental policy documents for more information.

All students are responsible for familiarizing themselves thoroughly with all policies, rules, regulations, and standards of the university, including those relating specifically to residential students as set forth in this handbook. Questions or recommendations for new policies, rules, regulations, or standards should be directed to the Office of Student Affairs. Violations of any policy, rule, regulation, or standard of the university are subject to the sanctions set forth in the section entitled “Campus Student Conduct System.”

I. ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES POLICY

Federal law requires that in order for an institution of higher education to receive federal funds, it must adopt and implement a program to prevent the possession, use, or distribution of illegal or illicit drugs and alcohol by students and employees. In keeping with the foregoing, all students are required to strictly adhere to the standards of conduct outlined below.

a) Alcoholic Beverages: In keeping with the laws of Pennsylvania and Delaware, university policy regarding alcoholic beverages is as follows:

1) It is illegal for any person under 21 years of age to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverage within Pennsylvania or Delaware.

2) It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.

3) It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages.

For students and their guests of legal age, alcoholic beverages are confined to resident rooms with doors closed, or to a location designated and approved by the Student Affairs Office. All individual students or guests in any student room must be of legal age (21 years or older) when alcohol is present. Alcohol is prohibited in all public areas, including, without limitation, porches, lounges, stairs, lobbies, classrooms, hallways, and offices. In those situations in which exceptions are made, the university reserves the right to require additional procedures to ensure safety and responsible consumption. No alcohol is permitted in Schwartz Athletic Center, and alcoholic beverages are not allowed in the University Center unless during an event where all in attendance are of age and the sponsoring group has received the explicit written permission of the associate provost and dean of students. No alcohol is permitted in the university stadium during athletic events or at university athletic events played elsewhere.

Public intoxication is also prohibited, regardless of age.

Special procedures may exist for 21-and-older events, particularly those involving alcohol. Organizations are responsible for abiding by the university’s alcohol policy. In addition, Widener University does not permit organizations contracting with third party vendors to facilitate “open bar” events.

b) Bulk Container Policy: Widener University promotes an environment that complies with the laws of Pennsylvania and Delaware and our university alcohol policy. We do permit individual students who are 21 years of age or older to possess and consume alcoholic beverages within their individual room, suite, or apartment, as long as no one under the age of 21 is present. The university does have a bulk container policy that regulates the amount of alcohol a student who is 21 or older may possess in our residence halls or while on university property. The essential elements of that policy are as follows:

1) No kegs or beer balls are permitted in any residence facility or on university property.

2) No alcoholic punch/mix/concoction is permitted in the residence halls or on university property.

3) No student may possess more than two total units in any combination of the following list of alcohol unit amounts:
   - One gallon of wine.
   - One liter of hard liquor or natural or distilled spirits used or intended for consumption.
   - One case of beer or malt products (24 12-ounce bottles or cans).
   - One case of wine coolers or similar alcoholic products (24 12-ounce bottles or cans).

Alcohol in violation of university policy will be confiscated.

The laws of Pennsylvania and Delaware carry strict sanctions for violation of alcohol-related offenses, including jail sentences, substantial fines, and revocation of one’s driver’s license. Additionally, the City of Chester enforces an ordinance that prohibits open containers (e.g., cans, bottles, cups, squeeze bottles, etc.) of alcohol in outdoor public areas, including streets, roofs, porches, yards, sidewalks, and any external areas of the residence structure that are construed as part of the Widener University Main Campus. Students are reminded that off-campus violations of the university Alcoholic Beverages and Controlled Substances Policy are subject to disciplinary action via the Campus Student Conduct System.

In addition, empty alcoholic containers and paraphernalia—including wine bottles, beer cans/bottles, liquor bottles of any size, shot glasses, beer bongs and funnels—are prohibited on university property, including those for decorative purposes.

c) Drugs and Other Controlled Substances: The possession, use, and sale of illegal drugs, narcotics, and other controlled substances is a federal and state offense subject to mandatory heavy fines and imprisonment. The university cannot and will not shield students from the law and its consequences. Widener University must and will cooperate with law enforcement agencies.
Any Widener University student who (1) possesses, uses, or distributes narcotics or illegal drugs or drug-related paraphernalia either on or off campus (not specifically prescribed by a physician or without the knowledge of the associate provost and dean of students on the Chester Campus or the associate dean of student affairs on the Wilmington Campus or the dean of students on the Harrisburg Campus); (2) brings such narcotics or illegal drugs or drug-related paraphernalia onto university premises; or (3) causes such narcotics or illegal drugs or drug-related paraphernalia to be brought onto university premises may be suspended, dismissed, expelled, and/or referred for prosecution. Any anti-social conduct resulting from illegal drugs or other controlled substances will result in appropriate disciplinary action up to and including expulsion from the university. Applicable federal law states that any student convicted of various illegal drug offenses will lose his or her student aid eligibility for specified periods of time depending upon whether the conviction was for use or sale and how many times the student has been convicted.

d) Prohibited Conduct: The following nonexclusive list of behaviors may result in disciplinary action, including suspension, dismissal, expulsion, and referral for prosecution:

1) Disobedience of any of the general regulations as noted in the Student Code of Conduct, Student Handbook, Student Drug and Alcohol Policy, or any other generally available set of guidelines.

2) The possession, use, or distribution, either on or off campus, of illegal or illicit drugs, drug paraphernalia, narcotics, or medicine requiring a physician’s prescription and used without such prescription.

3) Violation of federal, state, or local criminal laws.

4) Violation of the university’s policies on the use and possession of alcoholic beverages as outlined in university publications such as the Student Handbook and Student Drug and Alcohol Policy.

Students are reminded that violations of university policy are not limited to the above list. Rather, this information is provided merely to highlight some important rules and regulations which must be observed.

2. OFFENSIVE WEAPONS

The possession and/or use of offensive weapons of any kind are strictly prohibited on all university campuses. Offensive weapons include, without limitation, firearms of any kind, guns, pellet guns, B.B. guns, paintball guns, dart guns, ammunition, bows and arrows, chemicals, flammable materials, items that constitute a fire hazard, fireworks, explosives, any instrument that can hurl a projectile, sling shots, brass knuckles, knives, hunting knives, switchblades, and any other cutting instrument as determined within the sole discretion of the university, except those whose sole purpose is related to the preparation or consumption of food. In addition, items that are not generally considered as weapons but could be used or viewed as a weapon are prohibited. All offensive weapons and similar items will be confiscated immediately. Students violating this policy will be severely sanctioned, up to and including expulsion. The university will report such violations to the authorities if warranted.

Exceptions to this policy may be granted only upon registration with and the express written approval of the director of Campus Safety. Pepper spray and mace are considered to be offensive weapons; however, possession of these items and the like for self defense purposes may be permitted, but only upon prior registration with and the express written approval of the Department of Campus Safety. Control and storage of all offensive weapons shall be solely within the discretion of the director of Campus Safety. To the extent that exceptions to this policy are granted in connection with items for ROTC detachment, the director of Campus Safety shall consult with the military science professor with respect to the control and storage of such items.

3. GAMBLING

Gambling is strictly prohibited. Raffles and sales must be cleared with the Office of Student Affairs and may not include alcoholic prizes (see also Student Organizations—Fund-Raising).

4. HAZING

Hazing is prohibited both by state law and university policy. A student or student group found guilty of such conduct will be subject to disciplinary action, including suspension, dismissal, or expulsion from the university, as well as adjudication in criminal courts of law. Any organization that authorizes hazing intentionally or unintentionally may be prohibited from operating at the university. The university adheres to the following definition of hazing issued by the Commonwealth of Pennsylvania:

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

Hazing also includes any action or situation that requires or encourages violation of public law or university policy. Any complaint, suspicion, or accusation of a group hazing will be promptly investigated.

5. DISCRIMINATION AND HARASSMENT POLICY

It is the policy of Widener University that no individual may engage in conduct that constitutes discrimination or harassment, as defined in the university’s Discrimination and Harassment Codes (see www.widener.edu/campus_life/resources), with respect to any member of the university community. Such codes prohibit discrimination against or harassment of any individual based upon an individual’s sex, age, race, gender, pregnancy status, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era...
or other covered veteran, sexual orientation, gender identity, marital status, or genetic information. Discrimination and harassment will not be tolerated in any form and may result in disciplinary action being taken against any person found to have discriminated against or harassed another, up to and including expulsion.

A student who feels that he or she has been discriminated against or harassed may seek advice from his or her academic advisor, the associate provost for undergraduate studies, the associate provost and dean of students, or any member of the dean’s staff. Copies of the Faculty Member and Employee Discrimination and Harassment Codes of Widener University are available in all principal offices of the university and will be made available upon request to any member of the student body, faculty, or staff. Such codes are applicable where the individual(s) alleged to have engaged in discriminatory or harassing conduct are faculty members, employees, or third parties. Allegations of discriminatory or harassing conduct by students, other than sexual misconduct, shall be processed in accordance with this code of conduct.

In addition, the university calls attention to the Commonwealth of Pennsylvania’s “Ethnic Intimidation Act of 1982,” which notes that certain criminal acts are a result of manifestation of malicious intent toward the particular race, color, religion, ancestry, mental or physical disability, sexual orientation, gender or gender identity of an individual or group. All students are responsible for their actions relating to this act. A complete copy of the act is available in the Student Affairs Office.

6. COMMUNITY RELATIONS
Students are expected to conduct themselves within the local community in a responsible and considerate manner at all times. Any conduct that tends to bring discredit to the university or its members will result in disciplinary action regardless of where such conduct occurs. Any student charged with a felonious crime of violence may be immediately suspended from the university pending the outcome of criminal proceedings and may also be subject to proceedings under the “Campus Student Conduct System.”

7. IDENTIFICATION CARDS
Students are required to carry their Campus1Card (identification card) at all times. The Campus1Card is the official card that is used as a Widener University ID card, library card, flexible spending debit card, meal plan card, residence hall access card, and academic building access card. These cards admit students to home athletic games and most student activities. Campus1Cards are not transferable, cannot be borrowed, and may not be altered. Misuse of or tampering with any Campus1Card is strictly prohibited. The use of the card is governed by university regulations. The Campus1Card must be submitted upon request to any university employee who requires it for official performance of his or her duties or fulfillment of his or her responsibilities. (See also page 22.)

If a student has a meal plan, it must be presented at each meal. Check-in officials have the authority to deny any person access to the dining center who does not have proper identification or cash payment.

The procedure to follow in the event a card is lost or stolen is as follows:

a) Report the lost/stolen card to the Office of Campus Safety or Enrollment Services.

b) Make payment of the Campus1Card replacement fee ($25) at the Enrollment Services Center, where a new card will be prepared.

8. ATHLETIC/RECREATIONAL ACTIVITIES
All athletic activities must be confined to the proper playing fields or gym. All Department of Athletics policies and rules in effect for athletic contests must be followed. Check with the Department of Athletics for complete details of its policies for the stadium and gymnasium. Ball playing, Frisbee, and other recreational games are restricted to the appropriate athletic fields and areas designated by the Student Affairs Office.

9. TOBACCO-FREE ENFORCEMENT POLICY
Widener University is dedicated to providing and promoting a healthy and productive environment for its faculty, staff, students, visitors, contractors, and guests. The Tobacco-Free Policy adopted by the university in May of 2009 is consistent with that goal. By endorsing this policy, Widener University demonstrates its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting best healthcare practices and choices for individuals, and establishing a university culture of wellness.

The Tobacco-Free Policy applies to all university faculty, staff, students, visitors, contractors, and guests at all times. Tobacco use includes any lighted tobacco product, e-cigarettes, and any oral tobacco product. The use of all tobacco products is prohibited within the boundaries of each of the university’s four campuses (see “Campus Tobacco-Free Boundaries” below). The prohibited areas within each of the campus’s boundaries include all buildings, facilities, indoor and outdoor spaces, and grounds owned, rented, and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles, and private vehicles parked or operated on university property.

a) Enforcement: All members of the Widener community are asked to respectfully remind faculty, staff, students, visitors, contractors, and guests who are smoking, chewing tobacco, or vaping on university property about the university’s Tobacco-Free Policy.

Campus Safety staff is also responsible for reminding any faculty, staff, student, visitor, contractor, or guest who is using tobacco on university property about the university’s tobacco-free policy. Campus Safety staff may ask to see official identification for faculty, staff, students, visitors, contractors, and guests and complete an incident report for anyone who is found violating the university’s policy. The original incident reports are directed to the Campus Safety Office. Campus Safety will review incident reports and send copies of reports to the appropriate office. Student reports are sent to the Student Affairs Office or the Associate Provost’s Office for processing through the student disciplinary process. Employee reports are sent to the Human Resources Office in Chester for processing through the employee disciplinary process. The Human Resources Office will send a copy of the incident report to the employee’s supervisor.

There are four levels of offenses, with a requirement for each offense that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the noted penalties as follows:

• 1st Offense—Warning
• 2nd Offense—$25 fine
• 3rd Offense—$50 fine
• 4th Offense—Dismissal or termination of enrollment/employment, based on the respective disciplinary code. Campus Safety staff will ask visitors using tobacco on university property to extinguish cigarettes, cigars, or pipes,
turn off e-cigarettes, or dispose of smokeless tobacco products. If a visitor refuses to comply with this request, Campus Safety staff may ask the visitor to leave campus (as is currently done when visitors violate the university’s alcohol and drug policy).

b) Assistance: Educational and cessation assistance programs are offered to students, faculty, and staff to help them quit using tobacco products. Any money collected from the noted fines supports the wellness education program.

c) Campus Tobacco-Free Boundaries

1) Chester Campus—The boundaries are generally described as I-95 to the south, the west side of Melrose Avenue to the east, the south side of 18th Street to the north, and the east side of Providence Avenue to the west. Other facilities included in the tobacco-free boundaries are the Maintenance Complex on 12th Street; the Spang parking lot at Melrose Avenue and 14th Street; the entire Athletic Complex, including 17th Street, the sidewalk along 17th Street, and the softball field in Ridley Township; the Child Development Center at Walnut and 18th Streets; Balin Hall at Providence Avenue and 22nd Street; the Access Center at Providence Avenue and 21st Street; the parking lot on the west side of Providence Avenue between 16th and 17th Streets; the Development Office on 15th Street; the Bell property in Upland; and all of the university-owned properties along Melrose Avenue and throughout Sun Hill.

2) Wilmington Campus—The boundaries are generally described as Concord Pike to the west, the moat between the shopping center and the campus to the south, the country club to the east, and the maintenance complex, rugby field, the townhouses, and adjacent parking lots to the north. We ask that you be respectful of the private property owners that are within the general campus boundaries.

3) Harrisburg Campus—The boundaries are generally described as all of the property bounded by Thea Drive to the south, both sides of Vartan Way going north, including the parking lot, buildings, basketball/tennis courts, and the surrounding land. Also included is the maintenance complex on Progress Avenue.

4) Exton Campus—The boundaries are generally described as the walkways, parking lot, and driveways surrounding 825 Springdale Drive.

10. ADDITIONAL VIOLATIONS OF THE STUDENT CODE AFFECTING THE EDUCATIONAL MISSION OF THE UNIVERSITY

a) Plagiarizing or other forms of cheating.

b) Knowingly supplying false information or causing false information to be supplied to university faculty or staff who are in pursuit of official duties, or to a hearing officer or board in the course of a disciplinary proceeding.

c) Tampering with or unauthorized use or accession of official university records.

d) Failing to comply or fully cooperate with university employees, including, without limitation, resident assistants, graduate assistants, campus safety officers, maintenance workers, and dining center personnel. This includes failure to evacuate a building when instructed to or to present an I.D. card upon demand.

e) Refusing to identify oneself to representatives of the university who are in pursuit of their official duties.

f) Interfering with faculty or staff of the university in the performance of their official duties.

g) Disturbing the community resulting in the disruption of authorized university activities, including conduct in classrooms or laboratories.

h) Failing to respond to official university business or correspondence in a timely manner or failure to participate in any university complaint or misconduct process or proceedings.

i) Misrepresenting information about, or intentional defamation of, an individual or group.

j) Violating any agreement a student has entered into with the university, including, without limitation, dining service contracts and housing agreements.

k) Failing to comply with any condition of a disciplinary sanction.

11. ADDITIONAL VIOLATIONS OF THE STUDENT CODE AFFECTING THE HEALTH AND SAFETY OF THE UNIVERSITY COMMUNITY

a) Physical assault or the threat of physical assault to any person.

b) Sexual misconduct. Widener University seeks to foster and maintain a community of mutual respect and concern for all of its members. There can be no greater violation of the terms of that community, or of the essential dignity of any member of it, than an act of sexual misconduct. Rape, attempted rape, sexual assault, and other sexual misconduct constitute the deepest affront to university standards and will be treated accordingly. A student accused of sexual misconduct can be processed under state or federal law and disciplined by Widener University in accordance with the university’s Sexual Misconduct Policy. Even if governmental authorities choose not to prosecute, the university can pursue strong disciplinary action through its own channels. Violations of the Sexual Misconduct Policy may result in severe disciplinary actions, up to and including expulsion. The university will not tolerate sexual misconduct in any form. The policy can be found at www.widener.edu/campus_life/resources.

c) Abuse or intimidation of any person, whether verbally, in writing, in person, or electronically.

d) Terroristic threats and/or acts of intolerance: A person is guilty of a crime if he or she knowingly or recklessly puts another person in fear of bodily or psychological harm. This includes placing on Widener University property or elsewhere a symbol, object, characterization, or graffiti that exposes another person to threats of violence, contempt, or hatred on the basis of sex, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, or marital status.

e) Discrimination or harassment of any person (see the Discrimination and Harassment Policy): The university reserves the right at all times to institute and process charges of discrimination and harassment against students under this Code of Conduct.

f) Disorderly conduct: Any disruptive conduct that threatens, harms, or interferes with the health, safety, and welfare or peace and good order of the university community, university personnel, students, visitors, guests, and/or university processes and functions—including but not limited to physical altercation, unreasonable noise, creating a physically hazardous or physically offensive condition, and prohibited athletic or recreation activity.
12. ADDITIONAL VIOLATIONS OF THE STUDENT CODE AFFECTING PROPERTY

a) Theft or unauthorized acquisition, removal, use, or misuse of property, including computer hardware and software, belonging to the university, other members of the campus community, or other persons or entities.

b) Theft of services, such as telephone or computer services, including, without limitation, copyrighted computer programs and other copyrighted materials such as movies or music.

c) Misuse or destruction of library resources or other academic materials.

d) Misuse, destruction, defacement, or vandalism of property belonging to the university, other members of the campus community, or other persons or entities.

e) Trespassing or unauthorized presence in or on any university property, including faculty or administrative offices.

f) Tampering with locks or vending equipment or unauthorized use, distribution, duplication or possession of any key issued for any university building, laboratory, facility, room or elevator.

g) In addition, any Widener University student who hosts a guest who violates the provisions of this section will be subject to disciplinary action.

13. ADDITIONAL VIOLATIONS OF THE STUDENT CODE AFFECTING RESIDENCE HALLS

a) Interference with the normal residential life of other community members.

b) Violation of residence hall contracts or residence hall regulations.

c) Intimidation or verbal abuse of a residence hall staff member.

d) Interference with or failure to respond to the directives of residence hall staff members in the performance of their duties.

e) Noise beyond a reasonable level or quiet-hour violations.

f) Throwing items out of a window.

g) In addition, any Widener University student who hosts a guest who violates the provisions of this section will be subject to disciplinary action. *Note: The residents of a room where a policy violation has occurred may be held responsible for the violation regardless of whether they were present in the room at the time of the violation.*

I. CAMPUS STUDENT CONDUCT SYSTEM

A violation by any student or any student group of the Code of Conduct or of any of the general policies, rules, regulations, or standards of Widener University found in the academic catalogs, Student Handbook, Residence Hall Agreement, or any other generally available set of guidelines or codes of conduct shall be resolved according to the procedures set forth below, unless such violation is subject to a specific code or set of regulations adopted by the university. Except as otherwise provided herein, the Campus Student Conduct System shall have jurisdiction in all disciplinary matters arising under the general policies, rules, regulations, and standards of the university against all students, whether they be undergraduates, graduates, or professional students, or others, including students who are on unexpired leaves of absence.

Approved or unapproved absence from the university is not a bar to the conduct or completion of disciplinary proceedings. In the case of students who do not follow required procedures for resolution of pending disciplinary charges but rather leave the university, Widener reserves the right to resolve such charges administratively. Such resolution may include suspension, dismissal, or expulsion from the university or any other sanctions that the university deems appropriate. In addition, the term “student” includes persons who withdraw from the university after allegedly violating this Code of Conduct or who are not officially enrolled for a particular term but who have a continuing relationship with the university; it also includes persons who are living in university student residential facilities. In certain circumstances
and where warranted, the term “student” shall also include persons who have graduated from or taken courses at the university, such as cases involving degree revocation. Prohibited conduct may be sanctioned regardless of whether the conduct occurred pre-admission or post-admission.

In general, a student is any individual who has been admitted, matriculated, enrolled, or registered in any academic program or other educational activity provided by the university. The Campus Student Conduct System shall not apply to law students, as the School of Law has adopted its own set of codes, policies, and procedures. In addition, the Campus Student Conduct System does not ordinarily handle complaints against graduate and professional students when such cases lie within the jurisdiction of a hearing board or other disciplinary body established by the school or college of the university in which the student is enrolled. When such a school-based or college-based disciplinary procedure exists, it should be the recourse of first resort for the resolution of the alleged violation, unless the administration of the university decides that it is appropriate in light of the circumstances for Student Conduct to handle the matter.

In all cases, the university reserves the right in its sole discretion to determine the manner by which a disciplinary complaint will be processed. The Campus Student Conduct System is managed by the Office of Student Conduct and housed in the Student Affairs Office.

The university’s student conduct system is not a legal system, and university disciplinary proceedings are not civil or criminal litigation. As such, the right to counsel is not a procedural requirement. Similarly, there is no general requirement that procedural due process be afforded in private institution student disciplinary cases. The procedures set forth below, however, have been established to guarantee that all students accused of violations have the opportunity to have their cases heard.

Under the university’s student conduct system, all charges, allegations, or complaints are brought on behalf of the university, not on behalf of the complainant(s); that is, alleged victims, witnesses, or others, who may have brought the matter to the attention of the Office of Student Conduct or the parties who may have been directly or indirectly harmed or affected by the alleged conduct or violation. Any member of the university community (including trustees, officers, faculty, staff, registered students, and alumni) may bring a complaint involving student conduct to the attention of the Office of Student Conduct. In order for a complaint to be processed through the university’s formal student conduct system, it should be submitted in writing. The filing of any such complaint shall in no way limit a complainant’s rights or obligations to bring such matters to the attention of other university officers or offices or to seek recourse outside the university through civil, criminal, or administrative proceedings. Notwithstanding the foregoing, the university reserves the right at all times to institute charges against a student based upon any information that may be brought to the attention of the university or come into the possession of the university.

A student who fails without good cause to appear for a hearing after receiving notice, or to cooperate with an investigation may be charged with a separate violation of the Code of Conduct. Repeated disruption of disciplinary hearings or of the disciplinary process by a student or the student’s representative may result in charges against the student of noncooperation or exclusion of the student or the student’s representative from disciplinary proceedings or hearings. Such exclusion shall not serve as a bar to the completion of disciplinary proceedings involving that student.

1. INFORMAL ADJUDICATION

a) Any member of the university community who believes in good faith that any student or student group has committed a violation of any policy, rule, regulation, code, or standard of the university may file a written complaint with the Office of Student Conduct. A complaint requests that the Office of Student Conduct consider the matter for investigation or referral. Any member of the university community may also consult informally with Student Conduct to determine whether they wish to file a complaint. A complaint is not a charge that a student has violated university regulations. Charges are only made by the university following an investigation.

b) Upon receipt of a complaint or other information that may constitute a violation of the Code of Conduct, the assistant dean of the Office of Student Conduct shall evaluate the complaint or information to determine whether any applicable rule, regulation, code, policy, or standard of conduct may have been violated. If the assistant dean determines that no such violation may have occurred, he or she may dismiss the matter without further investigation. If the assistant dean determines that a violation may have occurred, he or she shall appoint a member of the staff (the investigator) to conduct an investigation of the incident and to render a recommendation for its disposition.

c) The investigator shall conduct such investigation as is deemed appropriate under the circumstances, taking into consideration the nature and gravity of the alleged offense.

d) If, following such investigation, the investigator determines that the allegations appear to have merit, the investigator shall confer with the assistant dean to determine whether the university will institute charges against the student(s) alleged to have committed the violation (the alleged violator). If the assistant dean determines that the university will institute charges (which may include charges in addition to or different than those charges alleged in the complaint), the investigator or his/her designee shall notify the alleged violator of the charges and provide an opportunity for the alleged violator to present a response to the charges. Such response may include oral or written statements from the alleged violator or from any other person having knowledge of the facts and circumstances of the incident at issue.

e) After reviewing all information presented, the investigator shall issue a determination that either the alleged violator has committed a prima facie violation or dismiss the case for lack of sufficient evidence.

f) If the investigator determines that the alleged violator has committed a prima facie violation, the investigator shall recommend appropriate sanctions.

g) If the alleged violator accepts the determination and sanction recommendation issued by the investigator, the matter shall be concluded.

h) If the alleged violator does not accept the determination issued by the investigator, then the alleged violator may request a formal student conduct hearing.

i) If the alleged violator accepts the determination but not the sanction recommendation, then, in cases where the sanction recommendation does not include removal from campus residence, suspension, dismissal, or expulsion from the university or degree revocation, the alleged violator may appeal the sanction
recommendation to the associate provost and dean of students. The decision of the associate provost and dean of students shall be final and unappealable.

j) If the alleged violator accepts the determination but not the sanction recommendation, then, in cases where the sanction recommendation includes removal from campus residence, suspension, dismissal, or expulsion from the university or degree revocation, the alleged violator may appeal the sanction recommendation only pursuant to the appeal procedures set forth for formal disciplinary hearings.

2. FORMAL STUDENT CONDUCT HEARINGS

a) Procedural Rights: All alleged violators whose cases are to be processed pursuant to a formal student conduct hearing shall be afforded the procedural rights as set forth below. The alleged violator shall:

1) Be advised in writing of the charges against him or her.
2) Be advised in writing of the time, place, date, and type of hearing to which his or her case has been referred. The ONLY factors considered when scheduling hearings are class or other formal academic responsibilities.
3) Be afforded the right to present a defense and witnesses on his or her own behalf.
4) Be afforded the right to remain silent and be assured that silence shall neither be held against him or her nor raise any implication of wrongdoing.
5) Have the right to be accompanied by one advisor or personal representative of his or her own choosing during any aspect of the student conduct procedure, provided that any such advisor or personal representative does not participate.
6) Be entitled to written notification of the findings of any university officer or board, including a copy or summary of any applicable complaint, and, if sufficient evidence exists to support the allegations against the alleged violator, the sanction recommended to the associate provost and dean of students.
7) Be afforded the right to a hearing before an impartial board. The hearing shall be closed to the public.
8) Be afforded the privilege to continue his or her residence on campus and attendance at classes while the student conduct matter is pending or on appeal, except when, in the sole discretion of the university, continued presence on campus, in classes, or in residence may pose a threat to the health, safety, or welfare of the student, other individuals, or the university community, or would negatively affect the normal operations of the university.

Any of the procedural rights set forth above not utilized by the alleged violator will be considered waived. If an alleged violator fails to exercise any of these rights, impeding the orderly continuation of the judiciary process, the chair (as defined below) will proceed with the judiciary process in order to continue the judiciary process, the chair (as defined below) will proceed with the judiciary process.

b) Formal Hearing Procedure:

1) Structure. Formal student conduct hearings shall be conducted before a board of three to five members appointed by the Office of Student Conduct, which may comprise faculty, administration, staff, and students, all operating under strict codes of confidentiality and respect for the alleged violator’s, complainant’s, and witnesses’ privacy.

The Office of Student Conduct shall also appoint a chair of the board and a student conduct administrator.

2) Notification. The Office of Student Conduct shall give written notice to the alleged violator and the complainant of the charges against the alleged violator, and the names of the chair of the board, the investigator, and the student conduct administrator.

3) Power and Duties of the Chair. The chair shall preside over the hearing and ensure that the alleged violator is informed of his or her procedural rights as set forth above. The chair shall have the power to delay, continue, or reschedule any hearing for cause on request of any party or witness or for any other reason at the discretion of the chair.

4) Powers of the Board. The board shall possess all the powers necessary to carry out its assigned functions, including the power to:

i) Conduct preliminary investigations and hearings.
ii) Make a recommendation to the associate provost and dean of students as to whether the alleged violator has violated any university policy, rule, code, regulation, or standard.
iii) Make a recommendation to the associate provost and dean of students as to appropriate sanctions to be imposed for any purported violation.
iv) Issue written requests to witnesses to appear and testify.
v) Do anything else necessary to the proper discharge of its duties.

5) Powers and Duties of the Student Conduct Administrator. The student conduct administrator shall serve as the presiding officer of the charges against any alleged violators during a formal hearing procedure.

c) Hearing Process:

1) Scheduling. The chair shall schedule a hearing date within a reasonable time after initiation of charges against the alleged violator. Notice of the hearing shall be served upon the investigator, the student conduct administrator, the alleged violator, the complainant, and any other individuals involved in any or all of the following means: electronic delivery provided confirmation of receipt is received, campus mail, personal delivery, overnight courier service, and/or home-delivered certified mail, return receipt requested, directed to the individual’s last known address as reflected on university records. The complainant and the alleged violator will be notified by at least two of these methods.

2) Representatives. The investigator, alleged violator, and complainant may choose a representative to assist in preparing for and attending the hearing. Such representatives may be present but shall not be entitled to participate in the hearing.

3) Waiver of Attendance. The complainant and the alleged violator may elect to waive attendance at the hearing. If the complainant and/or the alleged violator fails to attend the hearing, the board may adjudicate the case in the absence of such person.

4) Conduct of Hearing. The board shall conduct the hearing in any manner it deems appropriate subject to the following:

i) Procedure. The student conduct administrator or his or her designee shall have the burden of going forward and shall present the investigatory findings to the board.

Thereafter, the complainant and the alleged violator
shall be given the opportunity to present his or her case to the board.

ii) Record of Proceedings. The board shall keep a record of the hearing proceedings by stenographic means, on magnetic tape or by digital means, at its discretion. No party or witness may record the hearing proceedings by any means. The alleged violator, the complainant, the investigator, the student conduct administrator, members of the board, and appropriate administrators of the university shall have the right to review the record of the proceedings if, as, and when such record becomes available. The record will be maintained by the Office of Student Conduct for seven years after the student’s departure from the university.

iii) Requesting Attendance of Witnesses. The investigator, the student conduct administrator, alleged violator, complainant, or their representatives may request the chair to issue to witnesses notices of attendance for the hearing. In the event that requests for witness notices are unduly burdensome or are requested in bad faith or for harassment or other improper purposes, the board may refuse some or all requests for witness notices. The parties acknowledge that the board has no formal subpoena power. Requests for witnesses shall be filed with the board no later than two days before the hearing date at which such witnesses are to appear. The board may request the attendance of witnesses not requested to appear by the investigator, the student conduct administrator, alleged violator, or complainant. Service of notice of attendance may be made by electronic delivery provided confirmation of receipt is received, personal delivery, campus mail, overnight courier service, or by certified mail directed to the last known address of the witness as disclosed by university records. When witnesses cannot or will not appear, but the board determines that the interests of justice require admission of their statements, the board shall identify the witnesses, disclose or order disclosed their statements, and, if possible, provide for interrogatories. The board shall also have the right to sequester any or all non-party witnesses at the board’s discretion.

iv) Admission of Evidence. Testimony shall be taken under a statement by each witness acknowledging the duty to tell the truth. The board will not be bound by strict rules of legal evidence, and may admit any evidence that is, in the board’s sole opinion, of probative value in determining the issues involved.

v) Adjournments. The board may grant adjournments to enable any individual to investigate evidence as to which a valid claim of surprise is made.

vi) Rights of the Parties. The investigator, the student conduct administrator, alleged violator, and complainant each has the right to be present during the hearing. At least 48 hours prior to the hearing, any of the parties may challenge any board member for bias or interest, provided such challenge is made in writing, with the reasons therefor. Each side may present evidence and cross-examine witnesses through the chair. All cross-examination shall be conducted by the chair, or designee, following submission of written questions by the party seeking cross-examination. Any party may supplement the initial set of questions for cross-examination at the reasonable discretion of the chair.

vii) Publicity. Except as may be required or permitted by law or for such simple announcements as may be necessary relating to the timing of the hearing, the student conduct administrator, alleged violator, complainant, witnesses, or board members, and all of their respective representatives, shall be prohibited. Violation of this prohibition may result in disciplinary measures imposed in the sole discretion of the university, up to and including termination of employment or expulsion. The hearing shall be closed to the public unless all parties otherwise agree in writing.

viii) Pre-Hearing Conference. The board may, but is not required to, convene a pre-hearing conference to discuss any pre-hearing issues and procedures.

ix) Privileged Communications and Nondiscoverability of Board Deliberations and Materials. Except as otherwise required by law, all communications and deliberations between board members and all documents, notes and other materials prepared by board members that are not part of the official record of the hearing are absolutely privileged and shall not be subject to discovery in any other proceeding, either within or without the university. The privilege described herein can be asserted by any board member or by the university.

d) Board Action After Hearing:

1) Deliberation. After the close of the hearing, the board shall sit in executive session to deliberate only as to whether a violation has occurred and to consider appropriate sanctions. The deliberations shall be based upon the evidence presented at the hearing and any written statements filed by a party or witness. The board shall continue its deliberations until it reaches a decision by a simple majority as to whether the alleged violator has violated any university policy, rule, regulation, code, or standard.

2) Standard of Persuasion. In most cases, the board may find that the alleged violator has committed a violation only if the finding is supported by clear and convincing evidence. However, in cases involving sexual assault, sexual violence, sexual exploitation, or any kind of discrimination or harassment, the board may find that the alleged violator has committed a violation if the finding is supported by a preponderance of the evidence.

3) Recommendation to the Assistant Dean for Student Conduct. Within five working days after completion of the hearing, the board shall issue in writing to the assistant dean for student conduct a statement of the charges and the findings and recommendations of the board.

4) Decision. The assistant dean for student conduct will review the findings and recommendations of the board and make a determination after consultation with appropriate university officials. The assistant dean for student conduct shall advise the alleged violator and the complainant in writing of his or her determination. The assistant dean for student conduct shall also advise the alleged violator of the sanctions to be imposed, and, the complainant in cases where the sanction affects the complainant. A copy of such determination and sanctions shall be retained in the Student Affairs Office. The determination of the assistant dean for student conduct shall become
6) **University Action.** Failure of the university to act within any prescribed period of time or in strict compliance will not be deemed a waiver or invalidation of any university finding or action unless such failure substantially and materially affects the procedural rights of the alleged violator or the complainant set forth herein. Any prescribed time period herein may be extended in the sole discretion of the university to address breaks in the academic year or similar circumstances. The university shall be deemed to have abided by all procedural requirements, provided it can demonstrate substantial compliance with those requirements. The disciplinary hearing is not a civil or criminal proceeding and does not require a literal or strict construction of procedural requirements.

### 3. SANCTIONS

**a) Available Sanctions:** When sufficient evidence exists to support the allegations contained in a charge or complaint against a student or student organization or group, one or more of the following disciplinary sanctions will be imposed. The sanction should be consistent with the gravity and nature of the offense. Prior judiciary records will be considered when sanctions are decided. For those sanctions that suspend privileges, a specific time period shall be set indicating when and how the privileges may be regained, if at all. Sanctions may be appealed through the appeal procedures set forth above.

Moreover, when a student receives a student conduct sanction, a “hold,” which prevents that student from preregistering and registering, is placed on that student’s record. This hold is removed only when the student demonstrates that he or she has fulfilled whatever obligation his or her student conduct sanctions may have specified. Student organizations may also be held accountable for policy violations of their governing body in addition to the sanctions outlined below. All violations and/or sanctions listed below are noted in the records of the Office of Student Conduct.

1) **No Further Action.** This sanction is interpreted to mean that although a violation has been established, discussion with the investigator and/or student conduct administrator or appearance before the board has been sufficient in and of itself and further action is not deemed necessary. However, the violation is still noted in the records of the Office of Student Conduct.

2) **Written Official Warning.** In instances of minor violations, students may be warned in writing of the possible consequences of continuing such behavior and written conditions regarding future behavior may be attached when appropriate.

3) **Removal from Living Unit/Eviction.** The primary effect of this sanction is to preclude continued residence in a particular living unit. This action would normally be taken after one serious violation or repeated violations of community standards of behavior related to the living unit environment. This may affect a student’s status.

4) **Assignment to Alternate Housing.**

5) **Limitation of Access to Designated University Housing Facilities and Other Campus Facilities by Time and Location.**

6) **Campus Service Hours.** This sanction requires students to perform a specified number of service hours/tasks that benefit the individual, campus, or community. The specific assignment is determined by the assistant dean for student conduct or his/her designee. Failure to work the service hours within the time specified may result in additional sanctions as determined by the assistant dean for student conduct.

7) **Disciplinary Probation.** This sanction implies a middle status between good standing at the university and suspension or dismissal. Students are permitted to remain enrolled under certain stated conditions, depending upon the nature of the violation and the potential educational value that may be derived from such conditions. Probation usually extends over a stated period, during...
which it is clearly understood that further disciplinary measures (up to and including expulsion) will follow if the terms of probation are violated. Probation is a final warning to students to conduct themselves as responsible members of the university community. Students who are on disciplinary probation may not be awarded a degree or attend commencement events, even if they have completed all requirements for a degree.

8) **Removal from Student Organization Office or Athletic Team.** This sanction is levied when it is thought that a student should not serve as a public representative of the university. Removal can be either temporary or permanent.

9) **Suspension.** This sanction is involuntary separation from the university for a specific period of time after which a return may be possible. It differs from dismissal only in that it implies a stated time when return will be possible. Suspension may extend to a semester or academic year or a designated date (e.g., when a stated condition has been met). Students suspended for disciplinary reasons cannot transfer into Widener using any credits earned during suspension. A student who is on suspension at the time of commencement events may not be awarded a degree or attend commencement events, even if he or she has completed all requirements for a degree. The student may not be a registered student, be present on the campus, or attend any university-sponsored event for any reason whatsoever for a specified period of time.

10) **Dismissal.** This sanction is involuntary separation from the university for an indefinite period of time but minimally one academic year, after which time the student must apply for readmission to the university. Students dismissed for disciplinary reasons cannot transfer into Widener using any credits earned during dismissal period. A student who has been dismissed may not be awarded a degree or attend commencement events, even if he or she has completed all requirements for a degree. The student may not be a registered student, be present on the campus, or attend any university-sponsored event for any reason whatsoever unless officially granted re-entry to the university.

11) **Expulsion.** This sanction is permanent involuntary separation from the university. A student who has been expelled may not be awarded a degree or attend commencement events, even if he/she has completed all requirements for a degree. The student may not ever again be a registered student, be present on campus, or attend any university-sponsored event.

12) **Fines and Restitution.** Certain violations subject students to fines and restitution to be determined at the recommendation of the board or its designee.

13) **Revocation of Admission and/or Degree.** Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining admission or a degree, or for serious violations committed by a student prior to admission or graduation. Students are advised that an offer of admission may be revoked by the university at any time without implementing the procedures or affording the rights set forth in this section relating to the Campus Student Conduct System, if it is deemed by the university to be in the best interests of the university, the university community, or the student to do so.

14) **Withholding the Degree.** The university may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Conduct, including the completion of all sanctions imposed. All students must comply with all university policies in order to receive their degree and must resolve all outstanding charges of misconduct before being approved for graduation. The university reserves the right at all times to withhold a degree from a student who has completed academic requirements but who is subject to disciplinary action or other sanctions.

15) **Constructive or Educational Task(s).** The student is assigned a task that benefits the individual, campus, or community. This task is assigned as a condition of another sanction, such as disciplinary probation. Tasks must be reviewed by the Office of Student Conduct. Examples of tasks include educational papers, educational classes, attendance at educational programs or relevant community meetings, substance abuse education, alcohol education programs, or community service.

16) **Counseling Center Referrals.** Counseling sessions are occasionally necessary for students who violate university policy. The purpose of engaging in counseling is for the student to further assess his/her behavior and attitude in certain areas of his/her life.

17) **Medical/Health Center Referrals.**

18) **Psychological/Psychiatric Screenings or Evaluations.**

19) **Restriction of Communication with Named Individuals or Groups within the University Community.**

20) **Requirement to Secure Advance Authorization to Engage in a Specified Activity.**

21) **Rescission, withdrawal, or termination of university scholarship grants, loans, employment, or other financial aid.**

In addition, the university reserves the right to impose additional sanctions related to specific incidents involving students on or off campus.

b) **Interim Sanctions:** While firmly committed to the concept of student conduct procedure, the university recognizes that students may be charged with violations that may present a clear danger of serious harm to the alleged violator, to other members of the university community, or to the surrounding community. When university officials judge a student to pose a threat to himself, herself, or the community, or where the student has been charged with a crime of a serious nature, the Office of Student Affairs may impose temporary sanctions pending a hearing. Interim sanctions may include:

1) Suspension from the university.

2) Suspension from the residence halls.

3) Assignment to alternate housing.

4) Limitation of access to designated university housing facilities and other campus facilities by time and location.

5) Restriction of communication with named individuals or groups within the university community.

6) The requirement to secure advance authorization to engage in a specified activity.

Within three working days after the imposition of interim sanctions and after oral or written notice to the student regarding the alleged conduct, the associate provost and dean of students or his/her designee will meet with the student. At the meeting, if the alleged conduct is denied, the student shall be informed of the basis of the allegation and offered the
opportunity to present his or her own version of the facts. The associate provost and dean of students or his/her designee shall determine whether the interim sanctions will continue or others be imposed, and shall state such determination together with the reasons in writing to the alleged violator.

The decision of the associate provost or dean of students or his/her designee may be appealed by the alleged violator by submitting a written request for appeal to the Office of the Provost within three working days of receipt of the dean’s determination. The basis of an appeal is limited to issues of substantial noncompliance with the procedures and recommended sanctions set forth in this handbook by the university or to the discovery of substantial new evidence or both. The provost shall handle the appeal in any manner he or she deems appropriate. The decision of the provost may be appealed in writing by the alleged violator to the president or his/her designee within three working days of receipt of that decision. Any such appeal is without further hearing. The president’s or his/her designee’s decision on any such appeal is final. Students should be aware that, when they consider an appeal, the provost and the president or his/her designee have the authority both to increase and to decrease the sanctions imposed by the associate provost and dean of students.

At any time after receipt of an appeal, the appellate decision maker may, in his or her sole discretion, request the appellant to execute a release in favor of the appellate decision maker or his or her respective designees as to any records, including relevant medical records where a medical condition has been placed in issue that the appellate decision maker deems relevant to his or her review. Failure of the appellant to execute such a release may, in the sole discretion of the appellate decision maker, operate as a waiver of the appellant’s right to an appeal to the appellate decision maker. Any appellate decision maker may uphold, overturn, or modify any determination or recommendation presented to him or her or remand to the individual or body issuing such determination or recommendation.

c) Impose of Sanctions: The university takes violations of its policies, rules, regulations, codes, and standards seriously and will apply appropriate sanctions against students found responsible for violations thereof. Students should be aware that, if they are responsible for an incident that involves multiple violations, or if they have committed previous violations, the overall and cumulative nature of the violations will be considered when sanctions are levied. In addition, depending upon the nature and severity of the offense(s) committed, sanctions as severe as suspension, dismissal, or expulsion from the university may be imposed even in the case of a first offense.

4. UNIVERSITY ADMINISTRATION OF CODE OF CONDUCT VIOLATIONS

All students should be aware of the following university policies with respect to the administration of Code of Conduct violations:

a) Cumulative Record of Violation: A student’s record of violations of the policies, codes, expectations, standards, and rules of the university is cumulative over the course of his or her enrollment at the university.

b) Off-Campus and Online Incidents: This code applies to behaviors that take place on campus and at university-sponsored events and may also apply to off-campus behaviors and online actions when the associate provost and dean of students determines that that the off-campus or online conduct affects a substantial university interest. A substantial university interest is defined to include:

1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in any municipality where the university is located. With respect to criminal charges brought against students, bail money will not be posted by the university.

2) Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others.

3) Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace or causes social disorder.

4) Any situation that is detrimental to the educational interests of the university.

c) Notification Policy: Whenever, in the sole discretion of the university, the health, safety, or welfare of a student is jeopardized or threatened, the university may inform the student’s parents, guardians, and emergency contact designees regarding the circumstances that have placed or may place that student in jeopardy. In addition, the university may, if permitted by applicable law, contact the parents, guardians, or emergency contact designees of any student who, in the sole discretion of the university, may be responsible for or otherwise involved in a situation that has placed or may place another individual at risk.

With respect to incidents involving alcohol, drugs, or controlled substance offenses, the Office of Student Affairs may inform parents, guardians, or any other emergency contact designee, especially when

1) A local, state, or federal law enforcement agency is involved.

2) Abusive, disruptive, or destructive behavior is involved.

3) A student is intoxicated to the extent that he or she is seriously incapacitated and is at high risk to himself or herself, or to another person’s health, safety, or welfare.

When a student is apprehended on criminal charges and Campus Safety is notified of the arrest, a representative of Campus Safety will notify the associate provost and dean of students. When deemed appropriate by the university, the university will attempt to contact the student’s parents, guardians, or emergency contact designees.

d) External Proceedings: In the event that any proceedings are instituted with any federal, state, or local court, tribunal, or administrative agency, the university reserves the right at its sole discretion to proceed with, continue, suspend, or terminate any internal university investigation, proceeding, or adjudication relating to the issues, facts, or circumstances pending before any such court or agency. In the event a student is suspended in accordance with the interim suspension provisions and the university defers proceedings, the interim suspension may continue in place pending the outcome of the civil claims and/or criminal charges and the university’s subsequent proceedings.

Students who plead guilty, plead nolo contendere, or who are found guilty of violating federal, state, or local laws are in violation of the Code of Conduct, and the university may impose sanctions without additional hearing. Students retain the right to appeal only the sanctions consistent with this code.
3. WHAT DO I DO IF I THINK A HATE CRIME OR BIAS INCIDENT HAS OCCURRED?

a) Do not confront the person you think committed the act.

b) Call Campus Safety immediately at 610-499-4200, or the police at 911 if there is an immediate safety concern or if you think a crime has been committed.

c) Do not disturb a crime scene or remove/destroy evidence such as graffiti. Campus Safety officers or the police may need to gather evidence.

d) Tell someone you trust—for example, a professor, a staff member, or a resident assistant. Ask that person to help you file a report under the Student Code of Conduct or the university’s Discrimination and Harassment Codes. Here are some university offices that can assist you:
   - Campus Safety, 610-499-4200
   - Student Affairs, Main Campus, 610-499-4385; Delaware Campus, 302-477-2174; Harrisburg Campus, 717-541-3952
   - Graduate Programs, 610-499-4351
   - Continuing Studies, 610-499-4335
   - Community Engagement and Diversity Initiatives, 610-499-4549
   - Undergraduate Academic Affairs, 610-499-4110
   - Counseling Center, 610-499-1261
   - Residence Life, 610-499-4390
   - Multicultural Student Affairs, 610-499-4488
   - International Student Services, 610-499-4498
   - Student Conduct, 610-499-4391

Any of these listed offices can serve as your initial point of contact. They will then work with you to address or resolve the matter. Your personal wishes, as well as community safety issues, will be considered in determining how to proceed.

4. WHAT IS THE PROCESS OF REPORTING AN ON-CAMPUS INCIDENT?

a) You should begin by telling your professor, adviser, dean, associate provost, resident assistant, the assistant dean of residence life, the dean of students, a counselor, or some other Widener professional what has happened. After speaking with you, that person informs his/her supervisor that a hate crime or bias incident has occurred.

b) A Widener professional will support you with an initial telephone call to the Office of Campus Safety, whose officers will be dispatched to the scene to talk with you, gather evidence, and begin an investigation.

c) The officers may ask you to provide any item of evidence, if such exists, like a message board or note.

d) A professional staff member will meet with you to learn the specifics of the incident and gain a better understanding of your personal feelings, reactions, and wishes. At your request, a university staff member from the Counseling Center, Student Affairs, and/or other relevant university area will be contacted to provide additional assistance.

e) After gathering all pertinent information from you, the professional will complete a written report that will be shared with Campus Safety.

f) Taking into account your personal feelings, reactions, and wishes, the professional may implement or recommend that others implement activities responding to the incident. These activities may include a letter or a similar communication to the community addressing the situation, a floor or hall meeting, educational programming, and student conduct proceedings.

5. WHAT IS DONE TO HELP THE VICTIM OF A HATE CRIME OR BIAS INCIDENT?

The university provides support, including counseling if necessary, and help in coping with problems that result from incidents of hate crimes or bias incidents.

6. WHAT HAPPENS IF SOMEONE IS FOUND GUILTY OF COMMITTING A BIAS INCIDENT?

Alleged perpetrators involved in the incident will be adjudicated according to the university’s Student Code of Conduct or the Discrimination and Harassment Codes. A student found guilty of committing such an act could receive a penalty ranging from a disciplinary warning to expulsion from the university.
7. WHAT HAPPENS IF SOMEONE IS FOUND GUILTY OF COMMITTING A HATE CRIME?
Alleged perpetrators involved in the incident will be adjudicated according to the university’s Student Code of Conduct or the Discrimination and Harassment Codes. A student found guilty of committing such an act could receive a penalty ranging from a disciplinary warning to expulsion from the university. Alleged perpetrators may also be subject to state civil and criminal penalties. Moreover, many states as well as the federal government have special statutes allowing any crime motivated by hate toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of an individual or group to carry criminal charges in addition to those of the original crime. Consequently, the person found guilty of a hate crime may also face criminal penalties that may include fines and even jail.

8. WHAT CAN I DO TO HELP PREVENT THESE KINDS OF THINGS FROM HAPPENING?
All students are encouraged to access the resources offered by the Multicultural Student Affairs (MSA) office. Through this office, students can learn about opportunities to join or support student groups whose members work to educate, dispel myths, and sensitize the university community to the value of our differences. The MSA office promotes and coordinates a range of diversity activities and programs at Widener. We encourage all student, staff, and faculty groups to invite MSA staff to talk about the values of diversity on our campus. Working together, all members of the Widener community can help to create a more inclusive, welcoming, and comfortable campus for everyone.

L. PHOTOGRAPHY & VIDEOTAPE POLICY
Widener University reserves the right to photograph and videotape students, faculty, staff, guests, and visitors while on university property and during university-sponsored functions off campus. These images, video, and audio may be used on the Widener website and associated sites such as Flickr and Facebook, and for promotional purposes, including use in the university magazines, newsletters, press releases, booklets, brochures, and other publications.

SAFETY & SECURITY

EMERGENCY PROCEDURES

COMMUTER STUDENT EMERGENCY NOTIFICATION POLICY
If a commuting student has a family emergency and needs to be reached while on campus, the Office of Campus Safety should be called at 610-499-4200. Campus Safety will make every effort to locate the student using the most appropriate means. It is strongly recommended that commuting students provide their families with a copy of their schedule to save time if such an emergency should occur.

EMERGENCY WEATHER CLOSING AND CANCELLATION OF CLASSES
The policy for closing the university in an emergency starts with the understanding that all essential areas of the university will be adequately staffed, even if classes are canceled and even if the university is "closed." The president will make the decision to cancel day and weekend classes by 6:30 a.m. The decision to cancel evening classes will be made by 2:30 p.m. Students, faculty, and staff are ultimately responsible for their own safety and decisions about travel to campus.

The most expedient way to receive notification that the university's hours of operation are affected is through e2 Campus, CampusAlert system. This alert system notifies users directly via text message and e-mail. Widener strongly encourages all Widener students, faculty, and staff to register for this emergency notification system. To do so, log in to your CampusCruiser account and go to “Announcements.” Select “Campus Alert Emergency Notification,” or call Campus Safety at 610-499-4200.

Students may also check these information sources to find out whether a campus is closed or classes are cancelled:
- www.widener.edu (all campuses)
- www.law.widener.edu (Delaware and Harrisburg Campuses)
- CampusCruiser, Campus section: Widener University Alerts
- Widener University Information Lines:
  - Main (Chester) Campus, 610-499-4600 or 610-499-4000
  - Delaware Campus, 302-477-2149
  - Harrisburg Campus, 717-541-1939
  - Exton Campus, 484-713-0088

FIRE ALARMS AND EMERGENCY PROCEDURES
Although most of our buildings are modern fire-resistant structures, they contain things that will burn—rugs, drapes, furniture, and floor tiles—along with things that will not only burn but may generate toxic fumes. Compounding this situation is the periodic heavy traffic of buildings. A fire in this situation could result in panic, unless each of us knows what to do and how to do it. For this reason, unannounced drills are held throughout the year. Those who fail to cooperate during a drill or alarm will be subject to campus discipline.

Before a fire:
- Learn the location of all fire alarm stations in your area and how to activate them.
- Learn the location of the portable fire extinguishers and how to use them.
- Learn the locations of all exits and ways to use them.

On discovering a fire:
- Sound the alarm immediately.
- Call the Office of Campus Safety at 610-499-4200.
- If possible, shut all doors and windows in the immediate vicinity of the fire, shut off all equipment and utilities.
- Evacuate the building immediately. Once outside the building, follow directions of university officials to move to a safe staging area.

On hearing the fire alarm sound:
- Close all windows and doors in your area.
- Evacuate the building immediately.
- Do not use elevators: They may stop if power fails, causing occupants to become trapped.
- Walk (don’t run) at a safe speed and use the nearest accessible exit.
- Do not re-enter the building until an official “all clear” has been given by a Campus Safety representative.

Fire alarms, fire hoses, and fire extinguishers are emergency safety devices and must not be used for other purposes. Tampering with such equipment is a violation of university and state regulations. Those found guilty are subject to sanctions, including expulsion from the university, as well as adjudication in courts of law.
The fire safety system is vital to the life and safety of each member of the university. By setting false fire alarms, individuals jeopardize the safety of all. Because the life of each member of the community could depend on the appropriate response to the alarm bells, it is the responsibility of all to see to it that the system is effective.

OTHER FIRE SAFETY REGULATIONS
- Smoking is prohibited at Widener University, both indoors and outdoors.
- No open fires are permitted anywhere on campus at any time.
- Lighted candles and burning incense are strictly prohibited.
- The individual use of a hibachi, grill, or any other open cooking equipment is prohibited. Permits may be issued on a special request basis by the Office of Residence Life for campus programming. However, at no time are gas or propane grills permitted on university property.
- Coffee pots, corn poppers, and other cooking devices with self-contained, thermostatically controlled heating elements must be used with extreme care. Immersion coils, hot plates, appliances with open coils or burners, George Forman grills, and any nonthermostatically controlled appliances are not permitted and will be subject to confiscation. Only equipment that has been tested to be safe (UL or Factory of Mutual Approval) and is in good repair should be used.
- Restrictions on seasonal decorations:
  - No one is permitted to have a live decorative tree in his or her room, office, or lounge area.
  - Artificial trees are permitted, but decorative lights of any sort are prohibited.
  - Christmas lights and decorative hanging lights are not permitted around the walls or doors.
  - Decorations are permitted on the outside of doors and around windows, but please keep them to a minimum.
  - No decorations are permitted to hang from the ceiling.

MEDICAL EMERGENCY
When a medical emergency occurs, call the Office of Campus Safety at 610-499-4200, or Campus Safety extension 4200. Be prepared with the following information: name of the injured or ill individual, description of the emergency, and location of the individual. Based upon the information received, instructions will be given by trained individuals in Campus Safety for the course of action to be taken. If necessary, Campus Safety Officers will see that the patient is appropriately transported to a medical facility for treatment.

PERSONAL INJURY
The university takes reasonable precautions with regard to the physical safety of students and personnel, especially when students are engaged in athletic, laboratory, or shop activities; however, the university disclaims liability for injuries that may be incurred. If a medical emergency necessitates that a student receives treatment from a hospital or healthcare provider in the area, all charges for such treatment are the responsibility of the student.

CAMPUS SAFETY
CAMPUS SECURITY AND FIRE SAFETY REPORTS
Widener is committed to the safety and security of all members of the Widener University community. The university’s annual Campus Safety and Fire Safety Reports are on the Widener website and contain information on campus security and personal safety, including crime prevention, university law enforcement authority, crime reporting policies, disciplinary procedures, and other campus security matters. The Campus Safety Reports contain statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings and property owned and controlled by the university, and on public property within or immediately adjacent to and accessible from campus.

The Fire Safety Report contains information on fire safety systems in on-campus student housing facilities, the number of fire drills held during the previous year, the university’s policies on portable electrical appliances, smoking, and open flames in student housing facilities, the university’s procedures for student housing evacuation in the case of a fire, policies regarding fire safety education and training programs provided to students and employees, a listing of persons or organizations to which fires should be reported, and plans for future improvements in fire safety. It also contains statistics for the three most recent calendar years concerning the number of fires and cause of each fire in each on-campus student housing facility, the number of persons who received fire-related injuries that resulted in treatment at a medical facility, the number of deaths related to a fire, and the value of property damage caused by a fire.

The annual Campus Safety and Fire Safety Reports are available online:
Main and Exton Campuses:  www.widener.edu/campussafety
Delaware Campus: delawarelaw.widener.edu and click on Current Students then Campus Safety.
Harrisburg Campus: commonwealthlaw.widener.edu and click on Current Students then Campus Safety.
If you would like a printed copy of these reports, contact the Campus Safety Office at 610-499-4203 to have a copy mailed to you. The information in these reports is required by law and is provided by the Campus Safety Office.

LOCKS AND LOCK MECHANISMS
No student or member of the Widener University community may duplicate or transfer keys to rooms, outer doors, or any university property. No additional lock mechanism may be installed by anyone other than the University Locksmith Shop.

SHUTTLE AND ESCORT SERVICE
In the spring and fall semesters, the university provides campus shuttle service to key locations on campus during evening hours. The Office of Campus Safety also offers a campus escort service for individual protection and a transport service to nearby medical facilities for emergencies.

THEFT
The university is not responsible for personal property that is lost, stolen, or damaged. It is advisable to protect belongings with insurance through family homeowner’s policy or a student services insurance company (flyers are in the Office of Residence Life).

If a theft (or suspicion of one) should occur, report it immediately to Campus Safety, and to a resident assistant if applicable. Reporting the loss to the university is necessary for making a claim for the lost article with an insurance company.

Persons found guilty of taking another person’s property or money will be subject to the strongest sanctions possible, not excluding suspension from the university or appearance before a court magistrate under action brought by the victims.
PROTECTING YOURSELF

WALKING AROUND CAMPUS
When walking around campus, be sure to tell someone where you are going. If it is after dark, it is suggested that you walk with someone. For your safety, a Campus Safety escort service is available by dialing 610-499-4200. Shuttle service to key campus locations is also available.

DO NOT ALLOW UNAUTHORIZED ENTRY
Campus buildings are for the use of university members only. When entering or leaving buildings, be sure the door closes behind you. Never prop open doors, thereby inviting unauthorized personnel into buildings. Never let unauthorized people into campus buildings. Report any suspicious persons to Campus Safety.

PARKING
When walking to parking lots, have keys ready before getting to your car. Park in well-lighted areas if returning to your car after dark. Using the “buddy system” is encouraged.

LOCK WINDOWS AND DOORS
Resident students should take care to keep all windows and doors locked.
- Leaving the door open for even a minute is an invitation to theft or attack.
- Always lock your abode, whether it is vacant or occupied.
- Find out who is knocking before opening the door.
- Never leave doors propped open.
- Keep your keys safe.
  - Do not lend your keys to anyone.
  - Do not leave keys lying around in the open.
  - Never let anyone use a key that has been entrusted to you.
  - If your key is lost or stolen, report it immediately and have your lock replaced.

Undergraduate Students: See also the Residence Life: Program Policies, Procedures, and Regulations section in Appendix A.

ALPHABETICAL LISTING OF SERVICES AND INFORMATION

ACADEMIC SUPPORT
The Office of Academic Support Services is comprised of a number of programs that are designed to help Widener University students maximize their academic success. The academic support programs and services provided by Widener include academic coaching for assistance with study skills and time management, academic tutoring, early assessment, freshman seminars to assist students in adjusting to college, and more. These services are described in detail on the Academic Support Services website: www.widener.edu/academics/support

BANKING
The university offers full service banking with TD Bank. TD Bank is conveniently located at 1410 Providence Ave, Chester PA, across the street from Lipka Hall. An automated teller machine (ATM) is located in the lobby of Old Main near Campus Safety. For hours and information, please call TD Bank at 610-499-3660.

BOOKSTORE
The University Bookstore (operated by Follett Higher Education Group) is located in University Center. The store carries a variety of merchandise, including greeting cards, books, souvenirs, clothing, calculators, lab coats, school supplies, novelties, and specialty items (e.g., graduation announcements and frames). The Bookstore offers a large selection of used textbooks, and it will buy back current editions of used textbooks if there is a market for them. Visit the Bookstore website for hours, products offered, services, and refund information: www.neebo.com/widener

CAMPUS1CARD
Widener University’s Campus1Card is the official university card. It is used as an I.D. card, library card, meal plan card, residence hall access card, academic building access card, and a flexible spending debit card. All Campus1Cards are the property of Widener University. Widener students and employees must carry the card at all times and return the card to the university upon request. Widener supplies the first Campus1Card to every student. The Campus1Card is expected to last the length of a student’s time at Widener. If a card is lost or stolen, the student will pay a fee to replace it. For complete information about the Campus1Card, including care of the card, please go to: www.widener.edu/campus1cardoffice

CAREER SERVICES
Career success relies on more than earning a degree. Students need to know what jobs are available, where they are, what it takes to compete, and how to make all this information work for them. The staff of Widener’s Career Services helps students navigate the world of career preparation and search. Career success starts in the freshman year. Visit our office early and often to:
- explore available careers in a major.
- understand what is required to enter a preferred field.
- develop a network and learn how to parlay it into opportunities.
- gain valuable experience through co-ops and internships.
- create powerful cover letters, résumés, personal statements, as well as LinkedIn profiles and other social media branding.
- practice effective interviewing skills.
- research and apply to graduate schools.
- practice professional etiquette.

To learn more about Career Services and co-op/internship opportunities, contact us at 610-499-4176 or visit the Career Services website: www.widener.edu/careers

CIVIC ENGAGEMENT
Widener University promotes civic engagement efforts for all of its students, faculty, and staff to identify and address community issues, to be actively engaged citizens, and to practice democratic leadership to contribute to the vitality and well-being of the metropolitan region. The university connects students with civic engagement opportunities through direct volunteer service, service-learning, capacity-building, economic development, political engagement, and advocacy.

The Office of Civic Engagement fosters co-curricular opportunities to educate, empower, and equip Widener students to become personally and socially responsible leaders. The office strives to do this by continually building collaborative campus and community partnerships and support ongoing efforts to further the university’s civic mission. These opportunities include scholarship-based programs, such as the Presidential Service
Corps/Bonner Leader program and the Pride Service Site Leaders program, as well as Freshman Day of Service, the Leadership and Civic Engagement Living Learning Community, and ongoing civic and leadership development events.

Events include a 5-day pre-orientation leadership institute, weekend retreats, issues-awareness speakers, political engagement initiatives, campus-wide service projects, and coordination of transportation and promotion of volunteer opportunities throughout Chester.

The Office of Civic Engagement always welcomes new partnerships and collaborations with students, faculty, staff, and community partners to cultivate transformational leaders who promote positive change in our local and global communities. To learn more about how you can integrate civic engagement as part of your educational experience, visit the civic engagement website: www.widener.edu/serve

COMPUTING AND INFORMATION TECHNOLOGY

Widener University’s computing resources are managed by the Office of Information Technology Services (ITS), which is located on the second floor of Academic Center North (ACN) and has satellite offices on the Wilmington and Harrisburg campuses. For information about ITS, including hours, services, student discounts, employment opportunities, and more, visit: www.widener.edu/ITS

ITS also provides CampusCruiser as the web-based information portal for the university. Widener University provides each student with an e-mail account and other services on CampusCruiser. All “official” university correspondence will be sent to students’ CampusCruiser e-mail accounts. CampusCruiser enables the university community to access e-mail, personal and group calendars, class schedules, and campus events. CampusCruiser also allows users to register for classes and review personal academic information such as GPA, financial status, course information and materials, and more.

In addition, ITS provides central computing resources, including Internet access via wired and wireless connections, numerous lab-based academic-specific software applications, residential computing connections, and technical support. ITS maintains general-purpose labs on all campuses, with two on the Chester campus and one each on the Wilmington and Harrisburg campuses. Students are issued a network login and password to access the computers in the general labs. ITS also maintains computer classrooms throughout the university and provides support for classrooms equipped with multimedia equipment.

Student Employment: ITS is a major student employer for both work study and non–work study positions. ITS currently employs more than 30 lab attendants/consultants for work in the university’s general computing labs, as well as other staffing positions.

Student Technical Support: The university is dedicated to providing both commuter and residential students with technical support through the Student Computing Support Center. Students are hired and trained extensively by the ITS department to be the first line of support for students experiencing technical problems with their computers. This includes virus issues, spyware/adware, software incompatibility, and problems connecting to the university’s network. Walk-in support center is available to students throughout the week at the Student Computing Support Center, which is located in the ITS computer lab on the lower level of the University Center on the Chester Campus. For more information about the Student Computing Support Center visit the Student Computer ‘virtual’ office in CampusCruiser.

24/7/365: ITS is partnered with DSS Inc. to offer technical support to members of Widener University 24 hours a day, 7 days a week. This service provides students with multiple options to find solutions to a problem, and students can also search the knowledge base for easy-to-find answers to commonly asked questions. Students can submit a request by clicking on the ‘Submit a HelpDesk Ticket’ button in the Student Computing Office in CampusCruiser. Students can also talk to a DSS support specialist by calling the student support number at 610-499-1202. ITS monitors all calls received by DSS, and if DSS is unable to resolve the problem over the phone, the call will be escalated to ITS staff on campus. If needed, an ITS professional from the campus helpdesk may call to set up an office or dorm visit to resolve the issue during normal business hours. Visit the Student Computing Office in CampusCruiser for more information.

COUNSELING

Counseling is available at Widener’s Counseling Center. Help is provided for issues such as the transition to college, interpersonal problems, relationship issues, anxiety, depression, eating disorders, and addictions. A variety of outreach programs are provided. Psychiatric consultation and medication management services are available on a limited basis. Services are provided by licensed psychologists and psychology interns under the supervision of licensed psychologists. Visit the Counseling Center’s website for hours, a list of services, and more information: www.widener.edu/academics/support/counseling/

DAY CARE

Located at 1800 Walnut Street in Chester, Widener’s Child Development Center provides a day care, nursery school, and kindergarten program for children ages two years and nine months to five years. Open year-round, the center operates half-day and full-day sessions. The center is licensed by the Pennsylvania Department of Education and the Department of Human Services. The center received the highest four-star rating from the Commonwealth of Pennsylvania. For more information, call 610-499-1097 or visit the Child Development Center website: cdc.widener.edu

DINING ON CAMPUS

Widener offers several convenient dining choices on campus. For a listing of dining locations and hours on the Main Campus, as well as menus, meal plans, and other information, visit our dining website: www.widener.campusdish.com.

• The university’s dining hall, Pride Café, is located on the first floor of University Center and features chef-prepared meals, pizza made in a wood burning oven and fresh rotisserie meats. The Pride Café is students’ destination for great food and good times. The Pride Café offers an all-you-care-to-eat dining venue. Students can choose from a variety of freshly prepared, made-to-order options on a daily basis. The dining room offers a variety of seating options, including comfortable tables, booths, and banquettes. The Pride Café accepts the Campus1Card, the university’s Flex Dollars, cash, and credit and debit cards.
• Provisions On Demand (POD), located on the main floor of University Center, reinvents the campus store experience by blending the features of “corner store” quick convenience
with modern market style fare and service. POD offers a variety of fresh food and produce, delicious prepared meals, and everyday essentials that deliver quality, selection, and value. POD accepts flex dollars, cash, and debit and credit cards.

- Moe’s Southwestern Grill, new in Harris Hall, offers Southwestern staples from burritos to nachos in a lively environment. Flex dollars, cash, and credit accepted.
- Einstein Bros Bagels offers a wide variety of fresh baked bagels, breakfast sandwiches, hot and cold sandwiches, salads, homemade desserts, and gourmet coffee. Flex dollars, cash, and credit accepted.
- At the Burger Studio, students can create their own masterpiece, customizing a fresh, off-the-grill burger, chicken and beef cheese steaks, or chicken breast sandwich with more than 30 different toppings. Burger Studio is also located on the first floor of University Center and accepts Flex Dollars, cash, and debit and credit cards.
- If you are looking for a great cappuccino or espresso, Widener’s own WU Brew Café is the place to go. Along with its gourmet coffees, market fresh smoothies, lattes, and gourmet teas, WU Brew Café offers a delectable selection of gourmet sandwiches, salads, and pastries baked fresh daily. Flex dollars, cash, and credit accepted.
- WU Brew coffee supports Widener student service projects that help produce organic, sustainable coffee grown in Las Lajas, Costa Rica. Widener students and faculty work closely with rural Costa Rican farmers to ensure that coffee is grown organically under the canopy of shade trees, preserving and restoring natural habitats.
- Kirkbride Express is located on the 2nd floor of Kirkbride Hall and features fresh pre-made sandwiches, salads, and yogurt parfaits, as well as coffee, tea, and other refreshments. Flex dollars, cash, and credit and debit cards are accepted.
- POD Express, located on the first floor of Freedom Hall, offers an automated coffee machine 24 hours a day, grab n’ go salads and sandwiches, and cold beverages. Flex Dollars, cash, and debit and credit cards are accepted.
- Widener Catering, located in University Center, provides delicious catering for events, as well as treats to surprise someone with a little something special. Check out their menus at www.widenercatertrax.com.

In addition, the J. Willard and Alice S. Marriott Dining Room is managed by the Center for Hospitality Management and is located in Academic Center North. During the fall and spring semesters, hospitality management students offer nutritious, fun-themed lunches on Tuesdays and dinners on Wednesdays. Dinners require a reservation. Visit the Hospitality Management website for a schedule and menus: www.widener.edu/academics/schools/hospitality/marriott.aspx.

GENERAL DINING SERVICES POLICIES

- The Campus1Card is not transferable and may never be loaned to anyone.
- A valid student Campus1Card must be presented to the staff member at the dining room door. If no Campus1Card is produced, the cash meal rate will be charged.
- The Campus1Card is to be presented upon request to the checker, Widener dining managers, Campus Safety, or university administrators.
- If you lose or misplace your Campus1Card or meal ticket, you must see the person on duty in the Enrollment Services Center to secure a temporary meal card.
- Widener dining services encourages you to provide suggestions or concerns with any given meal immediately to a Widener dining staff member, supervisor, or manager. Guests can provide feedback regarding the dining services to our online response team at www.yourdiningvoice.com. We encourage students to provide timely feedback, both positive and negative, as well as have group meetings to collaborate on programming and offerings throughout the semester via our Student Government sponsored “Eat and Greet Meetings.”

GENERAL DINING ROOM REGULATIONS

Appropriate disciplinary proceedings will be instituted against any student believed to be violating any Widener dining regulations, as follows:

- Your Campus 1 Card is your personal access to the dining program. The card cannot be transferred to anyone for admittance into the dining hall or for purchasing meals in retail locations.
- All food must be consumed in the dining hall. No food is permitted to leave the dining hall.
- No china, cutlery, glasses, cups, or any other university property may be removed from dining areas.
- All guests in the dining area are expected to cooperate fully with Widener dining staff and security.
- Please be mindful of others that will be dining in the area after you are finished. Busing your own dishes and utensils to the tray return is required.
- Shirts, shoes, and pants are required in all dining facilities.
- Pets are not allowed at any of our dining operations (except service animals).
- Proper behavior is expected of all guests in our dining locations. This includes no throwing of food, shouting, fighting, and disturbing of other guests.
- Alcoholic beverages are not permitted in dining locations.
- Athletic equipment, cleats, fraternity and sorority signage, or tools are not allowed in dining areas.
- No containers are to be brought into or out of the dining room for the purpose of removing food or beverages.
- Anyone confined to Student Health Services or to a residential hall at the direction of the physician or on-duty nurse will be allowed specified food items. Student Health Services will authorize food service in writing to supply food items.
- Appropriate disciplinary proceedings will be instituted against any student believed to be violating any Widener dining regulations.

DINING AT WIDENER’S OTHER CAMPUSES

- Delaware Campus: delawarelaw.widener.edu/about/visit-us/
- Harrisburg Campus: commonwealthlaw.widener.edu/
- Exton Campus: While there are no dining services at the Exton Campus facility, there is a lunchroom onsite and there are numerous restaurants and dining options nearby.

DISABILITIES SERVICES

Disabilities Services is a comprehensive support service for students who have documented disabilities. Disabilities Services serves as an advocate for disabled students on campus. Any student has the right to request reasonable accommodation of a disability. A student seeking accommodations needs to submit appropriate documentation of the disability to Disabilities Services. If the student has any questions or concerns about the response to a request, the student is encouraged to meet with the
director to discuss those concerns. If the student and director are unable to reach a satisfactory resolution, the student can put his or her grievance in writing to the provost. Students are advised to review the university policy for addressing issues of students and employees with disabilities. Visit the Disabilities Services website for hours and more information: www.widener.edu/academics/support/disabilities

DIVERSITY INITIATIVES
Widener strives to develop a university community whose diversity enriches the lives of all members and where our students are prepared for living in a pluralistic and ever-changing world. Widener is committed to an ambitious and robust diversity agenda. Visit the website for more information: www.widener.edu/campus_life/resources/multicultural/default.aspx

ENROLLMENT SERVICES
The Enrollment Services Center assists students with applying for and managing financial aid, billing, course registration, and the Campus1Card. The center is located in Lipka Hall and houses Student Financial Services, the Bursar, the Registrar, and Campus1Card. Students who withdraw or graduate from the university must clear through Enrollment Services. For hours of operation, a full listing of services, and more information, visit these Enrollment Services websites:
- www.widener.edu/BursarOffice (Business Office)
- www.widener.edu/Campus1CardOffice (Campus1Card)
- www.widener.edu/FinancialAidOffice (Financial Aid)
- www.widener.edu/RegistrarOffice (Registrar)

FACSIMILE (FAX) SERVICE
Facsimile (fax) service is available through The Bookstore in University Center. There is no charge to receive a fax. For sending faxes, different rates apply based on the location to which the fax is being sent. The fax number is 610-876-3850.

FEES AND PAYMENT
For a comprehensive rate and payment guide at Widener, including tuition, room, board, activities, and more, visit the Bursar’s webpage: www.widener.edu/BursarOffice.

FINANCIAL INFORMATION
Widener recognizes that financing a college education can be a fundamental concern for students. Through a variety of financial aid programs, the university attempts to assist students who are unable to meet the full cost of attendance on their own. The Student Financial Services Office helps students explore options and plan for the investment in their college education. The Student Financial Services staff are available daily to discuss financial aid planning. For comprehensive information on financing your education and applying for financial aid, visit: www.widener.edu/FinancialAidOffice.

HEALTH AND MEDICAL SERVICES
Student Health Services (located in Metropolitan Hall) is staffed by certified nurse practitioners, a physician, and registered nurses. Appointments are required except for urgent care circumstances.

Widener uses Crozer-Chester Medical System for acute emergency referrals. Emergency hospital services and referral visits must be applied to the student’s or parents’ health insurance plan. The university is not financially responsible for this type of extended care.

For more information, including hours of operation, services offered, a directory, and downloadable forms, visit the Student Health Service’s website: www.widener.edu/campus_life/wellness/health/default.aspx.

STUDENT HEALTH SERVICES CHARGES
There is no charge to students for basic medical services provided by Student Health Services personnel. There are charges for prescription medications, laboratory tests, or procedures requiring unique medical supplies. These charges can be billed directly to the student’s school account, paid for by check, cash, or applied to the Campus1Card. Student Health Services does not directly bill third-party insurance companies but upon request will provide required documentation for students, parents, or guardians to submit charges for reimbursement.

MEDICAL INSURANCE
All students are required to possess personal medical insurance. At the beginning of each academic year, students are required to complete the online waiver/enrollment process through WebAdvisor on CampusCruiser. Information concerning student health insurance can be obtained at Student Health Services or at www.widener.edu/campus_life/wellness/health/health_insurance.aspx.

All full-time undergraduate students are annually pre-billed for medical insurance. Upon completion of the waiver process, the insurance fee will be credited on the student’s bursar account. If a student chooses the university insurance plan, the enrollment process must be completed and charges will remain intact.

International (undergraduate and graduate) students on non-immigrant visas must be covered by the Widener University undergraduate student health insurance policy. SACM and Fulbright students will not be enrolled in the university medical insurance because of the coverage provided by their sponsor. However, these students will be required to show proof of their health insurance coverage.

Students participating in intercollegiate athletics or club sports are additionally required to enroll in the university supplemental “excess athletic injury” plan. It is important to understand that a student-athlete’s personal health insurance is used as the primary insurance for all athletic injuries. The excess policy covers only bills (deductibles and fees not paid by primary insurance within usual and customary fees) related to injuries sustained during sanctioned athletic-related events that occur as a result of an accident and/or while traveling to and from a sanctioned athletic event. Student athlete accounts will be charged once they practice with their team, whether or not they complete the season.

ID CARD
See Campus1Card on page 22.

INTERNATIONAL STUDENT SERVICES
The Office of International Student Services (ISS) provides immigration services to international students, assists international students with acclimation to life in the United States, and offers the opportunity for domestic and international students to interact through an extensive calendar of programs. ISS strives to prepare all students for success in a diverse and global society. For more information, visit the ISS website at: www.widener.edu/iss.
LIBRARY SERVICES
For detailed information about the Wolfgram Memorial Library and the Legal Information Centers, including services offered and hours of operation, visit Widener’s library resource website: www.widener.edu/wolfgram.

WOLFGRAM MEMORIAL LIBRARY
The Wolfgram Memorial Library on the Chester Campus offers students traditional library support and modern library technology. All Widener students are eligible to use its resources.

Instruction in the use of the library is available to all new students as part of their English classes. Seminars in advanced library research skills can also be arranged through reference librarians for upperclassmen, graduate students, and transfer students.

Generous borrowing privileges for books and copying equipment for periodicals and microform material provide convenient access to resources. A rotating collection of current best sellers is available. Interlibrary loan and document delivery services make it possible to borrow materials from other libraries. The Campus Card is required to enter the building and for borrowing materials through the library’s automated circulation system.

The fully integrated online catalog, WebPAC, provides access to library holdings on all three campuses from any computer on the campus network. Remote access to all libraries is available through the Internet.

There are rooms for group study, individual carrels, copying machines, microform readers, and printers for in-house use.

Part-time job opportunities in the library are available for students, including those eligible for work-study.

SCHOOL OF LAW LIBRARY
LEGAL INFORMATION CENTERS
The Widener School of Law Library Legal Information Centers on the Delaware and Harrisburg Campuses provide a variety of legal resources. In fact, the Legal Information Center on the Delaware Campus is the major law library in Delaware and is widely recognized as one of the major law libraries in the region.

LOST AND FOUND
All property found on campus should be taken to Campus Safety within 48 hours of when it was found. Campus Safety will serve as the custodian of all found property. If an individual finds an object in public areas, it is his or her responsibility to take it to the Campus Safety Office. Items left in common areas such as the library and dining hall will be taken to Campus Safety by the staff workers in these areas. All staff workers will be directed to take found items to Campus Safety no later than the end of their shift. Athletic clothing and other athletic-related items found at the Schwartz Center will be handled by the equipment room at Schwartz Center.

Please use discretion in dealing with lost property. For example, a textbook that contains owner identification found in a classroom, should, if possible, be given to the student rather than transferring it to Campus Safety.

Campus Safety will store and catalog all found items. It will maintain a database of all these items and provide the documentation necessary to ensure that these items are returned to the appropriate owners or finders. Upon receipt of an object, Campus Safety will attempt to identify and contact the owner. If the owner cannot be identified, Campus Safety will proceed as follows:

- Give the finder a receipt for the found object. The receipt will contain the ID number of the finder, a description of the object, and where and when the object was found.
- Enter the item in a database.

Procedure for claiming lost items:
- Try to locate lost items in the Campus Safety Office as soon as possible. Any such inquiry will be logged by Campus Safety.
- Prior to being shown any item, the claimer must describe the item and indicate the approximate time and place where the item was lost.
- The claimer will sign a form confirming that the item claimed is their property.

Procedure for the disposal of found property not claimed:
- Campus Safety will hold the found property for 30 days. During that time, owners of the lost property will be able to claim the items they lost.
- After 30 days, Campus Safety will attempt to contact the finder and offer her or him the items found. However, the director of the Campus Safety Department may, at his discretion, recommend that an item be retained for a period of longer than 30 days before it is offered to the finder.
- If the finder does not claim the property within 10 days after notification, the director of the Campus Safety Department will appropriately dispose of the property.

MATH TUTORING
The Math Center provides individual tutoring in mathematics for all Widener students. The Math Center operates on a drop-in basis. Visit the Math Center website for hours and more information: www.widener.edu/mathcenter

MULTICULTURAL ENRICHMENT
The Office of Multicultural Student Affairs (MSA) actively promotes programs and activities that support Widener University’s commitment to diversity. The MSA Office develops, facilitates, and supports a variety of cultural, educational, interfaith, mentoring, and social programs that assist in the recruitment, orientation, retention, and graduation of multicultural and international students. The operations of the MSA Office are structured to encourage cultural understanding and an accepting and inclusive community for all students, faculty, and staff. To learn more about MSA programs and activities, visit the MSA website: www.widener.edu/campus_life/resources/multicultural/default.aspx

MUSIC
Widener students may choose to participate in groups offering a wide range of music experiences, from baroque to modern jazz. For information about Widener’s music programs and activities, visit the Music Department’s website: www.widener.edu/music

The Widener University Wind Ensemble
The Wind Ensemble performs contemporary and traditional band literature.

The Widener University Jazz Ensemble
The Jazz Ensemble has limited membership and meets for the purpose of studying the concepts and performing the literature characteristic of the jazz orchestra.
The Widener University Chamber Ensemble
The Chamber Ensemble is open to students at all levels and emphasizes small ensemble playing. Groups meet weekly; placement and repertoire are based on instrumentation and ability. Performance opportunities include both traditional recitals and less formal settings.

The Widener University Chorale
All members of the Widener community are welcome to join the university’s official choral ensemble.

The Widener University Gospel Choir
All members of the Widener community are welcome to join the university’s gospel choir.

Small Ensembles
Brass, Woodwind, and Percussion Ensembles are formed to meet the specific needs characteristic to those instrumental groups.

The Widener University Pep Band
The Pep Band brings lively performances to Widener’s athletic events, creating an energetic atmosphere for football and basketball games.

PARKING
GENERAL RULES AND REGULATIONS
Widener University students and employees must register with the Enrollment Services Center all motor vehicles owned or operated by them in conjunction with their college attendance or employment. Widener University parking regulations apply to all motor vehicles parked or driven at any time on the university campus.

All parking lots, parking areas, and parking spaces are clearly marked with signs or other markings. A motor vehicle may not be parked in any area from which it is restricted by signs, other traffic control devices, markings, or by specific action of Campus Safety or other departments. Widener University is not responsible for any damage or thefts to vehicles parked on its property.

Motor vehicles may not be parked in areas not specifically designated as valid parking zones. No motor vehicle may be parked at any time on a sidewalk or crosswalk; on the grass; in front of a driveway, doorway, or steps; within an intersection; on the roadway side of any vehicle that has stopped or parked at the side of a roadway; in any service driveway or associated turnaround; or in any residence hall. Handicap parking is strictly enforced.

No vehicle may interfere with the use of a fire hydrant, fire lane, or other emergency zone; create any other hazard; or unreasonably interfere with the free and proper use of the roadway or parking area. No vehicle can be parked in streets blocking area residents from their parking.

All questions concerning the parking rules and regulations should be directed to the Office of Campus Safety, 610-499-4200.

REGISTRATION
A motor vehicle must be registered no later than five calendar days after the date on which it is first brought to the Widener Campus. Temporary parking permits must be obtained immediately through the Enrollment Services Center.

PARKING PERMITS AND FEES
All parking on campus is by permit only. Permits are required to park in all campus lots. Parking permits are available to all employees and to all students and visitors. They can be obtained online at www.widener.edu/ParkingStore or directly from the Enrollment Services Center at Lipka Hall; phone: 610-499-1018. Parking permits are not transferable and remain the property of Campus Safety, which may recall or revoke a permit for cause at any time. No refunds will be given in the year in which the permit is valid.

A parking permit does not guarantee the holder a reserved space; it guarantees only an opportunity to park within a specific area if there is space available.

A person with parking fines outstanding from current or previous years may not register a vehicle.

Eligible students should obtain their academic year parking permits when they register their motor vehicles with Enrollment Services. There are several types of parking permits available to students:
- All resident parking: $190 per academic year.
- Commuter parking: $150 per academic year.
- Parking for evening students: $70 per academic year.

Maps showing parking areas are available online at www.widener.edu/directions, at the Enrollment Services Center, and in the Office of Campus Safety in Old Main.

Students’ automobiles should not be parked on the campus unless they bear valid official campus parking stickers, and then they should be parked only in the areas approved by the university.

All vehicles on campus must be registered through Enrollment Services with Campus Safety. Violators are subject to fines, immobilization, and towing at owner’s expense.

PELIMININE FOR VIOLATIONS
A motor vehicle in violation of any of the Widener University parking regulations is subject to a parking summons and may be towed or immobilized at the expense of the owner.

Motor vehicles parked in a handicap parking lane without proper identification for such an occupant are subject to a fine and may be towed or immobilized at the owner’s expense.

PARKING VIOLATIONS AND FINES
Parking in a fire lane or handicapped spot is a $50 fine; all other violations are a $25 fine. Immobilization fees are a $25 fine plus all outstanding fines. Any damage to university property will result in a fine, payment of damage cost, and disciplinary action with possible suspension. Fines may be paid at the Enrollment Services Center, Monday through Friday, 9 a.m. to 5 p.m. Also, payment can be mailed to the Enrollment Services Center. For more information, call 610-499-4202. Any fine not paid or appealed within five days will be charged to the individual’s account.

APPEALS
If individuals feel they have grounds for an appeal, they should submit a copy of the citation and letter of appeal to the Office of Campus Safety.

TEMPORARY RESTRICTIONS
Widener University reserves the right to temporarily restrict and change the parking regulation as needs require. Such restrictions will be conspicuously posted on appropriate signs and traffic control devices and will, when practical, be publicly announced in advance.

PARKING HANGTAGS
Parking hangtags must be hung on the rearview mirror for a registration permit to be valid.

CAR COVERS
Covering a motor vehicle in any fashion that prevents immediate viewing of the registration plate(s) and university decal is prohibited. Violators are subject to a fine.
SCOFFLAWS
The accumulation of multiple parking violations indicates a disregard of the university’s regulations. Immobilization or towing may be used as an additional enforcement tool.

PMC MUSEUM
The PMC (Pennsylvania Military College) Museum, quartered in the Alumni Auditorium, was established in 1999 by PMC alumni to preserve the exceptional heritage of Widener’s predecessor schools—Pennsylvania Military Academy and Pennsylvania Military College. Until its Corps of Cadets was disbanded in 1972, PMC was known as the “West Point of the Keystone State” and was the second oldest private military college in the United States. Through an impressive array of memorabilia and artifacts, as well as electronic access to archival documents and photographs, this museum is a lasting monument to PMC’s proud history and its cadre of alumni, both military and civilian. It also preserves and protects the strong institutional values of academic achievement, personal honor, and community service for all Widener students of the future. For hours of operation and to learn more, visit the PMC Museum’s website: www.widener.edu/pmcuseum

POSTAL SERVICES
Located in University Center, Widener’s Post Office is open Monday–Friday, 9:00 a.m.–4:00 p.m. during the fall and spring semesters. During the summer, the Post Office is open 9:00 a.m.–4:00 p.m., Monday through Thursday. Many postal services are offered, including Express Mail. Money orders are not issued after 3:00 p.m.

All resident students will be assigned a mailbox. Students are required to use their box numbers as part of their address to expedite receipt of their mail at the university. For example:

Name
Widener University
Box #
One University Place
Chester, PA 19013-5792

Resident students must return their mailbox key to the Post Office within one week of leaving the university, and this includes leaving for the summer. Students who fail to turn in their mailbox key will receive a $25 charge for locksmith services.

The use of chain letters or other potentially fraudulent mailings is strictly prohibited, and university mail services are not to be used for these purposes.

If mail is to be sent to a student box from campus, please be sure to list the student’s name and box number. The Post Office will not deliver mail without these two items.

REGISTRAR AND ACADEMIC RECORDS
The Registrar’s Office deals with all matters relating to a student’s academic record, such as maintaining student’s transcripts, registration, grading, and graduation petitions. The office also produces the final exam schedule, coordinates class scheduling, and responds to requests for transcripts, loan deferment forms, and enrollment and degree verifications. The Registrar’s Office is part of the Enrollment Services Center and is located in Lipka Hall at 15th and Potter Streets. For a complete list of the office’s functions and services, visit the Registrar’s website: www.widener.edu/registrar.

SPIRITUAL, RELIGIOUS, AND INTERFAITH SERVICES
The Interfaith Sacred Space accommodates the devotional and meditational needs of our students, faculty, and staff. It is located on the lower level of the University Center. This unique space has resources designed to embrace the diverse faith traditions found in the Widener University community.

Our interfaith student organizations offer a variety of events, activities, programs, and worship opportunities throughout the academic year that encourage students—religious and nonreligious—to explore their spirituality. Interfaith student organizations are assisted by the Office of Multicultural Student Affairs and a diverse group of local faith community leaders.

Should you have faith-related questions or need information regarding attending local worship services, contact the director of Multicultural Student Affairs at mmdavis@widener.edu. Check the CampusCruiser calendar and announcements regularly for information regarding events, activities, and worship opportunities. For contact information and hours, check out the website: www.widener.edu/interfaithcenter

TUTORING
Tutoring is available for most freshman courses and various upper-class courses. Tutoring occurs in groups and individual sessions. For more information, visit the Tutoring Services website: www.widener.edu/academics/support/tutoring

UNIVERSITY CENTER
University Center is the hub of student life on the Chester Campus. Located within University Center are student affairs offices, including Residence Life, Multicultural Student Affairs, International Student Services, Civic Engagement, Chaplain Offices, Student Life, Student Conduct, University Center Administration, and the Office of the Associate Provost and Dean of Students. In addition, there are many auxiliary facilities housed in University Center: the Art Gallery, Bookstore, Dance Floor, devotional and meditation space, game room, quiet lounge, Pride Café, SUBWAY, Post Office, Computer Lab, Franklin Mint Credit Union, and Food Court. Student Government maintains an office on the lower level. The following are University Center guidelines:

• While in the University Center, students are expected to maintain an appropriate demeanor and act with common courtesy, sound judgment, and good behavior.
• The following are not permitted in the University Center: smoking and using tobacco products, using alcoholic beverages without prior permission from the associate provost and dean of students, riding bicycles or other mobile objects, animals (with the exception of service animals), and gambling.
• Any usage of any space within the University Center must take into consideration safe and effective usage of the facility. The reservationist can assist with logistical details regarding event setup and safety.
• Event setups are coordinated by University Center administration with the exception of the Wyman Room. Setup requests are due no later than three business days prior to the event for all spaces. This allows staff to be properly informed of requests, assess furniture usage patterns, and schedule staffing to complete the setup safely. Events that do
not follow setup requests may be denied furniture or assistance. University Center administration strongly encourages all event planners to provide as much advance notice as possible when making event arrangements. Organizations are not permitted to move furniture themselves.

- Food must be catered by the designated caterer (Aramark) unless written permission is received by the Aramark director prior to the event. This includes all events scheduled in the University Center.

For more information about University Center and to book reservations, visit the University Center CampusCruiser Office.

VETERANS

Widener University is approved for the training of veterans for all degree and internship programs. Veterans enrolling for the first time should contact their local Department of Veterans Affairs (DVA) to verify benefits. The DVA will authorize an application and provide the veteran with a Certificate of Eligibility. The certificate should be taken to the coordinator of Veterans Affairs to establish receipt of benefits while attending Widener University. Veterans should apply at least six weeks prior to their expected date of enrollment.

Veterans transferring from another institution to Widener University are required to submit VA Form 22-1995 (Request for Change of Program or Place of Training) at least four to six weeks prior to the expected date of change.

Currently enrolled veterans are required to contact the campus coordinator of Veterans Affairs during each semester. This enrollment status requirement is designed to assist in avoiding delays in receipt of monthly benefits.

For more information, contact the coordinator of Veterans Affairs in Enrollment Services at 610-499-4161 or visit online at www.widener.edu/vets and www.widener.edu/bursaroffice.

WELLNESS AND FITNESS

Widener’s state-of-the-art wellness and fitness center is part of a 20,000-square-foot addition built onto the front of the Schwartz Athletic Center. Widener’s Schwartz Athletic Center features a gymnasium, Olympic swimming pool, and weight training room. Pool hours and weight room facilities are subject to proper staffing.

The Wellness Center is equipped with the finest fitness equipment from Precor, Cybex, Life Fitness, Expresso, and StarTrac. The Wellness Center includes cardio and strength floors, two group fitness rooms that house a variety of free classes, and a state-of-the-art multimedia room. Sports equipment and lawn games are also available free of charge for checkout with a valid Widener ID. Experience the thrill of rock climbing on the 24-foot climbing wall, a focal point of the Wellness Center. A wide range of routes are available for beginner to advanced climbers. Climbers of all skill levels can challenge themselves, hone their skills, and keep in shape.

Currently, all Widener University students, faculty, and staff are permitted to use the Wellness Center and Schwartz Athletic Center free of charge. Some services may have charges, such as special events or programs and intramural activities. A valid Widener ID must be presented to enter any of the Wellness Center and Schwartz facilities.

For Wellness Center hours of operation, a complete list of policies and procedures, and activity schedules, visit the Wellness Center website: www.widener.edu/wellness. For hours of operation and more information about Schwartz Athletic Center, visit: www.widenerpride.com.

WRITING ASSISTANCE

The Writing Center provides help for any writing assignment regardless of the course. At the Writing Center, students work one on one with an instructor whose job is to meet their individual needs. The center is beneficial to both the good writer who wants additional polishing and the student who is having difficulty. Appointments are suggested. Students use the center on their own initiative or at the suggestion of a faculty member.

www.widener.edu/academics/schools/arts_sciences/writingCtr/
Appendix A: For Traditional Undergraduate Students

RESIDENCE LIFE: PROGRAM POLICIES, PROCEDURES, AND REGULATIONS

ROOM AND BOARD CHARGES
For comprehensive information about room and board charges, as well as fees and payment, visit the Enrollment Services website: www.widener.edu/BursarOffice

FLEXIBLE SPENDING WITH THE CAMPUS1CARD
Students may have Aramark Dining Dollars, PRIDE Bucks, and Printing Dollars on their Campus1Card flexible spending debit account. For detailed information, visit the Campus1Card webpage: www.widener.edu/Campus1CardOffice

RESIDENCE STATUS
ON CAMPUS RESIDENCE REQUIREMENT
Freshman, sophomore, and junior full-time students must reside on campus unless they qualify for commuter status. All full time undergraduate day students are required to live on campus until they attain senior class status. Please note that students in the Co-op program may be released from housing to complete their assignment after review and approval from the Co-op Office and Office of Residence Life.

Students who violate our housing policies regarding off campus status will be assessed a $500 fine per semester (fall and spring). All monies raised through this process are put in an account that is used for educational programming.

COMMUTER STATUS
To qualify for commuter status, a student must live at home with parent(s) or legal guardian(s) and within 25 miles from the university or from his/her co-op, internship, or student teaching location. If a student wishes to change from resident to commuter status, they must complete the appropriate form found in the Office of Residence Life, as well as on the Residence Life public office in CampusCruiser.

OFF-CAMPUS STATUS
All full-time students who are either married, are the custodial parents of a child, veterans with at least two years of active military service, or 24 years of age or older may reside off campus (no married student housing is available on campus). Students falling into this category must complete the appropriate form available in the Office of Residence Life, as well as in the Residence Life public office in CampusCruiser.

Students with senior-class standing may live on campus or reside off campus. Those students who wish to live off campus, but do not plan to commute from their permanent address are considered off campus students. They must complete the appropriate registration document, which requires a parent/guardian notification. This form must be submitted to the Office of Residence Life no later than the last day of the room selection process. Once a student has been approved for off-campus status and has secured a lease or rental agreement, the student must submit a copy of that lease or agreement, signed by the designated time. If this is not done, the student’s off-campus status will be cancelled and the student will be assigned to campus housing and will receive a bill. Please note that all students who wish to be considered for off-campus status (seniors and other approved students) must attend an orientation session.

Students and parents are advised not to sign a lease or rental agreement for off-campus housing until the off-campus registration process is completed. Students should be aware that a change in residence status might affect their financial aid.

CHANGE FROM COMMUTER TO RESIDENT STATUS
Any individual originally accepted by the university as a commuter may apply for on-campus accommodations by completing a housing application via CampusCruiser. Depending upon the time of year the request is made and the availability of space on campus, the request will be granted on a space available basis or the student’s name will be entered into the campus room selection process.

ASSUMPTION OF ON-CAMPUS STATUS
If a student does not have approved commuter or off-campus residence status, it will be assumed that the student is living on campus and will be assigned campus housing and will receive a bill.

CHANGE OF RESIDENCE STATUS NOTIFICATION
To facilitate clear communication, each time a student changes residence status, the student will be sent a copy of all pertinent documents and forms. If the student meets the above criteria and chooses to live off campus for the academic year, he or she must submit the appropriate documents to the Office of Residence Life. To assist students in making an informed decision, the following items/checklist will be given to students during the mandatory Off-Campus Housing Orientation:

- Make a thorough daytime and evening check of the neighborhood to assure comfort level.
- Most of the rental properties near the university are older. Seek assurance/proo that wiring has been inspected.
- Be sure the property has smoke detectors. Check batteries on a regular basis.
- Invest in renter’s insurance.
- Invest in handheld fire extinguishers for kitchen and upstairs hallway.
- Check for multiple means of exit. Have emergency escape routes planned.
- Retain a signed copy of your lease. A copy of your lease must be delivered to the Office of Residence Life and must include the landlord’s name, address, and phone number, and amount of rent per month.
- Have emergency phone numbers available for all roommates.
- Pay rent by check (a cancelled check may serve as a back-up receipt.)
- Learn your neighborhood and its customs, parking, trash pickup times, etc.
- Respect your neighbors.
- Be sensitive to noise and parking. Be sure that your friends and visitors are also respectful.
- Remember you will be responsible for adhering to the university’s Student Code of Conduct, and you will be held accountable to law by local law enforcement.
HOUSING PROCEDURES

OPENING OF SERVICES
Services begin on check-in day; see the university calendar.

RIGHT OF ENTRY
In cases of emergency, the university reserves the right to enter an individual's room at any time without advance notice. Additionally, the university may enter a room without advance notice for the purposes of inspection, maintenance, and/or protecting the health, safety, and security of residents. Staff members may enter residential spaces for any of these reasons, as well as for the purposes of community building and other job-related duties. All staff members must announce themselves and knock on the door before entering students' residential spaces.

All university staff are obligated to report evidence of non-compliance observed during such visits. Similarly, while maintenance and custodial personnel will not search your personal property, the performance of their duties may require them to move items of personal property in your room. They are obligated to report any observed evidence of unlawful conduct or conditions.

BREAK HOUSING
Residential facilities, other than those designated as academic year-round housing, are closed at winter, midterm breaks, and spring holiday. Fall and spring semester break housing is intended for co-op students and student teachers. Residents in this type of housing must submit a written request to the Office of Residence Life with the appropriate academic verification 14 business days in advance of the break’s first day. This process is required each semester.

CLOSING OF SERVICES
Residence halls usually are closed by 6 p.m. and dining services by 2 p.m. on the last day of classes before any break. At the end of each semester, all students must vacate their rooms no later than 6 p.m. on the day of the resident’s last final examination or by 6 p.m. on closing day, whichever comes first. Each resident must arrange for accommodations during the residence hall closings (see also “Closing Procedures”). Improper check-out fines will be charged if residents fail to follow check-out procedures. No student may remain in facilities when residence halls are closed. Permission to re-enter closed facilities will be granted only in rare cases.

DEADLINE TO CLAIM SERVICES
Students must claim their housing assignments and identification cards for food service before 11 a.m. on the second scheduled day of classes each semester or within 72 hours of receipt of assignment if the assignment is made after the first class day of a semester. If any emergency prevents a student from appearing to claim services, immediate written notice must be given to the university. Failure to notify the Office of Residence Life of delayed arrival may result in the space being offered to another student. To claim your housing assignment students must report to the location designated through the university check in procedures.

CHANGE IN ROOM ASSIGNMENT
The Office of Residence Life reserves the right to reassign any student to a different room at any time. While every attempt will be made to notify the resident student of changes in room assignment prior to his or her arrival on campus, situations may arise that make this impossible.

If a member of the Residence Life staff becomes aware that a student may have discouraged a potential roommate from moving into his or her room, a mandatory meeting will be called to discuss the situation. If the violation appears to be valid, charges will be initiated.

Once a student occupies his or her assigned room, the assignment may not be changed unless the Office of Residence Life gives approval.

No room change requests will be allowed during the two week “room freeze” at the beginning of each semester. Students who make unauthorized room changes are subject to disciplinary action.

Proper check-out of the current assignment is required before moving to a new assignment. The Residence Life staff will assist with the necessary documentation.

A student who is in single occupancy of a double accommodation (e.g., because a roommate withdrew from the residence hall) may be required to move or may be assigned a roommate at any time at the discretion of the Office of Residence Life.

THEME HOUSING
Students interested in living together in a cluster grouping should inform the Office of Residence Life as outlined in Room Selection documents. The organization or group of students must be in good standing with the university (i.e., student(s) must not be on disciplinary probation). Theme groups that have housed together in the past include student organizations such as fraternities, sororities, and international and academic interest groups. Each group must fully occupy its assigned space. Organizations not meeting capacity during an academic semester may be subject to denial of requested cluster grouping or dislocation from the current assignment.

For fraternities and sororities, the minimum residential occupancy is 100 percent throughout the academic year. If the organization fails to maintain occupancy at 100 percent, the university may bill the members of the organization for room and board expenses for each space below the required minimum. For those spaces left empty because students are involved in cooperative education, the organization will be collectively responsible for the room expense only. The expenses will be applied to all current members via “common area billing.” The members of the organization will pay these charges within 30 days of receipt of the university invoice.

In cases where extraordinary circumstances prevent an organization from meeting their occupancy requirement, that organization may submit a written request for reconsideration to the associate provost and dean of students for a waiver of the requirement. Such requests must be made in writing explaining the extraordinary circumstances.

SUMMER HOUSING
Students who register for Co-Op or any Summer Day session can obtain information and an application by following instructions sent electronically in the spring semester.

RESIDENCE HALL VISITATION
In a community setting such as a residence hall, responsible behavior must stem from a recognition of and a basic concern for the rights and sensibilities of others. Consideration for roommates is of primary concern. Students who violate this policy will be subject to strong sanctions.

Visitation specifically excludes continued residence in any university residence facility by individuals who are not assigned residents of a specific room or hall by the Office of Residence Life.

Residents are responsible for the behavior of their guests. If a guest violates the student code of conduct, the host will be
sanctioned for the guest’s offense. The residents of a room where a policy violation has occurred may be held responsible for the violation, whether or not they were present in the room at the time of the violation.

Matriculated Widener students have the privilege of 24-hour visitations. Widener students visiting another residence hall are responsible for their behavior, as are their hosts. All Widener students, when requested by a hall resident, staff member, safety officer, or university administrator, are required to show a valid Widener identification card and to state whom they are visiting.

Students may enter another student’s living area only after permission has been granted by the student residing in that area. All guests must be escorted by their hosts at all times.

Resident students are limited to two nonstudent guests at a time. Residents are responsible for the behavior of their guests. In addition, all guests must possess and present a valid form of identification upon request. Failure to do so will result in removal from campus. In addition, all overnight guests must be at least 18 years of age.

Permission must be secured in advance from the resident whose bed is being used. No resident may be made to give up his or her bed.

Guests may stay a maximum of two consecutive nights in a 14 day period. Residence hall residents are responsible for complying with these procedures and for the actions of their guests, including compliance with all traffic and parking regulations.

QUIET HOURS
Residents in each hall are expected to act in a manner conducive to effective study. Each individual must adhere to this basic expectation. Quiet hours in all residence halls and apartments will be from 9 p.m. to 7 a.m., Sunday through Thursday, and midnight to 10 a.m. on Friday and Saturday during normal school session. In addition, 24-hour/day quiet hours go into effect prior to final exam week and continue through closing. Residents are expected to be considerate of others at all hours.

A few basic principles should govern each individual in regard to noise. RAs are expected to help maintain a reasonably quiet environment on the floor with the cooperation of residents. Residents are expected to comply in reducing or ceasing all noise when asked by any staff member or fellow resident. Such requests may come at times other than the established quiet hours. Failure to cooperate or stop the noise violation could serve as grounds for disciplinary action, which may include housing contract probation or termination of contract. Residents are held responsible for the behavior and actions of their guests or visitors.

Electronic devices like televisions and stereos are normally permitted in rooms provided they do not disturb others; they should be heard only in the confines of the individual’s room, and the door should be closed when they are operated. Such equipment will be ordered to be removed immediately if, after other residents or hall staff have made a complaint, their use continues to be distracting to study/living conditions or is judged to be a hazard. Residence halls are expected to set curfew hours for music playing and to post prominently the agreed upon policy in each corridor. Television antennas or other articles are not permitted on any exterior areas of the residence buildings.

ROOM FURNISHINGS

FURNITURE
Each room is supplied with a desk, desk chair, bed frame, and mattress for each student assigned to a room. No furniture can be removed from a room. Any items of room furniture placed in public areas of the residence hall will be automatically removed by the maintenance staff and placed in storage. The hall staff will do an inventory control check at the completion of each term. Any missing items will be billed to the occupants of the room.

University-owned mattresses are to remain on bed frames and are not to be placed on the floor. Refusal to comply with this policy will result in the student being charged with the cost of mattress replacement. Lofts are prohibited by order of the fire marshal.

Students are expected to provide their own study lamps, bedspreads, blankets, throw rugs, pillows, and linens.

Some beds are designed to be bunked, if desired. Generally, beds will be set up so as not to be in a bunked position. Students who want these special beds stacked to allow for more floor space should see the residence hall staff after having checked in to arrange for it with a maintenance work request.

Special Note: Residents are expected to bring their own floor or table lamps. Ceiling fixtures are limited and may not be provided in each residence hall.

COOKING AND STORING FOOD
Food may not be kept in residence areas except in closed tin, plastic, or glass containers. Microwaves should draw no more than 10 amps. Cooking in residential facilities, other than those designated by the university, is strictly forbidden. Violators will be subject to disciplinary action and fines.

Students may purchase refrigerators for their rooms under the following conditions:
• The refrigerator should be no more than 5 cubic feet.
• Refrigerator use must conform to fire and health regulations by having at least two inches of clearance on all sides.
• For health reasons, refrigerators must be defrosted and left open before designated vacation periods. All foods and beverages must be removed at those times.

DECORATING AND FURNISHING ROOMS
Students will be held responsible for property that is issued to them and will be required to sign a receipt for the same.
• Nails, tacks, screws, or tape will not be affixed to walls, doors, ceilings, woodwork, or furniture.
• Objects may not be suspended from ceilings, nor will ceiling tile be removed.
• Nothing may cover a fire/smoke alarm for any reason.
• Nothing may be put on exterior windowsills or hung out of windows.
• Wall coverings and upholstered furniture must adhere to state fire codes and guidelines of insurance underwriters.
• Students may not paint rooms.
• Beds and desks must not be dismantled.
• Water beds are prohibited in all residential facilities; they are not permitted by safety and building codes.
• Cinder blocks are prohibited in all residence halls.
• Halogen and lava lamps are prohibited in residence halls.
• Live trees and artificial lights (decorative or otherwise) are prohibited in all residence halls.
• Any items that may be considered weapons (e.g., decorative swords) are strictly prohibited and will be confiscated. Students who fail to comply are subject to disciplinary action.
ROOM INSPECTIONS AND DAMAGES
Each student occupying a room in a residence hall must sign a “Room Condition Report” form at the beginning of occupancy. This form not only lists the items of furniture but also their condition, as well as general room conditions. The students assigned to a room will be responsible for any damage beyond normal wear and use that occurs during the students’ occupancy. When a student ends occupancy of the room, the RA will sign the “Room Condition Report” form. Until the sign-out procedure has been completed, the student will be held responsible for the room’s contents and condition. Students are also fined for improper check-out or lack of completing any part of the check out procedures.

Loss or damage of furniture should be reported immediately to the RA in writing, as furniture will be charged to the occupants unless recovered. Students with university-owned furniture in their rooms without the specific approval in writing from the Office of Residence Life will be required to return immediately such property to its proper place and will be subject to fines, restitution, and/or disciplinary action.

The university reserves the right to inspect students’ rooms at any time. The underlying reason for inspections is the protection, safety, and welfare of the students and of the university. Such inspection by university officials shall be done generally in the presence of a room resident and staff. Exception to this procedure is emergencies when imminent danger to life, safety, health, or property is reasonably feared. During vacation periods, inspections will be conducted to ensure the security of the hall.

DAMAGE BILLING PROCEDURES
Students are responsible for damage to rooms or loss, damage, destruction, or third party theft of property issued to them and for loss, damage, destruction, or theft of property resulting directly from actions of their guests. If the person responsible for the loss, damage, destruction, or theft cannot be identified, the cost of repair or replacement will be divided equally among the residents of the room or apartment.

When damage occurs in a common area (such as hallways and bathrooms), every attempt is made to identify the individuals responsible and hold them accountable. All students are required to inform the Office of Residence Life of any information they may have in such cases. Should it be impossible to determine the individuals responsible, the university reserves the right to divide the cost among the residents of that area. Inquiries about specific billing should be made in writing and submitted to the Office of Residence Life. Bills for any common area damage, shared equally among the residents, will be posted on the students’ bills. A “hold” may be placed on a student’s account if the student fails to pay or reimburse the university for any loss, damage, destruction, or third party theft to living quarters or property issued to them by the university.

PERSONAL PROPERTY INSURANCE COVERAGE
Many students have valuables in their rooms, such as personal computers, jewelry, and televisions. It is the student’s responsibility to follow all rules designed to protect these items. The university provides 24-hour campus safety to cover the campus, but students’ cooperation is essential. Students should make an inventory of items brought to campus. Students must also lock their rooms when they leave no matter how short the time they plan to be away. Students should not leave personal property unattended. In addition, students should report any suspicious persons or occurrence to Campus Safety immediately. They must also close all doors to the outside when entering and exiting so that intruders cannot gain entrance to the residence halls.

Note: The university is not responsible for loss or damage of personal property by any means or for any cause. Students are encouraged to see that they are covered under their parents’ or guardians’ homeowner’s policies or to take advantage of special insurance programs available for college students. Students may wish to review the application from National Student Services, Inc. Widener does not in any way endorse this program as being either the best or the only alternative available to students, but it is one that has been used successfully by other institutions. Valuables must be taken home during vacation periods and over summer sessions.

MAINTENANCE WORK: ENTRY INTO RESIDENCE HALLS/HOUSES
Normal Procedure When School Is in Session: Workers should enter a student’s room only when a properly approved “Maintenance Request” form has been submitted online via CampusCruiser to the Maintenance Office or in response to an emergency situation. Students’ rooms should be entered only between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, unless otherwise requested by the student or resident assistant.

Procedure During Vacation Breaks: During vacation breaks (winter, spring, etc.), access to residence halls and rooms will be limited to emergency projects only.

Procedure Related to Outside Contractors: Access to the residence halls should be allowed only with the approval of the physical plant director. Outside contractors will be accompanied by a representative of the university whenever they enter a student’s room or when they enter a residence hall over a break.

Procedure for Notifying Students of Maintenance and Housekeeping Projects: The Office of Residence Life will make every effort to inform residents of maintenance and housekeeping projects whenever possible.

Requests for Repairs: Requests for repairs for rooms or public areas should be reported to the Maintenance Office via the online work order request form on CampusCruiser: Log on to CampusCruiser, click on MyCruiser, then select “Maintenance, MC” in the “My Offices” section. Follow the instructions to fill out a work order on that page. Requests for work orders include heating, air conditioning, and housekeeping services. In case of an emergency situation, contact the Office of Residence Life between 9 a.m. and 5 p.m., Monday through Friday, or the Office of Campus Safety if after hours. Students should allow 10 working days for completion of nonemergency repairs. Repairs not completed within that time should again be reported to the RA.

Note: These procedures are in reference to work done by the Offices of Maintenance and Housekeeping. The university reserves the right to enter rooms at anytime for safety inspections or reasonable cause.

SECURITY
The director of Campus Safety cooperates with and advises residence hall personnel regarding the security needs of each hall. The following security procedures are instituted in all residence halls:

- All exterior doors to the hall are locked 24 hours a day.
- Campus Safety officers make routine inspection rounds of all exterior doors.
- Residents are requested to report any suspicious situations or persons to the Office of Campus Safety immediately (ext. 4200).
All students share responsibility for using and following security procedures for their own and other halls. This means using security devices, keeping doors locked, asking visitors to be escorted, and questioning strangers in the hall. Emergency exit doors in residence halls have alarm systems to discourage illegal entry and exit. **Do not prop open doors.** Abusing the alarm system results in increased theft and vandalism in the residence halls. Persons who abuse this system are subject to disciplinary action. (See also the “Safety and Security” section of this handbook.)

**KEYS AND LOCKS**

Each resident is issued a room key/card during the period of his or her occupancy. Loaning, borrowing, duplicating, or swapping keys is prohibited. All residents MUST have their keys/keycard on their person at all times. Lost keys will be replaced at a minimum cost of $85. The cost is for all services and materials to replace and/or repair all impacted facilities to maintain safety and security.

Students locked out of their room must contact one of the RAs as soon as possible to gain access to the room. If an RA is not available, call Campus Safety (ext. 4200). Campus Safety will require identification to prove the person is assigned to the room in question. “Room Lock-Out” requests will be honored as soon as possible, subject to other priority calls. There is a $10 service charge for “Room Lock-Out” requests.

Each residence hall room is equipped with a working lock. Tampering with any lock can violate The Widener Compact. Violators are subject to disciplinary sanctions and fines plus damages for restitution. Report any lock problems to the Office of Residence Life immediately.

**AIR CONDITIONING**

Some residence halls are equipped with air conditioning. Students may not install or use their own air conditioners. Those who require air conditioning for medical purposes must submit written documentation from their physician to Student Health Services prior to the room selection process for the following year placement. Requests made during the year will be honored on a space-available basis. Please be aware that students requesting medical placements are not granted a roommate preference.

**PAINTING AND DECORATING**

Nothing may be put on exterior windowsills or hung out of windows. Wall coverings and upholstered furniture must adhere to applicable fire codes and the guidelines of insurance underwriters. Students may not paint their rooms. Murals may be painted in common areas by request of the residents and with the permission of the Office of Residence Life.

**FIRE SAFETY**

Smoke detectors are placed in student rooms and public areas for the safety of the community. **Students may not tamper with this equipment (e.g., remove batteries).** Students caught tampering will be subject to immediate disciplinary action. Nothing may cover smoke detectors.

*Hot plates (exposed and internal coil elements), candles, incense, live trees, decorative lights, lava lamps, and George Foreman and other grill devices are not allowed in the residence halls. If discovered, they will be confiscated. Students responsible will be subject to disciplinary action.*

As per the instruction from the Fire Commissioner of the City of Chester, “No couches, chairs, or futons are permitted in any residence facility unless a resident can provide manufacturer’s certification that the furniture meets California Technical Bulletin 133 for fire retardancy of upholstered furniture.”

All residents are required to attend a fire safety meeting at the beginning of the semester.

**CLOSING PROCEDURES**

Residence halls usually are closed by 6 p.m. and dining services by 2 p.m. on the last day of classes before any recess. At the end of each semester, all students must vacate their rooms no later than 6 p.m. on the day of the resident’s last final examination or by 6 p.m. on closing day, whichever comes first. Each resident must arrange for accommodations during the residence hall closings. Improper checkout fines will be charged if residents fail to follow check-out procedures. **No student may remain in facilities when residence halls are closed. Permission to re-enter closed facilities will be granted only in rare cases.**

A student properly terminates occupancy by completing a Housing Release Request form in the Office of Residence Life, gaining release approval from the Office of Residence Life, notifying their floor RA, removing all belongings from the room, having the room checked by the RA, turning in all keys to the Residence Life Office, and signing a check-out form. The student is required to arrange the time for a proper check-out with the RA.

A fee of $50 will be imposed for an improper check-out (i.e., departing without processing through the RA).

Students who leave a room in an unacceptable condition, as determined by the Residence Life staff, will be billed a minimum of $50 per resident for cleaning. Personal belongings left in a room after the vacating deadline will be removed and disposed of by the university at a charge to the student.

Graduating resident seniors will be permitted to occupy specially assigned rooms during announced senior days, if an application has been filed and approved by the Office of Residence Life. Failure to comply with this policy will result in a $50 fine.

**PETS**

Animals (including lab specimens) are not permitted in residence halls or other university facilities because of health hazards (trained service and assistance animals excepted). Persons violating this regulation will be referred immediately to the Office of Student Affairs for disciplinary action, and violators will be required to remove the animals from campus immediately. Fish may be kept in the residence halls if they are cared for responsibly and kept in a maximum 10-gallon tank.

**RECYCLING**

All resident students are required to cooperate with the city of Chester by recycling.

**LITTERING AND TRASH**

Everyone is expected to properly dispose of their refuse in trash receptacles on campus and in residence halls. Any Widener University student or guest who litters campus or community property, or who throws objects out of windows or from balconies, will receive disciplinary sanctions in addition to fines against them for damages and incurred costs.
STUDENT ORGANIZATION
POLICIES & PROCEDURES

ADMINISTRATIVE OFFICES
OFFICE OF STUDENT AFFAIRS
The associate provost and dean of students and the assistant dean work to foster the growth and legacy of student empowerment through students’ involvement in university-recognized organizations and programs. Financial matters for all student organizations are the administrative responsibility of Student Affairs. Funds allocated to the Student Government Association but not utilized by year end will revert back to Student Affairs.

OFFICE OF STUDENT LIFE
The Office of Student Life is available to assist all student organizations and programming in addition to facilitating a variety of student volunteer programs within the local, national, and international community. The staff is dedicated to supporting the fraternity and sorority programs. The office also coordinates the new student orientation programs.

PROTOCOLS
ADJUDICATION
The university maintains the authority to revoke an organization’s recognition and expedite removal from campus for egregious university policy violations. When deemed appropriate, the Division of Student Affairs will adjudicate student organizations and clubs according to “Campus Student Conduct System” procedures. Fraternity and sorority organizations may be adjudicated by Student Affairs under the campus student conduct system or fraternity and sorority procedures or both. The Student Affairs’ standard for recognizing an organization activity is at least three students acting under the auspices of the organization.

EXTERNAL PRESS COVERAGE
Student organizations may not contact external news media (newspapers, television, radio) regarding their activities. Instead, they must contact the director of Public Relations (ext. 4430), who can place press releases in local media announcing public events and can solicit press coverage of noteworthy activities.

FUNDRAISING
Any recognized student organization on Widener’s campus may engage in fundraising activities within university policies and local, state, and federal laws. A fundraising form must be completed with the office of Student Life prior to initiating the collection of any funds.

All campus fundraising and collections (e.g., toy drives, clothing, canned goods, etc.) sponsored by any student organization, department, or outside group must be approved by the Office of Student Life prior to the start of the activity.

A fundraising form may be obtained from the Student Life Office. It must be completed with the following:

- Name of organization and person desiring the permit.
- Dates (beginning and ending) of the fund-raiser.
- Description and purpose of the fund-raiser.
- Requirements for approval.
- Requested signatures.

The completed form must be returned to the Office of Student Life a minimum of seven days in advance of the activity. The fund-raising activity may not begin until final approval has been granted by the Student Life Office.

It is recognized that many organizations sponsor the same fund-raising event each year. Organizations requesting permission to sponsor a specific annual fund-raiser should apply for approval as far in advance of, and not less than 60 days prior to, the event. The Office of Student Life will associate each annual fund-raiser with the organization that has traditionally sponsored the specific event. Approval protects that organization from having other groups attempt to use the same fund-raising plan on or around the dates requested and approved. Failure to notify 60 days in advance allows other organizations to have the right to a previously reserved event. In cases where duplication would not hinder an organization’s fundraising event—for example, a bake sale coinciding with a car wash—additional events may be approved. (See also “Solicitation” policies in this section.)

TICKET SALES POLICY
Purpose—This policy covers the purchase of a ticket for admission to student organization and student-sponsored events. This policy does not address events for which no fee is charged, even if there is an admission “price” (e.g., donated item). For events requiring an admission price (excluding monetary costs), please refer to the fund-raising policy.

Advance Ticket Sales—All events planned more than three weeks in advance of the event date (and selling tickets) must be coordinated through the Widener University Bookstore. (The date of the official reservation request serves to address the timeline.) Organizations are strongly encouraged to utilize the Bookstore to sell their event tickets. The following guidelines exist for advance ticket sales:

- The “Bookstore Ticket Sales Form” must be completed and submitted to Widener University Bookstore staff no later than one week prior to the start of ticket sales.
- The student organization is responsible for providing tickets when submitting the Bookstore Ticket Sales Form. Tickets must be numbered clearly, and must include the following information:
  - Sponsoring organization(s)
  - Event name
  - Event date and start time
  - Event location
  - Price of ticket
- On the first business day following the event (or ticket sell-out), it is the sponsoring organization’s responsibility to meet with a Bookstore representative to sign off on the completion of ticket sales and the amount to be deposited in the organization’s account. This deposit will occur via university transfer.
- Under no circumstances will a student or any member of the organization be permitted to take funds from the ticket sales revenue out of the Bookstore prior to the completion of ticket sales.

Day-of-Event Ticket Sales—If the organization wishes to sell tickets at the door on the date of the event, the organization must complete the “Day-of Ticket Sales Form” and return it to the Office of Student Life no later than one week prior to the event.

Day-of ticket sales are strongly discouraged. The following guidelines exist for ticket sales at the door:

- At least one Campus Safety officer and two student organization representatives must be present for the duration of ticket sales.
- Student organizations are NOT PERMITTED to retain their collected money at the end of the event. Widener University
The policy for posting on bulletin boards and online is as follows.

- **All advertising materials of any nature posted on campus by any organization must have written approval from the Office of Student Life.** This includes all social media sites, as well. Any signs found improperly posted will be removed.
- **All posters should include the dates of the activity, the name and contact information of the sponsoring organization, and a clear description of the event advertised.** Only fully approved events with reserved locations should be advertised.
- **Posters must be removed from bulletin boards after the event has taken place.**
- **An organization may post only one notice per event on any single board.** Multiple postings will be removed as everyone should have an equal opportunity for space.
- **Publicity posted on painted surfaces, windows, or any other unapproved areas will be removed and put the responsible organization at risk for revocation of posting privileges.**
- **Requests to chalk the campus sidewalks require completion of a Chalking Request Form and approval from the Office of Student Life.**
- **Chalking must identify the sponsor of the activity.**
- **Chalking is not permitted on vertical surfaces (walls, buildings, benches, steps).**
- **All chalking must have written approval via the chalking approval form from the Office of Student Life prior to application to university surfaces.**
- **Chalking must identify the sponsor of the activity.**
- **Chalking is not permitted in areas inaccessible to rain (e.g., Kapelski Portico).**
- **Chalking may be prohibited the week of major campus events.**
- **Chalking by individuals or external businesses is prohibited.**
- **All messages must adhere to the policies in the university handbook and posting policy.**

**POSTING POLICY AND BULLETIN BOARDS**

**The policy for posting on bulletin boards and online is as follows.**

- **All advertising materials of any nature posted on campus by any organization must have written approval from the Office of Student Life.** This includes all social media sites, as well. Any signs found improperly posted will be removed.
- **All posters should include the dates of the activity, the name and contact information of the sponsoring organization, and a clear description of the event advertised.** Only fully approved events with reserved locations should be advertised.
- **Posters must be removed from bulletin boards after the event has taken place.**
- **An organization may post only one notice per event on any single board.** Multiple postings will be removed as everyone should have an equal opportunity for space.
- **Publicity posted on painted surfaces, windows, or any other unapproved areas will be removed and put the responsible organization at risk for revocation of posting privileges.**
- **Requests to chalk the campus sidewalks require completion of a Chalking Request Form and approval from the Office of Student Life.**
- **Chalking must identify the sponsor of the activity.**
- **Chalking is not permitted on vertical surfaces (walls, buildings, benches, steps).**
- **All chalking must have written approval via the chalking approval form from the Office of Student Life prior to application to university surfaces.**
- **Chalking must identify the sponsor of the activity.**
- **Chalking is not permitted in areas inaccessible to rain (e.g., Kapelski Portico).**
- **Chalking may be prohibited the week of major campus events.**
- **Chalking by individuals or external businesses is prohibited.**
- **All messages must adhere to the policies in the university handbook and posting policy.**

**DISPLAY BOARD USE AND ALLOCATION POLICY**

**http://www.widener.edu/studentlife/**

- **All organizations are given access to a key to open their bulletin board. These keys are kept in the Student Life Office.**
- **All organizations must register the names of those individuals who will have access to the bulletin board keys with the Student Life Office. Only these individuals may have access to the keys.**
- **All materials intended to be hung on the bulletin boards must be reviewed by the Office of Student Life and must be in compliance with general university standards as outlined in this Student Handbook.**
• The Office of Student Life reserves the right to make adjustments to the bulletin board use policy.
• An organization may lose their bulletin board privileges if they are in violation of any aspect of the regulations defined in this Student Handbook.

MOVIE POLICY

Any showing of a movie on campus must adhere to guidelines established by the Federal Copyright Act (Title 17 of the United States Code). Movies shown in any campus facility (with the exception of an individual’s residence hall room) are subject to the “public showing” provisions of this act.

If you wish to show a movie, you must obtain public performance rights prior to viewing. Public performance rights may be purchased through various agencies. Contact the assistant director of University Center administration for more information about obtaining a license. Please note: You will not be permitted to show a movie on campus if you do not have a public performance license. There are two exceptions to this requirement.

• Movies owned by Wolfgram Memorial Library are exempt. You MUST show the copy owned by Wolfgram Memorial Library. You may not show your own copy even if the movie is a part of Wolfgram’s collection.
• Face-to-face teaching activities conducted by faculty members are exempt. Specific requirements must be met for this exemption to qualify (see Section 110 of the Federal Copyright Act). All six of the following criteria must be met to qualify:
  1) Copies of the viewing must be legitimate, original copies.
  2) The viewing must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value. The course does not need to be for-credit, but must be recognized as a course by the institution and one students must register for.
  3) Broadcasting from outside sources is prohibited. The viewing must be in the same location as the viewers.
  4) The viewing must be held in a location deemed for academic instruction. Cafeterias, residence hall lounges, student union meeting rooms, and other similar locations do not qualify.
  5) The viewing must be part of the educational mission of the institution.
  6) Attendance to the viewing is limited to the instructor, students, and guest lecturers. Only those registered for the course may attend. The instructor may not charge a fee for the viewing.

SOLICITATION OF PRODUCTS AND SERVICES

• Non-Widener University groups or individuals desiring to solicit the sale of products or services on campus must obtain a permit through the Office of Student Affairs and the Purchasing Office. A non-Widener University solicitor is any person, on the date of the activity, not enrolled as a Widener University student or not recognized as a faculty or staff member of the university.
  – The permit application must be submitted and approved by the Office of Student Affairs at least five business days prior to the solicitor’s scheduled date for solicitation.
  – Persons permitted to sell products or services must carry verification of university approval and follow specific university regulations. This policy was developed to protect members of the campus community from off-campus sales solicitors. Under Pennsylvania law, anyone 18 years or over is legally bound by a signed contract. Students who enter into exchanges with sales representatives, solicitors, vendors, and others do so at their own risk.
• Recognized Widener University groups or individuals desiring to solicit sale of products or services of any kind (including raising funds for charitable organizations) on campus must obtain a permit through the Office of Student Life at least five business days before the scheduled date of the event. Such persons must carry verification of university approval and follow specific university regulations. Solicitation is normally restricted to University Center under conditions approved by the center, and Quick Stadium under conditions approved by the Athletic Department. Door-to-door solicitation will not be approved under any circumstances.

SOLICITATION FOR POLITICAL, RELIGIOUS, OR SOCIAL ACTION CAUSES

The purpose of this policy is to support and encourage the free expression of ideas by Widener University students, faculty, staff, and members of the university community and non-Widener University participants. It is designed to protect the rights of those who wish to exercise the free expression of ideas, while at the same time balancing the rights of those who do not wish to participate in such activities. The enumeration herein of certain express limitations is not intended as all-inclusive and does not preclude the imposition of other legitimate limitations.

Free expression activities must not conflict with the normal uses of the campus, the rights of others, and the limitations of lawful conduct. Individuals or groups wishing to support religious, political, or social action causes may do so provided such activities, in the sole judgment of the university, do not unreasonably interfere or conflict with the educational, research, or administrative functions or other legitimate functions of the university. To preserve the order that is necessary for the enjoyment of freedom by members of the university community and to prevent activities that preclude the university from carrying on its functions, all free expression activities are governed by the following regulations:

• The appropriate “Free Speech Permit” form must be submitted and approved by the Office of Student Affairs at least five business days prior to the activity’s scheduled date. The permit requires contact information of the event coordinator(s) and the time and scope of the event. Furthermore, Widener University community members must list their intended event location. Non-Widener University participants must be identified by name, contact information, and group affiliation.
• Approved permits are only valid for their listed date.
• Permits are designed to protect the rights of those who wish to exercise the free expression of ideas, while at the same time balancing the rights of those who do not wish to participate in such activities. Therefore, the permit seeks to coordinate the potential multiple users of limited space, ensure preservation of university facilities, and ensure the activity is managed in a way that provides for the safety of the participants and the university community.
• The permits indicate approval or disapproval by the university to:
  – Distribute literature prior to, during, or after the activity.
  – Engage in civil rhetoric and discussion.
  – Use signage, including posters.
  – Grant special requests by the participants.
• No activity may be conducted in a manner constituting a violation of federal, state, or local law.
• No activity may obstruct or seriously impair any other university-sponsored or university-authorized activities.
• No activity shall hinder or obstruct the ingress or egress to any university property or facility.
• No activity shall create a volume of noise that unreasonably interferes with any university-sponsored or university-authorized activity. Sound amplification equipment is prohibited.
• Participants shall not employ force or violence or intentionally constitute an immediate threat of force or violence against members of the university community, university property, or others.
• No structures may be erected.
• Upon conclusion of any activity, users are responsible for leaving university property in its original condition. Failure to do so may result in the assessment of a maintenance fee.
• Violation of these requirements, as well as the violation of federal, state, local, or university laws, policies, protocols or regulations, may serve as the basis of denial of access in the future.
• Widener University reserves the right to limit access to its premises when it is in the interest of the university to do so.
• A permit request can be denied for one or more of the following reasons:
  – The permit or its requirements are incomplete or contain a material falsehood or misrepresentation.
  – The applicant has damaged university property on previous occasions and has not paid for damages.
  – A request has been granted to an earlier applicant for the same time and place.
  – The intended use would present a danger to the health or safety of members of the university community.
  – The applicant has violated the terms of a prior request.
  – The activity may interfere or conflict with educational, research, or administrative functions or other legitimate functions of the university.
• If permission requested via this application is denied, written appeal can be made to the associate provost and dean of students. Such appeal must include compelling rationale to justify reconsideration.

ADDITIONAL REQUIREMENTS RELATING TO POLITICAL, RELIGIOUS, OR SOCIAL ACTION ACTIVITIES INVOLVING WIDENER UNIVERSITY COMMUNITY MEMBER PARTICIPANTS

These additional requirements pertain only to Widener University students, faculty, staff, and members of the university community wishing to support religious, political, or social causes by distributing literature, engaging in civil discussions, or conducting peaceful, nondisruptive demonstrations. Such persons must request a “Free Speech Permit” from the Student Affairs Office to occupy any location on campus consistent with the permit. One application is used only if ALL participants are members of the Widener University community. If non-university community members are participating, the “Free Speech Zone Permit, Including Any Non-Widener University Participant” form must be used. A non-Widener University participant is any person, on the date of the activity, not enrolled as a Widener University student, or not recognized as a faculty or staff member of the university community. The additional requirements are as follows:
  • No activity may be conducted on campus in such numbers, in such proximity, or in such a fashion as to physically hinder entrance to, exit from, or normal use of any university property or facility.
  • All activities and participants must remain a minimum of 20 feet from any university building.
  • No activity may be conducted within any university building.
  • No activity shall occur and no participants shall assemble immediately outside buildings at times when they are normally in use for classes, study, research, or administrative or office functions.
  • An approved permit supports a nondisruptive demonstration and activities on the Main Campus with Widener University community members ONLY as participants, at all times remaining 20 feet from any building, not restricting access, and conducting themselves in an orderly fashion.
  • Widener University community members must abide by all applicable laws, requirements, policies, and protocols including those in the current Widener University Student Handbook. Particular attention is to be given to sections covering “The Right and Freedom to Learn, Out of the Classroom”; “Violations of the Student Code”; and “Student Organizations, Solicitations for Political, Religious, or Social Action Causes by Members of the University Community”.

ADDITIONAL REQUIREMENTS RELATING TO POLITICAL, RELIGIOUS, OR SOCIAL ACTION ACTIVITIES INVOLVING NON-WIDENER UNIVERSITY COMMUNITY MEMBER PARTICIPANTS

In addition to all of the foregoing requirements, the following requirements are applicable if one or more expected participants in the activity are not a member of the Widener University community. A non-Widener University participant is any person, on the date of the activity, not enrolled as a Widener University student or not recognized as a faculty or staff member of the university community. Therefore, such a permit also applies to activities completely facilitated by non-Widener University participants.
  • The applicant must include with the signed permit a Certificate of Liability Insurance with no less than $1,000,000 general liability coverage per occurrence, with Widener University, One University Place, Chester, PA 19013 listed as an additional insured.
  • Participants may use the table provided at its set location by the university for displaying information. The applicant will be provided with a map identifying the table location and adjacent Free Speech Zone area for the event. The table will be approximately three feet by six feet.
  • Non-Widener University participants must understand that freedom of expression does not include any disruptive behavior or interference with the orderly conduct of the university. Failure to follow the requirements set forth herein or specific requests of a duly authorized university representative during the planned activity can result in ending the activity, removal from campus, and/or other action consistent with federal, state, and local laws, including criminal prosecution.

STUDENT EVENTS

Student organizations are encouraged to sponsor activities that contribute to the out-of-class life of the university. The organization should consult with the Office of Student Life and its advisor regarding the planning and implementation of its events. Certain events must obtain approval from the Office of Student Life for student organizations and from the assistant dean of Student Life.
For most events, a student organization does not need to receive official approval. However, the assistant dean of Student Life reserves the right to require that certain events adhere to guidelines for advertising, security, supervision, and participation by non-Widener guests. The following guidelines typically relate to all events:

- When possible, events are to be open to all members of the university community. In certain circumstances, a valid Widener Campus1Card and appropriate proof of age may be required for admission. For social event planning in University Center and Lathem Hall, refer to the Office of University Center Administration in the online Campus-Cruiser offices.
- Refer to the Alcoholic Beverages and Controlled Substances Policy located in this Student Handbook’s section on the “Student Code of Conduct” for details regarding student events including alcohol.
- Organization members, especially their elected or appointed leadership, are ultimately responsible for running their event and need to pay particular attention to maintaining appropriate control and order.
- If an event will have alcohol present, there must be adherence to the university’s alcohol policies and permission received from the associate provost and dean of students at least 10 days in advance. Appropriate advisors or administrative staff will be required to be in attendance.
- A speaker or performer can only be invited to events that are sponsored by recognized student organizations and administrative and academic departments. Procedures for an organization to become recognized by the university can be found in the “Student Organizations” section. Depending upon the nature of the speaker or performer, the university may require that additional procedures be followed to provide for a safe and successful program. Questions about this area can be directed to the assistant dean of Student Life, or the director of Student Organizations.
- Outside promotion companies are not permitted to cosponsor or promote any on- or off-campus student organization events and programs.
- Event advertisements may be made only on campus. Students should not contact external news media (newspapers, television, radio) or use e-mail as publicity vehicles. Students who wish to disseminate e-mails to the Widener community should contact the assistant dean of student life to arrange to have the e-mail sent via the Office of University Relations (see “External Press Coverage”).

**EVENT PLANNING & FACILITY RESERVATIONS**

To reserve space on the Chester Campus, follow the online instructions from the Office of University Center Administration in the Campus-Cruiser offices.

- Maintenance needs to be contacted at x1095 regarding room setup arrangements for all areas except University Center rooms and spaces and the Alumni Auditorium. Room setup arrangements for University Center, Alumni Auditorium, and Lathem Hall are to be listed in the designated area of the “Special Event Request” online form. Please be specific when describing your setup arrangement to ensure it will be what you desire. Consult with the appropriate reservationist to ensure the facility can accommodate the setup you are seeking.
- The “Special Event Request” form is NOT an official request for audiovisual (A.V.) needs. If you need to reserve A.V. equipment for your event, call Multimedia and Classroom Support at x4090. Please note that it is helpful to list your A.V. equipment needs on the form, since some facilities are checked prior to usage to see if all is in place. A.V. equipment for Alumni Auditorium (excluding a laptop computer) is reserved through the University Center Office. If you require a technician to be present, you must provide one week’s notice.
- The online “Special Events Request” form must be completed a minimum of three business days prior to the event. Submission of this form does not guarantee a reservation. Once all information has been received, you will receive an e-mail confirmation. (Confirmations for student organizations will be sent to the designated advisor.) Once you have received a confirmation e-mail, you have an official reservation.
  - Facility reservations are on a first come, first served basis, with the exception of high priority campus events.
  - We can better serve you if food requests and facility reservations are received at least two weeks in advance. This will give all service areas adequate lead time to prepare for your event.
  - All organizations are responsible for the condition of the facility during their usage and will be charged for any damage that occurs.
  - Due to the great demand for meeting rooms, please call the respective reservationist if your meeting is cancelled.
- If Campus Safety officers are needed for any event, please give at least one week advance notice. Indicate how many officers will be needed for the event and the exact hours and location of the event. Officers are paid an hourly rate for their services during events.
- Events and parties in University Center, Alumni Auditorium, and Lathem Hall must have completed forms and approval by the Office of University Center Administration in advance. Refer to University Center in the “Facilities and Services” section of this handbook.

**PREMISES FOR STUDENT ORGANIZATION**

- Within the publicly stated policies of the university, students are permitted and encouraged to join and organize clubs and organizations.
- All actions of a student organization affiliated with an extra-mural organization should be determined by vote of only those students who hold bona fide membership in the university.
- A faculty or staff advisor to a campus organization is one who gives advice and guidance but does not have the authority to control the policy of the student organization, provided the organization is operating within the established rules and regulations of the university.
- It is Widener’s policy to encourage student organizations to provide activities for their members and other students on campus that contribute positively to individual growth.

**ELIGIBILITY FOR HOLDING ELECTIVE/APPOINTED OFFICE FOR SPONSORED ORGANIZATIONS**

To hold elective or appointed offices in campus organizations, students must be matriculated and must have a total cumulative GPA of 2.5 or higher, which is the university’s required GPA for graduation. Organizations may elect to set higher standards. A student whose GPA at the end of the first semester of any year falls below 2.5 will be ineligible during the second semester to hold an elective or appointed office in a campus organization. The Office of Student Life will notify students of their ineligibility.
Any person holding office must meet the minimum academic requirements of the university (2.5 or higher overall GPA), may not be on academic, disciplinary, or social probation, and must be currently enrolled as a full-time, Main Campus undergraduate student. Student leaders are expected to abide by the character clause if they are in an elected position. Students who do not meet these minimum requirements may be notified of their ineligibility to hold office. The advisor may also be notified, and the group will follow the procedures outlined in their constitution to determine a replacement.

**EXPECTATIONS FOR STUDENT ORGANIZATIONS**

To become an officially recognized student organization, each group is required to meet certain minimum standards determined by the Office of Student Life and the Student Government Association. Student leaders are also expected to abide by the character clause if they are in an elected position. Additional requirements that exceed those of Widener University may apply to groups through national affiliations, but these requirements cannot conflict with Widener’s.

There are certain special regulations for the establishment of Greek organizations (fraternities and sororities). These are governed by the Office of Student Life.

**RECOGNITION OF STUDENT ORGANIZATIONS**

The student organization recognition process outlined below applies to all Main Campus day undergraduate student organizations, except social fraternities and sororities which gain recognition through Fraternity and Sorority Life. The following criteria apply to a new organization requesting recognition.

- The organization must be consistent with the mission and goals of Widener University and additionally must maintain the quality of student life on campus through its membership, activities, and services.
- The organization does not duplicate an existing organization through name or purpose including activities, services, and programs.
- The organization is intended to function indefinitely rather than to merely meet a short-term issue or concern.
- The activities of the organization will not endanger the physical or emotional welfare of members; violate policies stated in this Student Handbook; violate laws of the city, state, or federal government; or create undue or unusual liability for the university.
- The constitution of the organization is sufficiently developed to meet the mission and objectives of the organization.

**PROCESS TO GAIN OFFICIAL RECOGNITION**

Student organizations must complete recognition paperwork at the start of each semester in the Office of Student Life.

- Each new organization must obtain and complete a “Starting a New Student Organization” packet from the Office of Student Life, which includes the following:
  - A constitution
  - An officer list
  - A membership list that includes a minimum of seven full-time, Main Campus undergraduate day student members
  - Verification of a full-time Main Campus faculty/staff advisor

**MAINTENANCE OF OFFICIAL RECOGNITION**

- The assistant dean of Student Life reserves the right to request the names of current student members.
- The organization must comply with periodic updates of the information (i.e., constitution, officer list, advisor verification)

as requested by the assistant dean of Student Life and the SGA president. The status and continued existence of all student organizations is subject to review by the dean of students and the president of Widener University.

- It is the responsibility of ALL organizations to keep current information on file with the Office of Student Life. During the recognition period, student organizations are required to provide the Office of Student Life with updated membership and advisor information in order to maintain their active recognition status on campus. Groups that fail to maintain updated information with Student Life are considered inactive and will have campus privileges revoked.
- Student organizations not recognized will have their university financial accounts closed and remaining funds will revert to the Student Life budget for campus programming.
- Please refer to the Student Life Organization Requirements on CampusCruiser.

**LOSS OF RECOGNITION**

Any student organization (Greek, academic, etc.) that has been officially removed from campus must adhere to the guidelines/sanctions of their removal as stated by the university or university representative. Failure to comply may result in individual student code of conduct charges and additional sanctions. The removal policies and sanctions may vary among organizations, especially those that have violated federal, state, or local laws and organizations that report to national headquarters.

**BUDGET ALLOCATION**

Only active student organizations are eligible to request funding from SGA through the budget allocation process. Groups that have not maintained updated information and complied with all Student Life and SGA requirements during the recognition period are inactive and are ineligible for funding for that academic semester.

**GAINING FUNDING**

The Student Government Association (SGA) has established additional criteria that outline how an organization can become eligible to receive budgetary funds. The organization:

- Must be an officially recognized student organization for at least one semester.
- Must have an updated file with the assistant dean of Student Life.
- Must have an organizational representative that has actively supported and attended at least two-thirds of the scheduled SGA and related committee meetings the semester prior to when funds are being requested. The only exception is for organizations that have been officially recognized for only one semester.
- Must have members participate in student organization training, attend all SGA meetings, and be in good standing with Student Life and SGA.
- Must practice sound fiscal management consistent with established university business procedures. No organization can incur debts, assume financial responsibilities, or in any way contract any financial obligations without the permission of the advisor and approval of the Office of Student Life. The organization must possess sufficient funds to meet such obligations, and the advisor must countersign all contracts, payment vouchers, purchase orders, and the like. Student Life must review and sign off on all of the above.

Note: It is the responsibility of ALL organizations to attend SGA meetings and be informed of current budget processes. Refer to the Treasurer’s Handbook for detailed information.
STUDENT ORGANIZATIONS
For a listing of all student organizations, visit the Campus Life website at www.widener.edu/campus_life/clubs/default.aspx or stop by the Office of Student Life.

ATHLETIC DEPARTMENT
Every student of Widener University is encouraged to participate in sports activities and fitness programs: intercollegiate sports, club sports, intramural sports, recreational activities, and physical education classes. Widener’s Schwartz Athletic Center features a gymnasium, Olympic swimming pool, and weight training room. For hours of operation and more information about Schwartz Athletic Center, visit: www.widenerpride.com. Pool hours and weight room facilities are subject to proper staffing. For hours and information about the Wellness Center, visit: www.widener.edu/campus_life/wellness/gym/.

ATHLETIC EQUIPMENT
Students who are issued athletic equipment, including uniforms and practice attire from the Widener University Equipment Room, are solely responsible for that equipment. The student-athlete will be financially responsible for any items not returned to the Equipment Room. Student-athletes are given three days to return all items after their last practice or competition.

SCHWARTZ ATHLETIC CENTER FACILITIES
The Schwartz Athletic Center consists of four units designed for varied activities conducted simultaneously in each unit. All full-time day students are admitted to the center upon presentation of their identification card.

The field house has a one-tenth-mile running track. The entire area of the field house is suitable for a variety of sports.

The swimming pool, located in the west unit, is one of the finest indoor pool facilities in the region. It is championship size, 25-yards by 25-meters, with eight lanes.

The central unit includes a women’s locker room and several offices. The first floor includes the newly renovated men’s locker room and athletic training and men’s equipment rooms.

The gymnasium has one game court, with bleacher seats for approximately 1,500 spectators, that can be modified to two practice basketball courts. Adjacent to the gym are class and meeting rooms, and the weight room is located on the lower level. The third floor is an office suite for all athletic department personnel.

To the west of the Schwartz Athletic Center lies Leslie C. Quick Jr. Stadium encircled by the George A. Hansell Jr. Track. New in 1994, the stadium and the track and field provide leading-edge venues for a variety of activities, including football, soccer, track and field, and lacrosse. The 4,000-seat stadium bears the name of the former chair of Widener’s Board of Trustees, Leslie C. Quick Jr. The championship track is named after George A. Hansell Jr., former long-term athletic director.

Adjacent to the Schwartz Athletic Center is Dixon Field which is a lighted field turf facility for Field Hockey and Women’s Lacrosse, the facility is also used for campus intramurals. The Schwartz Athletic Center complex, including all fields, is closed during home football games.

Field and facility use for special events require prior approval from the director of athletics. Send written request and details of the event to the director a minimum of two weeks prior to the event.

ADMISSION TO ATHLETIC EVENTS
All full-time day students are admitted to all home athletic events upon presentation of identification. Admission is not charged for regular season events except for home football games and men’s and women’s home basketball events. Admission is also required during any conference, regional, or NCAA event.

Full-time day students may bring their life partners to all athletic events on campus. Life partners attending athletic events will be charged the same admission as full-time day students, unless a conference, regional, or national event requires otherwise. Life partners of full-time students have free use of the facilities at the athletic center as offered to students. These admissions will be offered upon presentation of an I.D. card issued to the spouse by Enrollment Services verifying the status of the holder.

INTERCOLLEGIATE SPORTS
Intercollegiate athletic teams compete with teams from colleges and universities in the Commonwealth Conference of the Middle Atlantic conferences, as well as other universities and colleges in the area. Opportunities for teams and individuals to vie for regional and national championships are provided for those meeting the criteria.

Men compete in the following sports by season: fall—football, cross country, soccer; winter—basketball, swimming, indoor track and field; spring—baseball, outdoor track and field, golf, lacrosse. Women compete in the following sports: fall—soccer, field hockey, cross country, volleyball; winter—basketball, swimming, indoor track and field; spring—lacrosse, softball, outdoor track and field.

REQUIREMENTS TO PARTICIPATE IN AN INTERCOLLEGiate SPORT

• First-year and transfer student athletes must have a physical examination by a non-university physician, nurse practitioner, or physician assistant within six months of athletic activity. This must be completed on the university physical form sent in the admissions packet and forwarded to Student Health Services. Students must also forward a copy of their sickle cell trait test. All returning student-athletes will be screened annually at Student Health Services. If a student has not participated in a one year period then another physical from an outside provider must be completed and documented on the Student Health Service forms.

• Minimum GPA as follows:
  
<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.5 or fewer</td>
<td>1.70</td>
</tr>
<tr>
<td>16–30.5</td>
<td>1.80</td>
</tr>
<tr>
<td>31–60.5</td>
<td>1.90</td>
</tr>
<tr>
<td>61 and more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

• Completion of NCAA eligibility forms. Forms will then be reviewed by the eligibility-certification official and eligibility will be determined.

• Completion of Widener eligibility forms. Forms will then be reviewed by the eligibility-certification official and eligibility will be determined.

• Athletic insurance is required of the student-athlete at the first practice—the student’s account will be billed. This mandatory insurance is nonrefundable. The athletic insurance works in conjunction with the student’s own medical insurance. For more information regarding athletic insurance coverage, please contact Student Health Services at 610-499-1183.
CHEERLEADERS
The cheerleader squad supports both the football and men’s basketball teams. The squad is chosen from candidate tryouts at the discretion of the cheerleading coach.

CLUB SPORTS
Club sports were created at Widener University to provide students with an organized, nonvarsity athletic experience. All programs that fall under the auspices of club sports are to be competitively based with activities primarily spent in competition and preparation for competition. Sports not represented at Widener University as intercollegiate sports, particularly those not represented for a specific gender, are eligible for club sports status. If a gender-based sport exists through Widener University’s intercollegiate program, that gender-based sport will not be eligible for club sports status. Recreational and leisure-based organizations are not eligible to be designated as club sports.

PROCESS FOR RECOGNITION
For an organization to be recognized as a club sport, obtain a copy of the Widener University Club Sports Manual from the director of the Wellness Center. Also, obtain and complete the “Starting a New Organization” packet from the Office of Student Life. In addition to the submission of an organizational constitution, include with the packet a letter from an advisor accepting the role, an officer list, and a list of members. The group must indicate that they are seeking designation as a club sport.

A minimum of 10 full-time, day, undergraduate students is required, regardless of the minimum number required to form a club sport team. If a club sport team requires more than 10 players, that number will then be the minimum number of full-time, day, undergraduate students required to officially recognize the club sport team.

Completed packets are to be given to the director of the Wellness Center. The director will review the information for completion and then make available to the university’s risk manager and to SGA for approval/consideration.

CLUB SPORTS REQUIREMENTS
REQUIREMENTS TO PARTICIPATE IN CLUB SPORTS
All club sport members/players must be full-time, Main Campus, day undergraduate students. Part-time, Continuing Studies, and graduate students, as well as alumni and other non-students, are not permitted to participate in Widener University club sports as members, players, competitors, advisors, directors, assistants, or coaches (unless contracted as a coach) in practice, scrimmage, competition, and the like. Minimum GPA is 2.0. All club sport participants must also read and acknowledge the Club Sport Concussion Statement and Widener University Hazing and Discrimination Policy documents located in each club sport’s respective CampusCruiser site.

ANNUAL TEAM ROSTER
An annual roster must be submitted to the director of the Wellness Center with each team member’s name, local phone and address, student ID number, and class year so that his or her health services chart can be checked for an existing “Athletic History/Physical” form. This roster is used to denote the player’s status, clearance to play or not, and for athletic insurance billing. The roster must denote coaches, all players, and an identified student executive board and must be typed or printed. Each club offers an electronic survey in their CampusCruiser site that club members can also complete to be added to the roster.

PHYSICAL EXAMINATION FORM
Students participating in club sports are required to have a completed “Athletic Physical” form on file at Student Health Services prior to starting activity with the club. The one-time only form must be completed by an outside physician, nurse practitioner, or physician’s assistant with the provider’s office stamp in the appropriate area. This form can be downloaded from www.widener.edu/campus_life/wellness/forms.aspx. Note: Students who have not physically participated in one year or greater are required to have a new physical completed by an outside provider.

Students are required to advise Student Health Services in writing of any significant change in their health status.

HEALTH CLEARANCE
Club sport teams that begin in early September are encouraged to have captains arrange annual upperclassmen screenings no later than May 31. Teams that start later in the year are suggested to begin the annual clearance process at least one month prior to meeting/practice/play to avoid unwanted delays.

ImPACT (online cognitive testing) is a one-time test requirement provided at no cost and required of all freshmen, transfers, or first time players to assure a baseline in the event of a traumatic brain injury (concussion). Students will not be medically cleared to play until all required documentation has been received by Student Health Services.

MANDATORY ATHLETIC ACCIDENT INSURANCE
Athletic “excess” insurance is annually required of all club sport participants. This policy is a secondary insurance to a student’s personal health insurance and is directly billed to a student’s account once they have been cleared to participate. The annual premium coverage is for one academic year and billed based on whether the sport is classified as contact or non-contact. If an athlete has participated in intercollegiate sports or more than one club sport, he or she is invoiced only one premium per year.

INJURIES
All students with sports injuries occurring or related to a club sport must immediately complete a “Sports Insurance Claim Form” and forward it to Student Health Services. Forms can be obtained from Student Health Services or the Wellness Center.

DUES
Each club sport is entitled to levy their own dues necessary to meet all financial expenditures for the club’s operation. All dues balances must be paid in full or holds on the student’s accounts may be submitted via the Registrar’s Office and the director of the Wellness Center. Each club is expected to work with the director of the Wellness Center to ensure that all expenses are approved prior to processing and that funds are utilized within budget constraints.

SPORTS CLUBS
For a current listing of all sports clubs, visit the Campus Life website at www.widener.edu/campus_life/clubs/sports.
Our intramural sports programs are hosted by the Wellness Center. These co-curricular activities complement the formal academic curriculum. A variety of competitive and structured activities are offered to full-time, undergraduate students every year providing opportunities to learn new sports and to meet others with similar interests.

Sports and recreation activities generally take on a league structure and a post-season tournament to determine champions. Tournaments may range from a single day to several days.

Participation in the program is voluntary and determined by student interest. For a current listing of all intramural sports, visit the Intramurals website at www.widener.edu/campus_life/wellness/gym/intramural.aspx.

BECOMING A MEMBER OF A NATIONAL FRATERNITY OR SORORITY

Widener University fraternities and sororities have a proud history of community and university service, school spirit, and academic achievement. Our fraternities and sororities pride themselves on providing their members with opportunities to meet new people and share common beliefs such as honor, service to others, and dedication to their organization, members, and community.

Joining a fraternity or sorority provides many students with a support system and core value through which they learn more about university programs and service, have the opportunity to network with alumni, and obtain valuable leadership experience through service as a member of their organization’s executive board or as a chairperson of a committee. Widener is proud to offer students multiple national fraternities and sororities affiliated with the North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), and the National Multicultural Greek Council. We sincerely hope that all students will take time to learn about all aspects of the fraternity/sorority community at Widener and take full advantage of the benefits membership provides.

Fraternity and sorority life at Widener is governed by the Interfraternity Council, the Panhellenic Association, and the Intercultural Greek Council but is subject to the Office of Student Life and the administration.

RECRUITMENT/INTAKE AND POLICY FOR BECOMING A MEMBER OF A NATIONAL FRATERNITY OR SORORITY

The policy of Widener University for joining fraternities and sororities requires that all potential members have a cumulative GPA of at least 2.5. Also, students must have earned at least 12 credits prior to joining a fraternity or sorority. First-semester freshmen are not eligible for joining, “pledging,” or “associating” with a fraternity or sorority. Every student must also attend one session of “Affiliation Education” as part of the requirements to go through recruitment/intake. Each fraternity and sorority may set its own GPA requirements, which can be higher than the university minimum. Students bear the responsibility to know if they are eligible to join or not. Recruitment/intake for both fraternities and sororities occurs in the spring semester each year. Upperclassmen and transfer students may participate in the fall recruitment/intake period if there is one.

INTERFRATERNITY COUNCIL (IFC)

The Interfraternity Council of Widener University is organized for the purpose of advising, counseling, aiding, and guiding the fraternities. It is composed of a representative from each fraternity on campus. Seven officers are elected to guide the council with the assistance of a university advisor.

PANHELLENIC ASSOCIATION (PHA)

The purpose of the Panhellenic Association is to develop and maintain sorority life and interfraternal relations at a high level of accomplishment. Goals of the association include promoting superior scholarship, maintaining high social and moral standards in cooperation with member sororities, and promoting overall sorority unity on campus. The membership includes all sorority chapter members in good standing with the National Panhellenic Conference. Officers serve for a term of one year on a rotating and appointed basis.

INTERCULTURAL GREEK COUNCIL (IGC)

The culturally based greek council governs all multi- and inter cultural-based Greek-letter organizations. Their primary purpose is to move the cultural organizations together in community, scholarship, and service.

ORDER OF OMEGA

The fraternity and sorority community is proud to host a chapter of the National Order of Omega. This club is an honors organization for those students with a minimum GPA of 3.0 who hold leadership positions inside and outside of the fraternity/sorority community.

SOCIAL ACTIVITIES

Any fraternity or sorority that sponsors a social event must comply with all rules and regulations of student organizations as established by the Student Handbook, as well as by any national or international fraternity/sorority specific rules and regulations and the respective governing bodies for each group.

OFFICERS

The president of a fraternity or sorority is required to live in the respective fraternity or sorority house and should not be on disciplinary/social probation. Those who are on the executive boards of each fraternity or sorority are strongly encouraged to live in the chapter facility to help maintain order. Officers (both chapter and council) are responsible for providing accurate new member and housing information to the appropriate offices within set deadlines. All council officers are required to have a minimum 2.50 cumulative GPA to hold office.

HOUSING

For more information regarding housing for fraternities and sororities, see the “Residence Life: Program Policies, Procedures, and Regulations.”

FRATERNITY & SORORITY GENERAL GUIDELINES

The following rules are applicable to all national fraternity/sorority organizations:

- Considered as corporations, fraternities and sororities are expected to follow national organization and federal, state, and local regulations that are applicable to such groups. As members of the university community, fraternities and sororities are expected to follow the general procedures, policies,
and regulations applicable to the Widener student body. Furthermore, fraternities and sororities are responsible and will be held accountable for the actions of their members when their behavior is determined as resulting from fraternity or sorority life.

- Each fraternity and sorority is required to have a university faculty/staff advisor. Advisors should be kept apprised of all fraternity and sorority activities and obligations. Any fraternity or sorority seeking an advisor must clear its choice of advisor with the Office of Student Life before asking the faculty or staff member to serve.

- Each fraternity and sorority is required to work with the director of student organizations to maintain a cooperative relationship with the university.

- Any fraternity or sorority using an on- or off-campus facility for an activity acts as a representative of the university and is expected to conduct itself in accordance with standards set forth for members of the university community as specified in this handbook.

- For all formal activities, functions, and events, the following apply:
  - All activities must follow the regulations established by Widener University, the Office of Student Life, and the student governing body of the group.
  - All activities must follow the alcohol regulations established by Widener University, the Commonwealth of Pennsylvania, and the sponsoring organization (see also “Alcoholic Beverages” and “Student Events”).
  - The sponsoring organization shall act as a host and will set up controls that will ensure the proper safety and protection of all participants and university assets.
  - No organization will be permitted to hold activities or social events or functions in University Center for profit unless the sponsoring group has permission from the Office of University Center Administration.
  - If the activity is to be held in University Center, the student in charge of the sponsoring group will review with the assistant director of University Center or their designee in detail the proposed affair. The student in charge of decorations will also consult with the assistant, showing the proposed plan for decorating. The plan that has been approved must then be the one followed.
  - All posters and advertisements must meet the posting policy requirements, or they will be removed from the areas posted and the violators will be given a warning. Violators are subject to university sanctions (see “Poster Policy and Bulletin Boards” and “Student Events”).
  - For more information regarding events, policies, and guidelines see “Student Events” and the Widener University website.

- For information about fundraising and soliciting, see the “Fundraising/Soliciting” section in “Student Organizations.”

- The university views hazing activities, with the utmost concern. All fraternity and sorority members, new members, associates, and affiliates should refer to the university’s policy on hazing in this Handbook.

- All fraternity and sorority chapter facilities are required to operate under the guidelines provided by the Office of Residential Life and Housing and are on loan to the chapters at the will of the university.

- All fraternities and sororities operate only upon consent of the university and may be disbanded or dissolved at any time in the sole discretion of the university.

**EXPANSION OR ADDITION OF NEW ORGANIZATIONS**

Widener University recognizes that fraternities and sororities can provide significant positive experiences in enhancing leadership development, civic engagement, academic achievement, sense of belonging, and social enrichment. In order for this experience to be made available to more students, Widener University supports regulated and strategic expansion of the fraternity and sorority community at our main campus in Chester, Pennsylvania, when both students and administration deem such expansion advisable and sustainable. Policies and procedures were developed to guide the expansion process. For a copy of this document, please contact the Office of Student Life.

**GREEK AFFILIATION STATEMENT**

In order to affiliate with a fraternity/sorority, Widener University students must be enrolled full-time at Widener in at least 12 credits. All upperclassmen are permitted to join a Widener chapter at any time during the academic year provided they meet the 12 credit and minimum GPA requirements. Freshmen are permitted to join an organization after the completion of 12 credits and meeting the minimum GPA requirement.

All active members in fraternities and sororities must be full-time undergraduate Widener students to remain active in the campus chapter and listed on the chapter roster. Exceptions will be made for graduating seniors completing final credits and students in special academic programs (e.g., co-op and 3+3 programs).

Any recognized fraternity or sorority with members that have not been approved by their national office and the Office of Student Life will be in danger of losing campus recognition. Please refer to the Points of Pride and the Student Organization Handbook for all fraternity and sorority requirements.

Widener chapters are not permitted to accept members who are not full-time students at the university. Any recognized Widener students should only be affiliating with chapters and colonies that are on the campus and approved by the Office of Student Life.

Widener students are not permitted to join fraternity/sorority organizations on other university campuses. Students who choose to associate and/or affiliate themselves with a chapter at another campus, through a graduate/alumni chapter, or other means do so at their own risk and are not considered a part of our campus’s fraternity/sorority community. Students who assume this affiliation risk may be in violation of another institution or an organizational policy. This institution and its employees will not condone or assist students with the process for a non-Widener Greek lettered organization. Widener University and the Office of Student Life are not responsible for students who join organizations not chartered at our campus.

**MORE INFORMATION**

For more information regarding policies, guidelines, procedures, membership, social activities, and risk management related to fraternity/sorority life, contact the Office of Student Life.
ACADEMIC POLICIES

The academic policies of each graduate program are outlined in the graduate catalogs. The policies covered include:

- Admissions procedures
- Petitioning to graduate
- Auditing
- Special status students
- Degree requirements
- Transfer credit
- Grading
- Withdrawal policy
- Matriculation

Information on tuition and fees is available from each of the graduate program offices.

GRADUATE STUDENT ORGANIZATIONS

NATIONAL SCHOLARSHIP HONOR SOCIETY

Phi Kappa Phi—The national scholarship honor society of Phi Kappa Phi (PKP) exists to recognize and encourage scholarship in all academic disciplines. By honoring superior scholars, it hopes to encourage others to espouse academic excellence. The Widener chapter (#214) of PKP was installed May 14, 1979. Membership in the society is by invitation from the local chapter, in accordance with its regulations and the bylaws of the national organization. Graduate and professional students are eligible for induction if they have an outstanding record in graduate or professional study, as evidenced by ranking in the top 10 percent of their school or college at Widener University, and meet the following requirements:

- Non-law school post-baccalaureate students must have petitioned for May graduation or have graduated in the previous August or December.
- Widener Law School students must have petitioned for May or summer graduation or graduated the previous December.

The registrar determines the class rank and petition status. The graduate dean determines the top 10 percent of each discipline conferring graduate degrees, in cooperation with the respective programs’ graduate officers.

CLINICAL PSYCHOLOGY

Student Forum—The forum provides a means for students in the PsyD program to express their views on issues relating to university policy and procedures and student services. The director of the clinical psychology program meets with the Student Forum officers on a regular basis. The organization also plans social activities for students. This enables students to have a voice with the graduate community at large. A student newsletter is published on a regular basis to keep the PsyD student body informed of the forum’s activities. For more information, contact 610-499-1208.

EDUCATION

Education Doctoral Students’ Association—Organized to provide the doctoral student with an avenue for discussing the important issues and concerns of University Life. The social, academic affairs, faculty, and professional development subcommittees report to the Steering Committee, which, in turn, meets with an advisor. A newsletter keeps all students informed of the association’s activities. For more information, please call 610-499-4383.

Human Sexuality Education Student Organization—This is a student-run, student-led organization for Widener’s graduate program in human sexuality. Its officers are elected annually and work to fulfill the organization’s three-fold mission: to support student life for graduate students in the human sexuality program, to advance the program at the school and local level, and to support students in professional pursuits through national organizations and conferences.

BUSINESS

Graduate Business Association—The purpose of the Graduate Business Association is to serve the special needs of graduate students who work during the day and attend school on a part-time basis in the evening. The goals of the organization are to provide a liaison between the students and Career Advising and Planning Services and to provide a vehicle for student input into the curriculum. Contact 610-499-4305.

NURSING

Eta Beta Chapter, Sigma Theta Tau International—This nursing honor society is open to both master’s and doctoral students. For membership information and faculty counselors, see the Eta Beta website at http://etabetachapter.org.

PHYSICAL THERAPY

Physical Therapy Student Association (PTSA)—The organization’s purpose is to enhance the understanding of physical therapy and current health issues among the student body and the Chester community. For information, call 610-499-1277.

Chester Community Physical Therapy Clinic Student Board—Membership on the student board is by appointment. The purpose of the student board is to provide support to and assist in the direction of the pro bono physical therapy clinic sponsored by the Institute for Physical Therapy Education.

SOCIAL WORK

Master of Social Work (MSW) Student Organization—The organization’s purpose is to provide peer support, professional development, and representation for the students of the MSW program. Membership is open to all matriculated students in the MSW program. For information, call 610-499-1153.

National Association of Black Social Workers, Student Chapter—This organization provides peer support for students of African descent and offers opportunities for service and professional and cultural development. For more information, call 610-499-1153.
ACADEMIC POLICIES

The academic policies of the Center for Continuing Studies are outlined in the Continuing Studies catalog. The policies include:

• Academic integrity
• Admissions procedures
• Degree requirements
• Grading
• Leave of absence
• Transfer credit
• Withdrawal
• Petitioning to graduate

The catalog can be found online at www.widener.edu/catalogs.

CONTINUING STUDIES STUDENT ORGANIZATIONS

ALPHA SIGMA LAMBDA

This national honor society recognizes adult students for outstanding academic achievement. Membership is open to all matriculated students in Continuing Studies who have completed a minimum of 24 credits at the Division of Continuing Studies (including 15 outside their major field), and who have a cumulative grade point average of 3.25 at the end of the fall semester and are in the top 10 percent of their class. The Continuing Studies chapter is Alpha Theta. Eligible students are invited to join during the spring semester of each academic year. For more information, contact the Continuing Studies Office at 610-499-4282.

PROCEDURES FOR BECOMING A RECOGNIZED CONTINUING STUDIES STUDENT GROUP

In the course of their studies, Continuing Studies students may identify a need for an activity or service that they believe will enrich and improve adult student life. (These needs may vary with time and changes in the student population.) The division wishes to encourage student efforts to form groups that will meet the current needs of all or a portion of Continuing Studies students. In addition, a limited amount of funding may be available for approved activities and services offered to students by recognized student groups.

A student group/organization that seeks recognition should submit a profile to the Division of Continuing Studies, Room 120, Kapelski Learning Center, Main Campus. Recognition of the group depends on the merits of the following:

• A formal, written statement of purpose.
• An outline/description of the actual or potential membership.
• The name of the faculty advisor.
Appendix D: Service & Assistance Animal Policy

Service and Assistance Animal Policy

Widener University is committed to providing members of the Widener University community with disabilities equal access to programs, services, and physical facilities. It is acknowledged that some members of the Widener University community with disabilities may require the use of service and assistance animals while on campus.

Below are guidelines for the appropriate use of and protocols associated with service and assistance animals.

Students with disabilities who require the use of service or assistance animals should contact the Office of Disability Services at 520 E. 14th Street, 610-499-1266. Faculty and staff with disabilities who require the use of service animals or assistance animals should contact the Office of Human Resources.

PETS

A “pet” is any animal kept for ordinary use and companionship. Service animals and assistance animals, as defined below, are not considered pets.

SERVICE ANIMALS

A “service animal” is defined under the Department of Justice’s ADA regulations as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” There is also a provision permitting miniature horses to qualify as service animals in some cases. No animals other than dogs or miniature horses may qualify as service animals.

The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

Service animals are permitted to accompany people with disabilities in all of Widener University’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. Widener University does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

In addition, Widener University cannot ask about the nature or extent of a person’s disability to determine whether a person’s animal qualifies as a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., where a dog is observed guiding an individual who is blind or has low vision or pulling a person’s wheelchair). If it is not
readily apparent that the animal is a service animal, Widener University staff may make two inquiries to determine whether the animal qualifies as a service animal, which are:

   (1) Is the animal required because of a disability?

   (2) What work or task has the animal been trained to perform?

The University will not require documentation that a service animal has been certified, trained or licensed as a service animal. A service animal must be housebroken (i.e. trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the service animal’s performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. In addition, the University need not accommodate a service animal if it poses a threat to the health or safety of others.

ASSISTANCE ANIMALS

An “assistance animal”, pursuant to the U.S. Department of Housing and Urban Development, is described as “an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability.” An assistance animal is not a pet. Unlike service animals, assistance animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses. Under Section 504 of the Rehabilitation Act and the Fair Housing Act, students with disabilities may be eligible to have an assistance animal in campus housing.

**Assistance animals are not allowed to accompany persons with disabilities in all areas of Widener University, but they may reside in University Housing with people with disabilities.** Before an assistance animal can move into University Housing with a person with a disability, a request must be submitted to the Disabilities Services, and approval must be granted, preferably at least 30 days prior to move in.

Under the Fair Housing Act, a person may be eligible to have an assistance animal in campus housing as a reasonable accommodation if:

1. The individual has a disability;
2. The animal is necessary to afford the individual with a disability an equal opportunity to use and enjoy campus housing; and
3. There is an identifiable relationship or nexus between the disability and the assistance the animal provides. (In other words, does the animal work, provide assistance, perform tasks or services for the benefit of a person with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person’s existing disability?)

Accommodation for assistance animals must be reasonable. The University is not required to permit animals that pose a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, would cause substantial physical damage to the property of
others that cannot be reduced or eliminated by another reasonable accommodation, would pose an undue financial and administrative burden, or would fundamentally alter the nature of the University’s operations.

**How to Request Permission to have an Assistance Animal in Campus Housing**

- Submit “Request to Have Assistance Animal in Housing” form to Office of Disabilities Services
- Provide supporting documents listed on request form
  - Vaccination records
  - Animal license, if applicable
  - Photo of animal
- Sign and agree to the “Policy and Care Agreement”

Documentation of the need for an assistance animal must be from a physician, psychiatrist, psychologist, or other mental health professional who is not a family member, and be on official letterhead.

Documentation of the need for an assistance animal **must include the following:**

- Verification of a disability that substantially limits a major life activity and a description of the impact of the condition on a major life activity.
- A description of why the animal is necessary for the student to use or enjoy University housing.
- A description of an identifiable relationship or nexus between the disability and the assistance the animal provides.

*Approval of an assistance animal is determined on a case-by-case basis. Students must reapply each academic year to have an assistance animal in campus housing.*