INTRODUCTION

The Harcum College Student Handbook is issued by the Office of Student Life. It is the College’s official notification of rules, regulations, and standards of conduct. The student is responsible for knowing and adhering to these policies, rules, regulations and standards of conduct. Enrollment is considered as acceptance of all the conditions specified in this Handbook.

Policies and procedures cannot be static in a changing environment and as such, Harcum College reserves the right to revise or supplement College policies and regulations at any time. Accordingly, neither this Handbook, nor parts of it may be relied upon as a contract. The College may reproduce or modify this Handbook, or parts of it, for distribution in other formats (for example, on a web page or in other formats for computer access or other College publications). As a result, students, applicants, and other users of the Handbook should consult the appropriate College office to verify current text or status of the policies, procedures, or information contained herein to determine whether information in this Handbook or other publications has superseded it or changed.

HARCUM COLLEGE MISSION STATEMENT

Harcum College provides its students with an opportunity for outstanding academic, career and life preparation. We teach, mentor and prepare students for success in their chosen profession in an experiential environment. Harcum’s core values of excellence, civility, empowerment, integrity, community service and respect for diversity assure that every student is valued and supported.

STUDENT LIFE MISSION STATEMENT

The Office of Student Life embraces the mission of the College by empowering students to reach the goal of participative citizenship and life preparation by providing services, programs, and resources in support of academic, professional and personal growth. Throughout the division, we strive to work collaboratively with all departments to foster an inclusive community that develops students holistically through reinforcing civility, integrity and respect for diversity. In collaboration with the entire College community, we commit to this mission by:

- Empowering students to develop morally, socially, and academically by providing an atmosphere of accountability.
- Encouraging students to advocate for themselves and others, as we advocate for them, with respect to diversity and the promotion of civility in their current lives as well as their future communities.
- Serving to support the College community about issues related to students, their development and needs.
- Challenging ourselves to consistently evaluate divisional effectiveness by implementation of routine assessment to identify student needs and satisfaction with program and service offerings.
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DEFINITIONS

Acts of Intolerance/Bias Related Incidents
Offensive, humiliating or intimidating conduct against another based on race, color, religion, gender identity/expression, ethnicity, ancestry, national origin, sexual orientation, marital status, military state, age or ability.

Aggressive Physical Behavior
Behavior that threatens or endangers oneself or the well-being or safety of others, or results in personal injury to others. This behavior includes, but is not limited to pushing, shoving, punching, fighting, or the threat of any such behavior is prohibited by the College.

Cheating
The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance when taking quizzes, tests, or examinations; (2) dependence upon the aid or sources beyond those authorized by the instructor to write papers, prepare reports, solve problems, or carry out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Class Day
The term “class day” shall refer to any day that classes are in session. Weekends and holidays are not considered when calculating response time for notification of sanctions and appeals.

Clear and Convincing Evidence
Clear and convincing proof means that the evidence presented must be highly and substantially more probable to be true than not. This standard applies as an option for Title IX infractions.

College
The term “College” means Harcum College.

College Official
The term “College official” includes any person employed by or associated with the College in performing assigned administrative or professional responsibilities and duties.

College Premises
The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

Disorderly Conduct
Intentionally causing or recklessly creating a risk of disruption to the College community or local community.

Faculty Member
The term “faculty member” includes any person hired by the College to conduct instructional activities.
**Failure to Comply**
Failure to comply with the proper requests and instructions of College officials, including members of the Campus Safety Department, acting in performance of their duties, or to identify oneself or produce an identification card when asked, or to cooperate in an official investigation.

**False Identification (ID)**
Falsification or misuse of any document, record or instrument of identification is a violation of College policy. Similarly, the use or possession of a fake ID for any reason is prohibited.

**Harassment**
Verbal abuse, intimidation, coercion, physical force or any other action, including abusive and offensive behavior. Harassment exists in-person and/or through virtual/social media environments.

**Lewd Behavior**
This behavior includes, but is not limited to, urinating outside of designated facilities, public nudity, and/or sexual acts in public.

**May**
The term “may” is used in the permissive sense (option).

**Mediation**
The term “mediation” refers to a form of intervention when conflicting parties select to use or are assigned a neutral third party to find a solution to their dispute.

**Member of College Community**
The term “member of the College community” includes any person who is a student, faculty or staff member, College official or any other person employed by or associated with the College.

**Organization**
The term “organization” means any number of persons who have complied with the formal requirements for College recognition/registration.

**Plagiarism**
The term “plagiarism” includes, but is not limited to, the use by paraphrase, direct quotation, or by cut and paste of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**Policy**
The term “policy” is defined as the written regulations of the College found in the Student Handbook.

**Preponderance of the Evidence**
The term “preponderance of the evidence” means that a hearing must determine whether a complaint was “more likely than not” to have occurred or 51% likely to have occurred. This standard applies to all student conduct infractions, and as an option for Title IX infractions.
**Retaliation**
Taking adverse action(s) against a person participating in the disciplinary process including, but not limited to verbal/physical assault, threats, or other inappropriate behavior.

**Shall**
The term “shall” is used in the imperative sense (required).

**Staff Member**
The term “staff member” means any person hired by the College to conduct non-instructional activities.

**Student**
The term “student” includes all persons taking courses at the College, including Partnership Site locations, both full-time, part-time, online, non-matriculated, and continuing education courses. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are also considered “students”.

**Student Conduct Procedures**
The phrase “student conduct procedures” refers to the process by which student conduct cases are investigated, heard, and adjudicated. Students are responsible for monitoring their Harcum College email accounts to review conduct letters and respond to meeting requests.

**Student Rights and Responsibilities Officer**
The term “Student Rights and Responsibilities Officer” is a College official authorized on a case-by-case basis by the Dean of Student Life to impose and address sanctions levied upon students found to have violated the Student Code of Conduct. This College official is also responsible for the administration of the Student Code of Conduct with the Office of the Dean of Student Life. Students should confer with the Student Rights and Responsibilities Officer regarding the status and completion of all sanctions.

**Theft**
Actual or attempted theft of personal or College property or services by an individual. In addition, the willful possession of stolen property is a violation of College policy.

**Unauthorized Access**
Attempting to enter, actually entering, or using College facilities or property without proper authorization, including intentional or reckless destruction and damage to College or private property.

**Weapons and Dangerous Materials**
Possession or use of any type of firearm or any potentially dangerous weapon is prohibited. Weapons of any kind have no place in the College community. All instruments which can be construed as weapons including, but not limited to Airsoft guns, BB guns, pellet guns, handguns, rifles, pistols, knives, bows and arrows, swords, brass knuckles, night sticks, stun guns, Tasers, and handcuffs may not be brought onto College property.
COLLEGE POLICIES AND PROCEDURES

ALCOHOL & ILLICIT DRUGS
See Student Code of Conduct, page 26

ASSESSMENT & CARE TEAM (ACT)
The ACT is comprised of individuals who represent various departments within the Harcum community to address concerns in a comprehensive manner.

ACT is designed to be a preventative entity whose purpose is to address behaviors that indicate a possible risk or threat of harm to self or others, and to improve the overall well-being of the Harcum community.

Its purpose is to assist the Harcum College community that includes students, faculty, staff and the public, to avert violence. The team is not punitive, but designed to address concerns prior to any violent behavior and connect the individual(s) involved with the appropriate supports from the Harcum community and surrounding communities and/or other agents.

ACT also serves to support the Harcum community following an act of violence. ACT has been created to provide a centralized campus-wide reporting mechanism to collect, review, assess and to respond to behaviors of concern.

ANTI-BULLYING POLICY
See Student Code of Conduct, page 30

BIAS-RELATED ACTS
Harcum College places great importance upon respect for others and the diversity of the Harcum community. Actions characterized as bias against an individual’s race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, or disability are intrinsically opposed to the ideals and values of Harcum. Bias-related acts also have a great tendency to provoke retaliation, inflict significant emotional harm on their victims, and incite community unrest. For all these reasons, bias-related acts are not acceptable behavior within the Harcum College community.

In this light, actions in violation of Harcum policy are more serious when these actions are motivated by a bias against the personal characteristics of other individuals. When bias-driven violations of Harcum policy are committed and it can be shown these violations had the purpose or effect of substantially interfering with an individual’s academic or work performance, or created an intimidating, hostile or demeaning educational or employment environment, the violator may be subject to additional sanctions beyond those otherwise imposed for the same violation. Any violations should be reported to the Dean of Student Life.

Recommended minimum additional sanctions for bias-related acts are as follows:
• notification of parents of dependent students and academic advisor;
- community service and educational training program in the area of needed sensitivity to individual diversities;
- academic and residential suspension (minimum 2 weeks); and
- social and residential probation (minimum 10 weeks).

*Repeat offenses will likely result in separation from Harcum College.

**BULLETIN BOARD POSTING POLICY**

Use of Harcum bulletin boards in the Academic Center are managed by the Office of Student Life. All information posted (except that of an academic nature) must receive approval and be stamped by the Office of Student Life, second floor of Klein Hall, or the posting will be removed. Flyers are considered time sensitive material and must be removed within two days after the close of an event. Use of Harcum bulletin boards in Klein Hall and Pennswood Hall are under the auspices of the Office of Residence Life. All information posted on these boards must receive approval and be stamped by the Office of Residence Life or it will be removed.

**CCTV CAMERA POLICY**

*Purpose*

The purpose of this policy is to regulate the use of CCTV video cameras to monitor, record, and review College property.

*Scope*

This policy applies to all College personnel in the use of video monitoring, recording equipment and all related systems.

*General Information*

The Harcum College Office of Campus Safety is committed to enhancing the quality of life of the Bryn Mawr campus community by integrating best practices of physical and electronic security with state-of-the-art technology. An important component of a comprehensive security plan uses technology such as video surveillance.

The primary purpose of video technology is to proactively deter crime and to assist security/law enforcement personnel investigating incidents that have occurred. Unless rare, special circumstances present themselves, all video surveillance cameras are not continuously monitored. In almost all situations, the use of these cameras will be used to review footage to aid incident investigations reported to Campus Safety. Any video monitoring or reviewing for security purposes will be conducted in a professional, ethical, and legal manner only by Campus Safety staff. Personnel involved in the use of any video technology will be appropriately trained and supervised.

Information obtained through video recording and/or monitoring may be used for security or law enforcement purposes and for compliance with College policy. Additionally, information obtained through video monitoring or recording will only be released when authorized by the Director of Campus Safety or designee. If, during the course of reviewing video footage, any other violation of College policy or state/federal law is witnessed, the information obtained will be forwarded to the appropriate department/agency for further action.
Video monitoring/recording for the purposes of safety and security will be conducted in a manner that is consistent with all existing College policies. Video monitoring/recording for security purposes at the College will be limited to locations that do not violate the reasonable expectation of privacy as defined by law.

**Responsibilities**

Harcum College Office of Campus Safety is the department authorized to oversee and coordinate the use of video surveillance equipment for safety and security purposes at the College. The Campus Safety team will work in conjunction with Information Technology (IT) to coordinate technical aspects and specifications of the equipment and Human Resources to ensure that monitoring/recording is done in a manner that is consistent with all College policies.

The Director of Campus Safety or designee will have the primary responsibility of supervising the use of video surveillance equipment at Harcum College. Decisions related to the location, type and method of surveillance will be made in conjunction with a number of departments that have technical, policy or legal expertise. Should any department, faculty or staff member wish to use video surveillance, they must provide a written request to the Director of Campus Safety prior to implementation. This request must clearly state the reason for the surveillance, financial support sources, privacy issues, length of intended surveillance, etc. If the request is academic in nature, the Director of Campus Safety will forward the request, with a recommendation, to the Executive Vice President for a final determination. In situations where there is some question as to the exact nature of the request, the Director of Campus Safety will consult with the Executive Vice President and if appropriate, the Director of Human Resources. Harcum College Campus Safety, Information Technology, and Human Resources will monitor new developments in the relevant law and best practices to ensure that video monitoring and recording at the College are consistent with the highest standards and protections.

**Procedures**

All personnel involved in the installation, operation or maintenance of the video surveillance system will perform their duties in accordance with departmental and College policies.

College personnel are prohibited from using or disseminating information acquired from the video equipment, except for official purposes. All information and/or observations made in the use of video surveillance equipment are considered confidential and can only be used for official College and law enforcement business upon the approval of the Director of Campus Safety, their designee, or the Executive Vice President or Director of Human Resources. Camera locations are determined by the Director of Campus Safety, who may consult with Residential Life, Information Technology, Facilities Management, Human Resources, and the College President before installation.

Appropriate signage will be placed at various locations throughout the Bryn Mawr campus announcing the presence of CCTV surveillance cameras in public spaces. Additionally, the Harcum College Campus Safety webpage will describe the video monitoring system and this policy.

Recorded events are stored temporarily on a server/hard drive unless retained as part of an incident report, criminal investigation or court proceeding, or other bona fide use as approved.
The server/hard drive will be capable of storing images up-to 30 days, depending on the amount of recording taking place. The server/hard drive will automatically record over the oldest images when it becomes full.

Cameras are not monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include, but are not limited to known high-risk situations, at times and locations that have previously experienced violations, and specific investigations upon reasonable suspicion. When monitoring is taking place, it will be conducted under the direction of the Director of Campus Safety or designee.

**CRIME AWARENESS AND DEPARTMENT OF CAMPUSSAFETY**

Two laws apply to crime awareness and Campus Safety at Harcum. These laws are the Federal Student Right-to-Know and Campus Security Act, passed in November 1990, and the Pennsylvania College and University Security Information Act, passed in 1989, as amended. It is Harcum’s intent to comply with both laws. The campus security statistics website can be accessed via the **Office of Campus Safety webpage**.

In compliance with these laws, Harcum will publish, on an annual basis, statistics and crime rates for the past three calendar years for which data are available of the following criminal offenses as reported to Office of Campus Safety authorities or local police agencies:

- murder;
- sex offenses, forcible or non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft; and
- any other crimes that are reportable to the Pennsylvania state police for publication in the Crime in Pennsylvania (uniform crime report).

Additionally, Harcum will disclose the number of incidents for the following crimes occurring on campus:

- liquor law violations; in compliance with House Bill No. 464;
- drug abuse violations; and
- weapons possession.

Upon request, the College will provide this information on an annual basis to all students, employees, each person who submits an application for admission to Harcum, and each new employee at the time of employment. Harcum will provide this information through meeting with the Director of Campus Safety. Specific details on these laws are available by contacting the Director of Campus Safety in Klein Hall Room 105.

**EMAIL USAGE**

A College email account is issued to all registered students. All College faculty and staff will communicate with students using their Harcum email accounts. It is important for all students to
check their Harcum email account on a regular basis to learn about class information, billing and financial aid information, news and upcoming events.

**ETHNIC INTIMIDATION**
Pennsylvania and Federal law prohibit both ethnic intimidation and institutional vandalism. “Ethnic Intimidation” is defined as a crime against a person, or arson, criminal mischief or other property destruction, committed with malicious intention toward the race, color, religion, or national origin of the individual against whom the crime is committed. “Institutional Vandalism” is the knowing desecration, vandalism, defacement, or other damage to a school or education facility. In addition, the offense of ethnic intimidation will cause an individual charged with crimes against a person such as harassment, terrorist threats, assault and crimes against property like criminal trespass, criminal mischief and arson, to be subject to more serious charges up-to and including dismissal from the College.

Both acts of ethnic intimidation and institutional vandalism constitute acts of misconduct and are subject to disciplinary action. Any violations should be reported to the Dean of Student Life.

**EQUAL OPPORTUNITY POLICY**
Harcum is an equal opportunity institution and as such, does not discriminate in its educational and employment practices with regard to race, color, religion, gender, national origin, ancestry, age, disability, sexual orientation, applicable veteran status or any other legally protected classification. Harcum also complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. For further information, contact the Office of Human Resources by mail at Harcum College, Office of Human Resources, Melville Hall, 750 Montgomery Avenue, Bryn Mawr, Pennsylvania 19010-3476, or by phone at 610-526-6012.

**FREEDOM OF SPEECH AND CAMPUS ACTIVITIES**
The principle of freedom of speech is precious in a free society. It is a part of the American way of life, explicitly guaranteed by the Constitution. Civil discourse on issues is essential to the functioning of a College. In order to support the democratic processes, students have a responsibility to preserve and maintain conditions favorable to civil discourse.

Publicity: See Bulletin Board Policy on page 5.

Scheduling: Harcum encourages students to hold meetings and sponsor activities. To ensure the orderly scheduling of facilities and activities, students must follow the procedures established by the Office of Campus Activities. Copies of the procedures are available in the Office of Campus Activities, Klein Hall, second floor.

**FUNDRAISING**
All student fundraising activities held on campus such as the sale of Harcum embossed items, clothing, baked goods, candy, etc. must receive prior approval from the Office of Campus Activities. Similarly, such off-campus activities identified with the name Harcum College must also receive prior approval. Outside companies may not sell products or advertise products on the campus.
without approval from the Office of Campus Activities. Any fundraising activities in the residence halls must have the approval of the Assistant Dean of Student Life. Harcum reserves the right to refuse solicitation on the campus by outside organizations and reserves the right to refuse any student the right to act as a sales agent for any outside organization on the campus. Student fundraising cannot be conducted for personal gain.

**INTERNET AND NETWORK USAGE**

**Purpose**
Harcum College prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Harcum also adheres to all Pennsylvania Crime Statutes concerning the unlawful use of computers.

Internet access to global electronic information resources on the World Wide Web is provided by the College to assist students in obtaining class-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

**Guidelines**

- All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Harcum College and as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.
- The equipment, services and technology provided to access the Internet remain at all times the property of the College. As such, the College reserves the right to monitor Internet traffic, retrieve, and read any data composed, sent, or received through our online connections and stored in our computer systems.
- The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Students are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.
- Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.
- Abuse of the Internet access provided by the College in violation of law or College policies will result in disciplinary action, up to and including expulsion from the College. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:
  - Sending or posting discriminatory, harassing or threatening messages or images
  - Stealing, using or disclosing someone else's code or password without authorization
  - Copying, pirating or downloading software and electronic files without permission
  - Sending or posting confidential material, trade secrets or proprietary information outside of Harcum College
  - Violating copyright law
  - Failing to observe licensing agreements
MISSING STUDENT NOTIFICATION POLICY

Purpose
To establish policy and procedures for the Harcum College community regarding the reporting, investigation and required emergency notification when a student is deemed to be missing.

Scope
While the scope is directed primarily to residential students, all members of the academic community, including students, faculty, staff and administrators, share the responsibility of reporting to designated College officials when they believe that a student is missing. For purposes of this policy, a residential student resides in on-campus housing, under a housing contract, and is currently enrolled at the College.

Notification to Students
Students, who are under 18 years of age and not emancipated individuals, are hereby informed that the College is required to notify a custodial parent or guardian no later than 24-hours after the time that the student is determined to be missing. The Dean of Student Life will contact the student’s parents within 24 hours. If the missing student is determined to be over the age of 18, staff will notify the Dean of Student Life so that contact will be made with the student’s emergency contact within 24 hours.

Residential students are hereby informed that the emergency contact person listed in their housing information will be contacted no later than 24-hours after the time that the student is determined missing. The Office of Residence Life will collect and maintain the confidential contact information. The student is responsible for ensuring that the contact information is up-to-date and accurate.

Residential students are hereby informed that the College will notify the appropriate law enforcement agency within 24-hours after the time that the student is determined missing.
**Procedures for Reporting and for Investigating Missing Students**

Any College employee who receives a report that a student is missing or has independent information that a student is missing, must immediately report the information or evidence to Campus Safety, the Office of Residence Life, or the Dean of Student Life. Subsequently the determination will be made if the student is an on-campus resident.

If the student is not a residential student, Campus Safety will conduct a preliminary investigation in order to verify the situation and to determine the circumstances that exist relating to the reported missing student. Campus Safety will contact Lower Merion Police Department (LMPD) and provide relevant information if the student is considered to be missing. If Campus Safety determines that student should be considered missing, the person making the initial report will be encouraged to make an official missing person report to LMPD.

If the student is a residential student, the Residence Life Staff, with assistance from Campus Safety, will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.

A staff member will attempt to contact the missing residential student via telephone. If the missing student cannot be reached by phone, two staff members (one from Residence Life and one from Campus Safety) will visit the room of the student in question to verify their whereabouts and/or wellness, and in some cases, deliver a message to contact a parent or family member who is searching for them.

If there is no response when staff members knock on the door of the room or there are occupants who do not know of the missing student’s whereabouts, Residence Life and Campus Safety staff will enter the room in question, by key if necessary, to perform a health and safety inspection. Staff members will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the missing student has taken an extended trip or leave of absence from the residence hall. Residence Life staff will attempt to gain information on the student’s whereabouts from roommates, other members of the residential community, or other friends. Residence Life staff will also attempt to acquire additional phone numbers for the missing student (if not already on file) and use them to initiate contact. Campus Safety will obtain the missing student’s class schedule and go to the scheduled class to talk with professors.

At any step in the process, Residence Life staff members will immediately report any suspicious findings to Campus Safety who in turn will report to LMPD. If all these steps do not provide Residence Life or Campus Safety staff with an opportunity to speak with the missing resident or to learn of their whereabouts, LMPD will be contacted to investigate further.

If these steps provide Residence Life, Campus Safety, or the Dean of Students staff with an opportunity to speak with the missing student, verification of the student’s state of health and intention of returning to campus will be made. If needed, a referral will be made to the Office of Counseling Services. Campus Safety shall contact the Dean of Student Life and LMPD to document that a missing student investigation was begun and apprise them of the student’s state of health and well-being. If no contact is made, staff of the College will move forward with filing a missing person’s report.
NON-FRATERNIZATION POLICY

Purpose
This policy has been developed to promote the efficient and fair operation of the College and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement and possible claims of sexual harassment. Moreover, it provides our students with reassurance of a safe and professional environment.

Definition
Harcum College is committed to maintaining an environment where the education of students is of the greatest importance. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical principles of the educational profession. Therefore, for these reasons, dating, romantic/sexual, or any inappropriate relationship between students and faculty/staff members, including relationships that occur when College is not in session or students are on leave, are strictly prohibited. Students are encouraged to report any relationship deemed inappropriate to the Dean of Students or Director of Human Resources. These individuals will investigate faculty/staff behavior and recommend any consequences, if appropriate.

PARENTAL/GUARDIAN NOTIFICATION
Harcum communicates directly with students in all matters. In turn, it is expected that students maintain ongoing communication with their parents/guardians. All students over the age of 18 are considered adults, with all related rights and responsibilities. In the best interest of all concerned, Harcum will not assume the role of liaison between family members.

There are occasions when it is appropriate for Harcum officials to inform a family member/guardian of particular situations involving students. As circumstances warrant, Harcum will notify the family member/guardian if a student’s health is endangered (including instances of accidental injury) or when a student’s behavior is determined to have a serious detrimental effect on the educational process, for either the student or the College community. Please also see the Missing Student Notification Policy on page 10.

PERSONAL PROPERTY
Harcum is not responsible for any losses due to theft, fire, etc. of books, clothing or other articles in the charge of the student. Students are urged to keep only small amounts of money on hand and to leave valuables at home. It is strongly recommended that students keep residence hall doors locked and handbags out of sight. Resident students should report stolen property immediately to Residence Life and Campus Safety staffs. Commuters should immediately report losses to the Office of Campus Safety.

Harcum will not be responsible for books, furniture, articles of clothing, or any other personal items left behind by a student when leaving the College. Harcum is not responsible for storing personal property at any time.

Every student is encouraged to obtain personal property insurance or to have a rider placed on the family’s personal property insurance. Harcum’s insurance program is limited to coverage of College-owned property. Students are urged to write their names on all books and personal articles and to
keep records of any serial numbers of items of value. For additional information on alternative property insurance options, please go to www.NSSI.com.

PERSONAL TRANSPORTATION & STORAGE REQUIREMENTS

Skateboards, Skates
Students who want to use roller skates, in-line skates or skateboards are to use them responsibly. These activities are not permitted in the parking lot areas and/or near campus buildings and/or inside campus buildings. These items must be stored within a student's residential room or vehicle.

Electronic Skateboards
Electronic skateboards, including self-balancing boards/scooters and any other similar equipment are prohibited from being used, stored and/or charged in any campus buildings due to a potential fire hazard.

Scooters, Motorcycles
Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters must be stored at the bike racks/motorcycle parking area and are not allowed to be stored inside or immediately outside campus buildings. Any motorized vehicle requires a parking permit.

RELIGIOUS HOLIDAY OBSERVANCE
Harcum recognizes the rights of the community to observe religious holidays. Administration and faculty are required not to interfere with any student's religious holiday observance.

SMOKING POLICY
See Student Code of Conduct, page 32

SOCIAL MEDIA GUIDELINES

Purpose
As an educational institution, Harcum College’s standards for appropriate online communication are high. One of the challenges of the digital age is that everything written or posted online leaves long-lasting and even permanent records that potentially can be seen by students, families, and other members of the College's extended community.

While Harcum respects the right of individuals to use social media and networking sites, as well as personal websites and blogs, personal use of these sites cannot be allowed to cause harm to the College’s reputation, its employees, students, or their families. Individuals should exercise great care setting appropriate boundaries between their personal and public online behavior.

The goal of social networking sites is to foster a virtual community for various audiences. Although these sites are outside the direct control of the College, the College maintains an interest in how it is publicly portrayed in social media. Harcum College’s official website, www.harcum.edu, remains a central communications vehicle for the College. Social networking should enhance communications with the College's target audiences and augment the efforts undertaken on the official website.
Social media requires constant attention through updates and responses to user posts. Please be aware that all social media and electronic communications that use the name of Harcum College are viewed as representative of the College, whether intended or not.

Harcum College routinely searches social media for violations of College Policy. Behavior that appears to be in violation of policy and is brought to the attention of the College, will be investigated to the extent practical.

If you believe yourself to be in immediate danger or are receiving electronic communication threats, please contact the Campus Safety Office. For all other incidents, please report inappropriate content to the Student Rights and Responsibilities Officer.

**Procedures**

College offices/departments must inform the Office of Communications and Marketing when creating any official web presence. Advice and limited advance assistance can be provided by Communications and Marketing for establishing and maintaining any College-related social media.

If you are representing a College department, office or other area, when naming your site, group or page, use “Harcum College” to begin the name. Search engines will be much more effective bringing visitors to the site when the College name is used first. Images must be posted with the utmost care.

**Guidelines**

The following guidelines should be used when posting photos and other images:

- Images of children should not be posted without expressed consent from the parents/guardians.
- Images from College image banks or College-shared files cannot be posted without permission from the Harcum Office of Communications and Marketing.
- Care should be taken not to post images of individuals who would object. This may involve obtaining the appropriate permissions. It is recommended that written permission be asked for online use of any images taken of individuals and small groups. Harcum Communications and Marketing can provide forms for this purpose.
- Images posted on social networking sites must be appropriate. As a guideline, they should be images that could be posted on the College's official website.
- Remember that images posted on social media sites can be appropriated by visitors. To protect your images, add a watermark and/or post images at 72 dpi and approximately 800 x 600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the web, but not suitable for printing.
- Photo/image credits should be given when appropriate.
- When possible, always link College-related sites back to [www.harcum.edu](http://www.harcum.edu). Remember that intellectual property, including images, may be protected by copyright. Questions about fair use of copyrighted material can be directed to the Harcum Library at 610-526-6084.
- Use common sense. Harcum College strongly encourages those posting to social media sites to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Instagram, LinkedIn, Snapchat, Twitter, etc.), and exercise care and good judgment when posting content and information on such sites. Additionally, individuals posting on sites should adhere to the following guidelines, which are consistent with the
College’s workplace standards on harassment, student relationships, conduct, professional communication and confidentiality:

- Do not make statements that would violate any of the College’s employee or student policies, including its policies concerning discrimination and harassment.
- Uphold the College’s values of respect for the individual and avoid making defamatory statements about the College, its employees, students, or their families.
- Do not disclose any confidential information about the College or confidential information about any individuals or organizations, including employees, students, and/or their families.

The Office of Communications and Marketing reserves the right to remove any content that is in violation of these guidelines.

**Official College Social Media Accounts**
Social media can be a great way to build community. Harcum College has an active presence on several official social media outlets.

- **Facebook**
  Get updates, view pictures, and interact with the College community.

- **Twitter**
  Stay in touch with the College in 140 characters at a time.

- **YouTube**
  Watch videos of College events, promotions and more.

- **Instagram**
  See photos and videos of College activities, persons and personalities like Hatcher, the College mascot, on Instagram.

- **LinkedIn**
  Connect, share and learn about Harcum College’s professional network and career development.

**Campus-Related Social Media Accounts**
Stay in touch with like-minded folks! Explore the following list of campus-related groups and organizations that keep active Facebook pages and/or Twitter accounts. This list only features Facebook pages.
Active Facebook Groups:
- Men's Basketball
- EFDA, Continuing Studies
- Harcum Design
- Harcum Music School
- Harcum Veterinary Nursing
- Harcum Dental Assisting/EFDA Club
- Harcum College Dental Expo
- Harcum College Photography
- Harcum College at Coatesville
- Harcum College at Deliverance Evangelistic Church
- Harcum College at Prospect Park
- Harcum College at Reading

This list is maintained by the Office of Communications and Marketing and is regularly updated to remove inactive pages and accounts. We only promote those who adhere to best practices in social media and those who properly brand accounts. If your organization's page is not listed above, or you would like to request informal social media training, contact the Office of Communications and Marketing.

STANDARDS AND PROCEDURES FOR POLICY CHANGE
Policies may be changed by the administration, faculty or per student recommendations. Existing policies are periodically examined to ensure consistency and ease of enforcement. Student recommendations for changes are channeled according to the following procedures:

- Any student may submit a written proposal for change to the Student Government Association. Research is conducted by the Student Government Association regarding the potential need for change and the extent to which the proposal represents majority opinion.
- If passed by the Student Government Association, the proposal is then submitted in writing to the Dean of Student Life who submits it to the College President for review and determination.
- Recommendations for major changes in policy are referred to the President’s Cabinet by the College President. In some instances, the Board of Trustees is notified.
- Policy changes are introduced provisionally. The criteria for acceptance of a change are:
  - Evidence of need for change
  - Compatibility with the content of Student Rights and Responsibilities and Student Code of Conduct
  - Reasonable enforcement
  - Passage of all student legislation by the Student Government Association

STUDENT PHOTO ID/ACCESS CARDS
All student photo ID/Proximity Access Cards are issued by the Office of Campus Safety. All students must have their photo taken or submitted for a Harcum College ID card to be issued.
Resident Student & Special Access ID Cards
All Harcum College resident students and all students attending classes at Our Mother of Good Counsel (OMGC) will receive a Proximity ID/Access Card. This ID card will be used by students for authorized entry into their residence hall and/or to the OMGC building (if applicable).

Commuter Student ID Cards
All Harcum College commuter students will receive a standard college photo ID card. Commuter students requiring access to the OMGC building will be issued a Proximity ID/Access Card.

Meal Plan
The student photo ID card will be required by all students utilizing the Harcum Meal Plan in order to obtain meals from the Klein Dining Hall.

Printing
The student photo ID card will be required by all students to access printing from the Library.

The Harcum College ID card is to be carried by all students, at all times, while on campus and at Partnership Sites. This card must be presented “on demand” to any College official upon request.

TITLE IX
The College adheres to Title IX Policies and Procedures. Please see the following website for more information: Harcum College - Title IX Compliance.

UNCREWED AERIAL VEHICLE (UAV) POLICY
This policy applies to Harcum College employees and students operating uncrewed aircraft vehicles in any location as part of their College employment or as part of College activities.

Policy Statement
Harcum College must comply with FAA requirements, state law and any other locally applicable laws or regulations regarding uncrewed aircraft systems. Inherent risks in the operation of such equipment require additional insurance provisions and policy considerations. UAV regulation is emerging and multi-faceted. The use of uncrewed aerial vehicles (“UAVs”) along with aerial vehicles known as “drones” can make significant contributions to College research and service/outreach in a variety of disciplines. Additionally, aerial photography with UAVs can potentially assist in College academic (study, research), land management, athletics, law enforcement and other support functions. To this end, procedures have been established to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Policy Summary
To provide direction to anyone possessing or operating a UAV on Harcum College property. Direction includes registration of specific UAV types, rules and regulations that govern the use along with specific sanctions for violating this policy.

Definition of Terms in Statement
For the purpose of this Harcum College policy on UAVs, the following classifications have been identified. Recreational Aerial Vehicle and Drone definitions follow:
**Recreational Aerial Vehicle (RAV)** – Any UAV fewer than ten pounds that is not equipped with any kind of camera or data collection device.

**Drone** – Any UAV fewer than ten pounds that has a camera or any data collection device installed. This includes “First Person View” (FPV) vehicles.

**FPV** – “First Person View” UAV. Camera attached to a UAV solely used by operator to navigate vehicle.

**FAA** – Federal Aviation Administration

**“Micro” (UAV)** – Weighing less than one pound and made for indoor/outdoor use

**VLOS** – Visual Line of Sight

**Procedures**

All students, staff and academic departments possessing a UAV on campus will be subject to these regulations.

The Office of Campus Safety will enforce these regulations as with all College regulations. The campus community is expected to report any reckless, irresponsible and malicious UAV activity.

**Registration**

Only UAV’s functioning for the purpose of education or data collection and receiving prior authorization via the Executive Vice President and/or the Director of Campus Safety can/will be eligible for registration through the Office of Campus Safety. All registration will be issued in writing, via email, through the Director of Campus Safety. There is no cost to register.

All operators of any UAV must abide by these regulations:

- Aircraft must not weigh more than ten pounds.
- Do not operate UAV’s weighing more than one pound beyond the athletic field outside the Academic Center. Permission to fly a UAV weighing more than one pound in prohibited areas must be obtained through the Director of Campus Safety in writing.
- Do not fly beyond line of sight. (FAA)
- Do not exceed 400 feet of altitude. (FAA)
- Do not use a metal blade propeller.
- Do not fly directly over unprotected people, property and structures.
- Do not operate in a reckless or careless manner or under the influence of alcohol/drugs.
- Flying beyond your established flight line or designated perimeter is strictly prohibited.
- UAV’s “Drones” must be registered with Campus Safety. Failure to register will result in reprimands, fines, disciplinary action and/or loss of privilege to possess an UAV on campus.

**Appropriate and Prohibited Uses**

- UAV’s shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include, but are not limited
to restrooms, locker rooms, residential facilities, changing or dressing rooms and health treatment facilities.

- UAV’s shall not be used to monitor or record residential hallways, residential lounges or the insides of campus daycare facilities.
- UAV’s shall not be used to monitor or record sensitive institutional or personal information that may be found, for example, within an individual's workspace, on a computer, or other electronic displays.

**Sanctions**

- Any violations of College policy by an individual will be addressed in accordance with applicable College policies and procedures, which may include disciplinary actions up-to and including termination from the College.
- Up-to a $500.00 fine.
- Reprimand and disciplinary action by the College.
- Registration revoked and/or loss of privilege to fly or possess a UAV on the Harcum College campus.
- Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by Harcum College and will be the responsibility of those persons involved.
- Legal prohibitions regarding physical presence on campus/trespassing and other legal actions may also be pursued against individuals unaffiliated with the College (guests) that operate UAV in violation of this policy.

**WEAPONS POLICY**

Weapons of any kind have no place in the College community. All instruments which can be construed as weapons including, but not limited to Airsoft guns, BB guns, pellet guns, handguns, rifles, pistols, knives, bows and arrows, swords, brass knuckles, night sticks, stun guns, Tasers, and handcuffs may not be brought onto College property. These dangerous articles and substances are strictly prohibited on Harcum College property and at College-sponsored events. If students or their guests are found to be in possession of such items, the item will be confiscated and the student will be subject to the disciplinary process.
STUDENT CODE OF CONDUCT

A. Scope of Conduct

Freedom to teach and freedom to learn are inseparable aspects of academic freedom. Freedom to learn depends upon appropriate opportunities and conditions inside the classroom, on campus, in an online environment, and within the larger community. The preservation of this freedom is the responsibility of the Harcum College community.

Harcum College seeks to create a caring environment that is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs, and aspirations
- Self-realization and participative career preparation
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments

The College accepts its responsibilities to provide an atmosphere conducive to learning and living; reasonable protection from physical harm; access to available educational facilities under proper supervision; security in the knowledge that qualified students may pursue an academic program without interruption throughout the year; the right to confidential non-academic guidance, and encouragement of self-identity, provided one does not infringe on the rights of others; free expression of grievances through appropriate channels; and a high standard of curricula, on-campus and within virtual online settings.

Accomplishing these ideals requires a commitment from faculty, staff and students to adhere to standards of behavior that assure a safe, healthy and caring atmosphere. It is essential that each member of the College community participate freely in the pursuit of the ideals of the College. This document sets forth standards that uphold the ideals of the College to which students must adhere.

Civility Statement

Harcum College defines civility as the demonstration of respect for others, basic courtesy, use of non-offensive language, reciprocity (treating others as we wish to be treated), and behavior that creates a positive environment in which to learn and work. All members of the Harcum community work to create a positive environment characterized by considerate and principled conduct.

Student Conduct Authority

The Dean of Student Life, in collaboration with additional staff members from Student Life, shall develop procedures pertaining to student conduct and the hearing/adjudication process. Such procedures shall be consistent with provisions of the Student Code of Conduct.

Bryn Mawr Campus Students

All allegations of student conduct infractions will be investigated by the Office of the Dean of Student Life. Students are obligated to participate in the process with meeting(s) scheduled at the Bryn Mawr campus. Lack of participation will not impede the investigative process.
Partnership Sites Students
All allegations of student conduct infractions will be investigated by the Office of the Dean of Student Life. Students are obligated to participate in the process with an initial meeting scheduled in-person or via remote methods at the student’s Partnership Site. All subsequent meetings will be held at the Bryn Mawr site. Lack of participation will not impede the investigative process.

Interpretation and Revision
Any question of interpretation regarding acts of misconduct and sanctions shall be referred to the Dean of Student Life or designee for final determination. The designation of acts of misconduct shall be reviewed regularly and as appropriate under the direction of the Dean of Student Life.

Amendment
Recommendations for amendment or revision of the acts of misconduct may be initiated by the Student Government Association, faculty, staff or the President’s Cabinet. The Board of Trustees has delegated to the President and President’s Cabinet the authority to approve such changes.

B. Student Responsibilities

Preserve an environment conducive to learning
The Student Code of Conduct clearly and concisely identifies those behaviors that put students at risk of disciplinary action. Students are held accountable to the College’s Student Code of Conduct.

Respect the rights of others
The strength of the College lies in its diversity. Respect for the differences each student, faculty and staff person brings to the College is essential. Such differences include, but are not limited to race, gender, sexual orientation, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, disability, age, color, citizenship, and veteran status. Students come to the College with unique interests. As a result of their interactions in the formal and virtual classroom and in the co-curriculum of the College, they continue to develop and expand their pursuits.

Obey federal, state and local laws and the policies of the College
The sanctity of the classroom, both in-person and virtually, academic freedom and the student’s freedom of expression all require a separate set of standards than those provided for by society. Students must not only adhere to the rules of our society because they are the law, they must also adhere to College policies which establish the College as a place where teaching and learning require a different set of standards.

Cooperate with faculty, staff and administrators
Accessing the opportunities offered by the College is dependent upon students’ ability to meet their responsibilities to provide accurate information, meet their financial obligations, and self-advocate for their needs. Additionally, while enrolled in the College, students are expected to take an active voice in curricular and co-curricular interests, be active participants in the formulation of institutional policies, maintain the standards set for satisfactory academic progress, cultivate their lifelong learning skills, and act in a manner on and off-campus which reflects positively upon themselves, the College and our community.
Any student whose progress, conduct, and spirit are out of harmony with the College’s standards or whose influence is harmful to the College and the community’s best interest, may be subject to sanctions without specific charges of wrongdoing being stated. A student whose conduct is detrimental to other students’ pursuit of their education, may be asked to leave Harcum College. Disciplinary action may be instituted against a student charged with a violation of the law that is also a violation of a College rule, regulation or standard of conduct. Further, students are expect to comply with all College directives related to community health and well-being.

C. Prohibited Conduct

Jurisdiction of the College
College jurisdiction and discipline shall include student conduct that occurs on College premises or off-campus, including virtual environments, that in the College’s sole judgment adversely affects the College and its interests.

Conduct Rules and Regulations
Any student found to have committed misconduct including, but not limited to the following is subject to the disciplinary sanctions outlined in the Student Code of Conduct:

1. Violation of federal, state or local law on College premises, at College sponsored or supervised activities, or off-campus:

   a) Off-campus Violation of Federal, State, or Local Laws
   If a student is charged with an off-campus violation of federal, state, or local laws, action may be taken and sanctions imposed for misconduct that demonstrates flagrant disregard for the College community and its values.

   b) Violation of a Law
   Student conduct proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

   c) No Request for or Agreement of Special Consideration
   When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law and in the conditions imposed by the criminal courts for the rehabilitation and education of student violators.

2. Violation of published College policies, rules or regulations
3. **Failure to comply with directions of College officials and/or law enforcement officers**
   Failure to comply with directions of College officials and/or law enforcement officers acting in performance of their duties and/or failure to identify oneself when requested to do so. College directives include those published to promote the health and safety of the community.

4. **Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law**

5. **Alcohol Use & Public intoxication**
   Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations. Public intoxication, often considered to be "drunk and disorderly," is a legal charge alleging that a person is visibly drunk and/or under the influence of drugs in public.

6. **Possession of air rifles or pistols, lasers or stun guns, ammunition, gunpowder or other dangerous articles, substances, and weapons on College premises**

7. **Physical abuse, verbal abuse, assault, threats, intimidation, sexual harassment, coercion**
   Physical abuse, verbal abuse, assault, threats, intimidation, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.

8. **Bullying**
   Bullying is defined as aggressive and hostile acts of an individual or group of individuals intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. The actions may manifest in physical bullying, verbal/written bullying, nonverbal bullying, and/or cyberbullying.

9. **Acts of dishonesty**
   Acts of dishonesty including, but not limited to:
   - Cheating, plagiarism, or other forms of academic dishonesty
   - Furnishing false information to any College official, faculty member or office
   - Forgery, alteration, or misuse of any College document, record, or instrument of identification
   - Tampering with the election processes of any College recognized student organization

10. **Destruction, Disruption, Obstruction, or Attempts**
    Destruction, disruption, obstruction, or attempts thereof (including, but not limited to, electronic devices such as cell phones, laptops, tablets, electronic games, etc.) of teaching, research, administration, social and cultural activities and disciplinary proceedings. This includes:
    - College activities, on or off-campus, in all locations
    - Authorized non-College activities, occurring on College property

11. **Attempted or actual theft of and/or damage to property**
    Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or removing or using College property for personal, political, or social purposes without authorization or permission.
12. Hazing
Hazing is defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

13. Misuse of Keys, Unauthorized Entry
Misuse of or unauthorized possession or duplication of keys to any College premises; or unauthorized entry to or use of College premises.

14. Campus Demonstration
Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

15. Obstruction of the free flow of pedestrian or vehicular traffic
Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

16. Disorderly Conduct
Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions participated in or sponsored by the College. Also includes failure to follow directives related to the health and well-being of the College community.

17. Theft or other Abuse of Computer Time, Hardware and/or Software
Theft or other abuse of computer time, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- Unauthorized transfer of a file;
- Unauthorized use of another individual’s identification and/or password
- Use of computing equipment to interfere with the work of another student, faculty member or College official
- Use of computing equipment to send obscene or abusive messages; or to use College computers to visit lewd and indecent websites
- Use of computing equipment to interfere with normal operation of the College computing system

18. Social Media
While Harcum respects the right of individuals to use social media and networking sites, as well as personal websites and blogs, personal use of these sites will not be allowed to cause harm to Harcum’s reputation, its employees, its students or their families. Individuals should exercise great care in setting appropriate boundaries between their personal and public online behavior.

19. Abuse of Student Conduct System
Abuse of the Student Conduct System including, but not limited to, the following:
• Failure to obey the summons of a Student Conduct body or College official
• Falsification, distortion or misrepresentation of information before a Student Conduct body
• Disruption or interference with the orderly conduct of a Student Conduct proceeding
• Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct system
• Attempting to influence the impartiality of a member of a Student Conduct body prior to, and/or during the course of, the Student Conduct proceeding
• Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct body prior to, during, and/or after a Student Conduct proceeding
• Failure to comply, including unresponsiveness, with the sanction(s) imposed under the Student Code of Conduct
• Influencing or attempting to influence another person to commit an abuse of the Student Conduct system

20. Smoking
Smoking, including e-cigarettes and vaping devices, is not permitted in any building, including classrooms, restrooms, laboratories or other internal spaces on campus. Smoking is allowed in outdoor designated areas only.

21. Fire Safety
Any of the following or related actions are prohibited and subject to College and community disciplinary action:
• Any intentional damage of or tampering with fire safety equipment including obstruction of entrance and egress areas.
• Activating or tampering with fire safety equipment and/or intentionally causing false fire alarms is a violation of federal and state laws, and may result in criminal charges, fines, disciplinary action and/or termination of a resident’s College Housing contract. Safety equipment includes sprinkler heads, smoke detectors, fire extinguishers, emergency phones/bells in elevators, and pull stations.
• Tampering includes, but is not limited to removing the cover of the smoke detector, disabling the unit, non-emergency discharge of the unit, decorating the unit, hanging items off the unit, or covering the unit.
• Costs associated with the activation of the system and/or damage caused from the activation of a sprinkler head or smoke detector is the responsibility of the resident(s) involved. This cost may not be limited to a single room, floor or hallway.
• Residents are required to vacate immediately whenever the fire alarm sounds. Failure to do so will result in disciplinary action and potential criminal charges.
• Each student has the responsibility of knowing the location of the fire alarm stations, fire extinguishers, and primary and secondary exit routes while on College property.

22. Gambling or Holding a Raffle or Lottery
Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approvals (e.g., local authorities) is prohibited.
D. Alcohol and Illicit Drug Policy

Harcum College believes that students have the right to live and work in an environment free from the effects of alcohol, drugs and drug abuse. Accountability and shared responsibility serve as the overarching principles that shape this policy. In that spirit, this policy aims to clarify the responsibilities of community members, define appropriate behaviors, describe the College's response to hazardous, illegal or disruptive behavior, and inform community members about the resources available for addressing alcohol and drug-related concerns and problems.

All students are expected to comply with federal, state, and local laws, to follow the requirements of the College’s Alcohol and Illicit Drug policy and to respect the right to an alcohol and drug-free environment shared by all members of the campus community. Violations of the Alcohol and Illicit Drug Policy or of any of the state laws of Pennsylvania are subject to disciplinary action. The illegal possession, use, provision, manufacture, or sale of alcohol and illicit drugs is not permitted in or by members of the Harcum College community. The sale or transfer of prescription and look-a-like drugs is also a violation of College policy. Prescription drugs may not be sold or provided to others.

Harcum College, in accordance with state and federal laws, has established these priorities:

- To provide an atmosphere free from the manufacture, sale, distribution, use or abuse of alcohol and illegal or prescription drugs.
- To stress safety and individual accountability for all students.
- To establish clear penalties for violating the College’s Alcohol and Drug Policy.
- To provide students with information about confidential on and off-campus resources to address issues related to drug use and abuse.

In medical emergencies, students should always seek help from College officials (Resident Assistants, Deans or Campus Safety) or call 911. Known as the “Good Samaritan Policy”, sanctions will not be imposed on students who seek medical attention for fellow students in a medical emergency. Students who may be having difficulty with alcohol or drugs are encouraged to seek appropriate counseling. The College Counselor and Student Life staff members are available resources for counseling. Sessions with Counselors and Student Health personnel are privileged, subject to the ethical standards and privacy rules established by FERPA (Family Educational Rights and Privacy Act) and HIPPA (Health Insurance Portability and Accountability Act).

1. Alcohol and Illicit Drugs Policy Violations

Violation of the College’s Alcohol and Illicit Drugs Policy may result in the following disciplinary actions: expulsion, suspension and/or the turning of evidence over to local authorities for criminal prosecution. The College’s initial and foremost response to reported or observed violations is counseling, in conjunction with other disciplinary actions.

The College will enforce the following regulations, regardless of the status of court decisions:

a) Use or Involvement

*Alcohol*: The possession or consumption of alcoholic substances is prohibited in or near the residence halls.
Illicit Drugs: Direct or indirect involvement with illegal possession, use, or sharing of any illicit drug may result in disciplinary penalties ranging from warning/counseling or suspension or expulsion.

b) Selling, Providing, or Producing Illegal Substances

- Sharing, selling, producing, or reselling any illicit (including prescription) drugs may result in disciplinary actions including suspension or expulsion.
- Possession of ingredients (in sufficient quantity) used to manufacture drugs may result in disciplinary actions including suspension or expulsion.
- Engaging with external sources to purchase illicit drugs for distribution or resale will result in suspension or expulsion.
- Inviting off-campus dealers to campus is a serious threat to our community and will result in suspension or expulsion.

c) Possession of drug paraphernalia

- Examples of prohibited items are hookahs and non-tobacco pipes.
- Possession is a violation of city ordinances and College policy.
- Drug paraphernalia is not permitted and if such items come to the attention of staff or Campus Safety, items will be confiscated and not returned.

“Date Rape Drugs” or drugs intended for or used to incapacitate others (often for the purpose of sexual assault), e.g. Rohypnol (Roofies), Ecstasy (Molly or any other street name for MDMA), GHB, or Ketamine are strictly prohibited by Harcum College. Possession or use will result in suspension or expulsion and involve appropriate law enforcement authorities.

For student information, the list of prohibited substances includes, but is not limited to: alcohol, amphetamines, barbiturates, cannabis (marijuana, hashish), cocaine, depressants, DMT, MDMA (Ecstasy/Mollies), fentanyl, GHB, hallucinogens, heroin, inhalants, ketamine, LSD compounds, mescaline, methamphetamine, methaqualone, narcotics, opiates, PCP, prescription tranquilizers, psilocybin mushrooms, Rohypnol (Roofies), steroids, stimulants, and other compounds which are illegal except when under a doctor’s prescription.

2. Sanctions/Consequences

Violations of the College’s Alcohol and Illicit Drugs Policy is considered a very serious matter that may result in expulsion, suspension and/or the turning of evidence over to local authorities for criminal prosecution. The College will respond to reported or observed violations with counseling, education, and the full range of Student Conduct sanctions possible for any offense. Sanctions typically associated with Alcohol and Illicit Drugs Policy violations may include, but are not limited to any all of the following:

a) Counseling/Education

Requiring or recommending a student to:

- Meet with the Student Rights and Responsibilities Officer to discuss the alcohol and/or drug-use decisions made by the student and review of campus policy.
- Research current laws regarding alcohol and drugs in the community.
- Organize educational programming on substance use and abuse.
• Counseling from the College Counselor or Student Health Services.
• Receive counseling or substance abuse education from a local agency.
• Enter a substance abuse treatment facility.

Any violation of College policy where alcohol and/or illicit drugs are an element of the incident may result in more serious disciplinary actions. Violation of the Alcohol Policy and Illicit Drugs Policy coupled with other violations may be treated as separate offenses with appropriate sanctions for each violation.

Violations of the College’s Alcohol and Illicit Drugs Policy not involving sale or distribution, may include an official warning, disciplinary probation, suspension, dismissal, fines, community service work, and/or referral for legal prosecution. If a student fails to complete any imposed sanctions, the Dean of Student Life or designee, or the Student Rights and Responsibilities Officer reserves the right to take further action and impose additional sanctions.

b) Student Conduct Action

(1) Alcohol Policy Violations
Should any official discover a student visibly intoxicated or with any beverages containing alcohol or alcoholic substance containers in or near the residence halls, the following procedures will be followed:

(a) 1st Offense: The student may be required to complete a Student Conduct education assignment, complete 3 hours of community service, pay a $150.00 fine, and the student's housing contract will be placed under review for 1 semester, if applicable.

(b) 2nd Offense: The student may be referred to the College counselor and an Alcohol/Drug Treatment Specialist at the student's expense, complete 6 hours of community service, and pay a $300.00 fine. Additionally, the student's housing contract will be in extreme jeopardy of forfeiture and the student will also have a 3-day campus-wide restriction. The student may be required to complete a Student Conduct education assignment. There is a possible risk of suspension, dismissal or expulsion.

(c) 3rd Offense: The student may be referred to the College counselor and an Alcohol/Drug Treatment Specialist at the student’s expense, complete 12 hours of community service, and pay a $600.00 fine. Additionally, the student will forfeit their residential housing via termination of the housing contract, if applicable. The student will have a 7-day campus-wide restriction from the imposed sanction. The student may be required to complete a Student Conduct education assignment. There is a possible risk of suspension, dismissal or expulsion.
Housing sanctions do not apply to non-resident students.

Note: Any student that does not fulfil their community service hours by the designated date will be assigned an additional fine of $50.00 per community service hour not served.

(2) Illicit Drugs Violations
Direct or indirect involvement with illegal possession, use, or sharing of any illicit drug may result in disciplinary penalties ranging from warning/counseling to suspension or expulsion.

(a) 1st Offense: The student may be required to complete a Student Conduct education assignment, complete 3 hours of community service, pay a $150.00 fine, and their housing contract will be placed under review for 2 semesters, if applicable. Additionally, the student will be barred from residential housing for 7 days from the imposed sanction date.

(b) 2nd Offense: The student may be required to meet with a College counselor, be referred to an Alcohol/Drug Treatment Specialist at the student’s expense, complete 6 hours of community service, and pay a $300.00 fine. This offense also puts the student’s housing contract in extreme jeopardy of forfeiture. Additionally, the student will be barred from residential housing for 14 days from the imposed sanction date. The student will have a 3-day campus-wide restriction from the imposed sanction. The student may be required to complete a Student Conduct education assignment and there is a possible risk of suspension, dismissal or expulsion.

(c) 3rd Offense: The student may be referred to an Alcohol/Drug Treatment Specialist at the student’s expense, complete 12 hours of community service, and pay a $600.00 fine. The student will forfeit their residential housing via termination of the housing contract, if applicable. The student will have a 7-day campus-wide restriction and the student may be required to complete a Student Conduct education assignment. There is a possible risk of suspension, dismissal or expulsion.

Housing sanctions do not apply to non-resident students.

Note: Any student that does not fulfil their community service hours by the designated date will be assigned an additional fine of $50.00 per community service hour not served.

3. Responsibility to the Community
The Harcum College community aims to share concern for those struggling with substance abuse and supports their decision to enter counseling or a recovery program. Even so, alcohol and/or drug use is not tolerated because individual alcohol and/or drug use inevitably affects more than just the individual. Smoke in buildings can impact neighboring
residents who have allergies, asthma, and other medical conditions. In addition, dealers brought to campus compromise the safety of the College community. As a member of the community, seek help for those you suspect are struggling with drug and/or alcohol abuse.

Optional responses for friends and roommates concerned about another individual’s substance abuse include, but are not limited to:

- Talking to a friend/roommate about their behavior
- Talking to a Resident Assistant
- Talking to the College Counselor or a counselor off-campus; and/or
- Talking to Student Life staff members

Additional Resources: Harcum College Counseling Resources Guide

E. Anti-Bullying Policy

Purpose
Bullying can foster a climate of fear and disrespect that seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning, living, and work environment. Harcum College is committed to maintaining high standards for behavior where every member of the College community conducts themselves in a manner that demonstrates proper regard for the rights and welfare of others. This Anti-Bullying Policy seeks to educate the College community about bullying and to promote civility and respect among all its members, including the College’s trustees, administration, faculty, staff, students, contractors, consultants and vendors.

Definition
Bullying is defined as the aggressive and hostile acts of an individual or group of individuals whose intended purpose is to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.

Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

- Physical Bullying includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person’s work area or personal property; and/or damaging or destroying a person’s work product.
- Verbal/Written Bullying includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
- Nonverbal Bullying includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
- Cyberbullying is defined as bullying using any electronic form, including but not limited to, the internet, interactive and digital technologies, social media, or mobile phones.

Bullying Prohibited
Bullying is strictly prohibited on College property; at any College function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on College
property. This policy shall apply to all College trustees, administration, faculty, staff, students, contractors, consultants and vendors. Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities.

Reprimand or Criticism
Bullying shall not include circumstances wherein:

- A supervisor or any person with supervisory authority reports and/or documents an employee’s unsatisfactory job performance and the potential consequences for such performance.
- A faculty member or academic program personnel advises a student of unsatisfactory academic work and the potential for course failure or dismissal from the program.
- A faculty member or academic program personnel advises a student of inappropriate behavior that may result in disciplinary proceedings.

Procedures for Reporting Bullying

Reporting Bullying by Students

- Complaints alleging students bullying other students, employees, contractors, consultants or vendors should be reported immediately to the Office of Campus Safety.
- Any such complaints will be forwarded to the Dean of Student Life or their designee for investigation in accordance with the procedures set forth in the Student Code of Conduct.

Reporting Bullying by Employees and non-Students/non-Employees

- Complaints alleging College employees bullying other employees, students, contractors, consultants or vendors should be reported immediately to the Director of Human Resources.
- In accordance with College policy, the Office of Human Resources will review the complaint, conduct an investigation in cooperation with the Office of Campus Safety, and recommend any appropriate action.

Sanctions
Violations of this policy shall be considered misconduct and violators will be subject to sanctions in accordance with College policies and the Student Code of Conduct.

Education/Prevention
This policy shall be disseminated through inclusion in the Student Code of Conduct and on the College’s website. The Office of Student Life may facilitate anti-bullying workshops and seminars throughout the academic year to provide continuing education for students.

Other Remedies
Nothing contained herein shall preclude or limit any right, remedy or cause of action provided under any other College policy, or any local, state or federal ordinance, law or regulation, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1964 or the Americans With Disabilities Act of 1990.
F. Physical Intimidation, Harassment, or other Threats of or Actual Violence Policy

Purpose
Harcum College is committed to preventing violence and maintaining a safe campus environment. Given the increasing violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur on its premises. All students and employees should be treated with courtesy and respect at all times.

Prohibited behaviors
Students are expected to refrain from fighting, pushing, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, tasers, and stun guns, and other dangerous or hazardous devices or substances are prohibited on College premises.

Conduct that threatens, intimidates, or coerces another student, employee, a customer, or a member of the public at any time, including non-class periods and via electronic medias and technologies, will not be tolerated. This prohibition includes all acts of harassment, including harassment based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

G. Smoking Policy

In the interest of providing a safe and healthy environment for employees, students, and visitors, the following policy has been adopted to include all forms of tobacco, e-cigarettes, and vaping devices:

**SMOKING IS PROHIBITED WITHIN THE CONFINES OF THE HARcum COLLEGE CAMPUS INCLUDING RESIDENCE HALLS AND IS ONLY PERMITTED IN DESIGNATED OUTDOOR SMOKING AREAS.**

Harcum will make every effort to publicize the policy through the following means:
- Appropriate signs designating “smoking” and “non-smoking” areas will be prominently posted throughout campus.
- All students will be informed of the smoking policy through the Student Handbook.
- Smoking devices include cigarettes, cigars, e-cigarettes, hookahs, pipes, bongs, and vaping devices.
- Tobacco products include tobacco used for any purpose including, but not limited to: cigars, cigarettes, pipe smoking and smokeless tobacco.
- E-cigarettes are cigarette-shaped devices containing nicotine-based liquid that is vaporized and inhaled, used to stimulate the experience of smoking tobacco.
- Visitors shall be notified upon entrance into each building on campus through posted notices promoting Harcum’s smoking policy.

Success of the smoking policy depends on the cooperation, courtesy, flexibility and good judgment of both smokers and non-smokers. All employees, students and visitors share in the responsibility of adhering to the policy, encouraging others to observe regulations and seeking solutions to disagreements voluntarily.
Harcum will make every effort to train the College community in its enforcement and compliance with the smoking policy. Students not complying with the smoking policy will be referred to the Dean of Student Life or designee for possible disciplinary action:

1. **1st Offense:** The student may be required to pay a $50.00 fine, perform community service and/or complete an educational assignment. The student’s housing contract may be placed under review for 1 semester; if an on-campus resident.

2. **2nd Offense:** The student may be required to pay a $100.00 fine, perform community service and/or complete an educational assignment. The student’s housing contract may be placed under review for 2 semesters; if an on-campus resident. Additionally, the student’s housing contract will be in extreme jeopardy of forfeiture.

3. **3rd Offense:** The student may be required to pay a $200.00 fine, perform community service and/or complete an educational assignment. The student may be referred to Counseling Services and will forfeit their residential housing via termination of the housing contract.

Housing sanctions do not apply to non-resident students.

*Note: Any student that does not fulfil their community service hours by the designated date will be assigned an additional fine of $50.00 per community service hour not served.*

H. **Student Conduct Procedures**

**Charges**
Any member of the College community may file charges against any student for misconduct.

Charges shall be prepared in writing through the Office of Campus Safety and directed to the Student Rights and Responsibilities Officer.

Any charge should be submitted as soon as possible after the event takes place, preferably within 24 hours of the occurrence. Unless warranted by exceptional circumstances, the submitting of charges shall not exceed 15 days.

All charges shall be presented to the accused student in written form.

**Student Conduct Procedures**
The College believes that a strong system of student conduct procedures assists in the facilitation of reporting and the resolution of complaints. Both formal and informal approaches will facilitate reporting and the resolution of complaints. Informal disciplinary procedures are appropriate when all parties involved voluntarily agree to engage in a conciliation and mediation process. These procedures shall involve resolution of the incident, including appropriate sanctions. When a resolution is reached that is satisfactory to all concerned parties (complainant, the charged student, and Dean of Student Life or designee), the student conduct process shall be closed. However, if a
case cannot be resolved satisfactorily through the aforementioned process, a student has the option of electing to participate in the appeals process.

Student Rights and Responsibilities Officer
The Student Rights and Responsibilities Officer may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Rights and Responsibilities Officer.

The Student Rights and Responsibilities Officer investigates the alleged violation and informs the involved student of the decision and the reason for it. The action may take one of the following forms: warning/reprimand, probation, suspension, dismissal, or expulsion. This notification is made in writing via Harcum email and/or certified mail.

Such disposition shall be final and there shall be no subsequent proceedings unless a student elects to participate in the appeals process.

Disruptive Behavior in the Classroom
The classroom, both in-person and virtually/remotely, is the focal point for teaching and learning at the College. It is imperative that any behavior that threatens or disrupts the normal academic process be discouraged and stopped. When such behavior occurs, it will be managed promptly following these procedures:

- The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately.
- If the disruption persists, the instructor may ask the responsible student to leave the classroom for that session. When necessary, Campus Safety will be called to escort the student out of the classroom.
- Before the student is allowed back to a subsequent class session, they must work with the instructor to reach a solution. The student may utilize one or more of the following reconciliation and mediation steps:
  - meet with the instructor
  - meet with the appropriate Program Director
  - meet with the Dean of Student Life or their designee
- In all cases, a faculty member should document the incident and inform their Program Director and the Executive Vice President of the student’s disruptive behavior.
- If the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom or if the disruptive behavior repeats after the student returns to the classroom, the student shall, at the faculty member’s discretion, be directed in writing to the Executive Vice President for formal disciplinary action, including but not limited to, permanent removal from the course. The student’s Program Director will also be made aware of this action.

I. Sanctions

1. Range of Sanctions
   The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
   a) Warning/Reprimands
A formal notice in writing to the student that the student is violating or has violated institutional regulations.

b) **Probation**
A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to have violated any institutional regulations(s) during the probationary period.

c) **Loss of Privileges**
Denial of specified privileges, including housing and access to participate in or attend activities, for a designated period of time.

d) **Fines**
Previously established fines may be imposed.

e) **Restitution**
Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement solely to College, not student to student.

f) **Discretionary Sanctions**
Work assignments, service to the College or other related discretionary assignments.

g) **College Suspension**
Separation of the student from the College up-to and including one year, after which the student may apply for readmission to the College. Conditions for readmission may be specified.

h) **College Dismissal**
Separation of the student from the College for more than one year and up-to and including five years; after which the student may apply for readmission to the College. Conditions for readmission may be specified. Dismissal requires the approval of the College President.

i) **College Expulsion**
Permanent separation of the student from the College. Expulsion requires the approval of the College President.

2. **Progressive Discipline**
Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions even though violations may be similar in nature.

3. **Confidential Record**
Other than College suspension, dismissal, or expulsion, sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Cases involving the imposition of sanctions other than College suspension, dismissal
or expulsion shall be expunged from the student’s confidential record five (5) years after final disposition of the case.

4. **Groups or Organizations**
The following sanctions may be imposed upon groups or organizations:
   a) Those sanctions listed in section II.
   b) Deactivation-Loss of all privileges, including College recognition, for a specified period of time.

5. **Student Rights and Responsibilities Officer**
In each case in which the Student Rights and Responsibilities Officer or the Dean of Student Life determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined, imposed, enforced, and/or communicated by the Student Rights and Responsibilities Officer. Students should confer with the Student Rights and Responsibilities Officer regarding the status and completion of all sanctions.

6. **Interim Suspension**
In certain circumstances, the Dean of Student Life may impose an interim suspension prior to the conclusion of a Student Conduct investigation. Interim suspension may be imposed:
   a) To ensure the safety and well-being of members of the College community or preservation of College property
   b) To ensure the student’s own physical or emotional safety and well-being
   c) If the student poses a definite threat of disruption of or interference with the normal operations of the College

   *During the interim suspension, students shall be denied access to campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Student Life or the Student Rights and Responsibilities Officer may determine to be appropriate.*

7. **Student Conduct**
All records of disciplinary action shall remain confidential and separate from academic records. Such records shall be maintained in the Office of Student Life and shall not be available to unauthorized persons on campus or to any person off-campus, without the student’s expressed written permission, including if the student chooses to transfer to another college or university. A student’s record may affect their ability to transfer to another college or university. Exceptions shall be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena. All records of case decisions shall be maintained by the Office of Student Life for a minimum of three (3) years after the final resolution of the case.

J. **Students Reporting Violation of the Student Code of Conduct**

**Purpose**
Harcum College requires students to observe high standards of daily conduct. Students must practice honesty and integrity in fulfilling responsibilities and complying with all applicable laws and regulations. Students can report violations to the following offices:

- Campus Safety Office
Reporting Responsibility
It is the responsibility of all students to comply with the Student Code of Conduct and to report violations to the appropriate College department.

No Retaliation
No student, who in good faith reports a violation of the Student Code of Conduct, shall suffer harassment, retaliation or adverse academic consequence. A student who retaliates against someone who has reported a violation in good faith is subject to discipline that could include expulsion from the College.

Reporting Violations
The policy for Reporting Violations of Student Code of Conduct addresses the College’s open door policy and suggests that students share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, Campus Safety is in the best position to address an area of concern. If a student is not comfortable speaking to a Campus Safety officer or they are not satisfied with the officer’s response, the student is encouraged to speak with someone in the Student Life Department or anyone in management with whom they are comfortable approaching.

Faculty and staff are required to report suspected violations of the Student Code of Conduct to the Dean of Student Life, who has responsibility to investigate all reported violations. When a student is not satisfied or is uncomfortable with following the College’s open door policy, individuals should contact the Dean of Student Life directly.

Acting in Good Faith
Anyone filing a complaint concerning a violation or suspected violation of the Student Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Student Code of Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and considered/addressed during the disciplinary process.

Handling of Reported Violations
The Dean of Student Life or designee will acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

K. Students Reporting Fraud, Dishonesty and Unethical Behavior
As members of the Harcum College community, we all share the responsibility for creating a positive educational and work environment. Shared responsibility means speaking out if we have
observed unethical behavior or suggesting improvements to help us work and study more safely, effectively and efficiently.

Whether students desire to report ethical misconduct or perceived violations of the Student Code of Conduct, Harcum wants to hear from you. Though we have established reporting lines as part of our organizational structure, we also understand that there may be times when students feel uncomfortable sharing specific concerns with your supervisor or Program Director.

Harcum College has a College Compliance Hotline called EthicsPoint—a phone and web-based reporting system managed by a third party. EthicsPoint allows students to communicate issues of wrongdoing confidentially and anonymously, if you so choose. Call 1-855-795-3610 or visit www.ethicspoint.com and choose “MAKE A REPORT”. The Audit Committee Chair of the Board of Trustees and the Director of Human Resources will ensure your report is addressed.

Confidentiality
Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

L. Student Appeals

The decision of the Dean of Student Life in the matters of Student Conduct sanctions shall be final.

However, within five (5) school days after a decision has been rendered, a student may choose to appeal to the Dean of Student Life or designee for a review of that decision by submitting the Student Conduct Appeals Form (available only through the Student Rights and Responsibilities Officer). The Student Conduct Appeals Form encompasses some or all of the following:

- detailed information pertaining to the denial or irregularities of due process
- detailed new information which was not previously provided during the investigation which could affect the outcome

An appeal should address one or both of the aforementioned items and it is the student’s responsibility to clearly articulate, based on the aforementioned two items, why their appeal is justified and should be heard. The Dean of Student Life will approve or deny the appeal based on the information submitted by the student on the Student Conduct Appeals Form.

The Dean of Student Life, in communication with the Executive Vice President or designee, may allow a suspended student to attend classes pending the outcome of an appeal. The Dean of Student Life shall notify the student of the final decision of the appeal within five (5) days of receipt of the Student Conduct Appeals Form.

If the decision is to deny the appeal, the original decision of the Student Rights and Responsibilities Officer, Dean of Student Life, or designee becomes effective immediately and no further action is available through the College.
If a decision is rendered to hear the appeal, the student has committed, by submittal of the Student Conduct Appeals Form, to consent to the decision rendered. No further action will be available through the College.

M. Point System

The points system was developed to make the disciplinary sanctioning process clear, consistent, and predictable for students.

Under the points system, a student found responsible for violating College policy is assigned points according to the table of violations provided on pages 39-41. Points and/or other sanctions are assigned at the conclusion of the administrative review or judicial hearing process. Points are cumulative over the course of a student’s time at Harcum College. Previous violations are always considered before points and/or sanctions are assigned for violations.

Evidence shows the irresponsible use of alcohol and illicit drugs by Harcum students greatly increases the risk of harm to themselves and others. Therefore, more severe sanctions will be imposed upon any student found to have consumed or distributed alcohol and drugs and/or consumed it in excess.

The following chart shows examples of violations and the associated point values. Points are assigned within a given range based upon the circumstances of the specific incident. This list is not inclusive of all possible violations. All sanctions are subject to the discretion of the hearing officer.

Points System Assessment

<table>
<thead>
<tr>
<th>Violation</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement in any conduct code violation (listed or unlisted)</td>
<td>1-10</td>
</tr>
<tr>
<td>Alcohol/Drugs</td>
<td></td>
</tr>
<tr>
<td>Possession and/or consumption of wine or beer</td>
<td>4-7</td>
</tr>
<tr>
<td>Possession or consumption of hard liquor</td>
<td>4-7</td>
</tr>
<tr>
<td>Possession of bulk alcohol/binge drinking device</td>
<td>4-7</td>
</tr>
<tr>
<td>Open container of wine, beer, or hard liquor</td>
<td>4-7</td>
</tr>
<tr>
<td>Public intoxication</td>
<td>4-7</td>
</tr>
<tr>
<td>Unauthorized party with alcohol</td>
<td>4-7</td>
</tr>
<tr>
<td>Marijuana use and/or possession</td>
<td>5-8</td>
</tr>
<tr>
<td>Drug paraphernalia possession</td>
<td>5-8</td>
</tr>
<tr>
<td>Providing alcohol to students under 21</td>
<td>5-8</td>
</tr>
<tr>
<td>Driving under the influence</td>
<td>5-8</td>
</tr>
<tr>
<td>Illegal drug use and/or possession (excluding marijuana)</td>
<td>6-10</td>
</tr>
<tr>
<td>Distribution of illegal/controlled substances</td>
<td>10</td>
</tr>
<tr>
<td>Conduct/Behavior</td>
<td></td>
</tr>
<tr>
<td>False identification (including possession or use of fake ID)</td>
<td>2</td>
</tr>
</tbody>
</table>
Failure to comply with a College official 2-4
Unauthorized access 2-4
Lewd behavior (urinating in public, streaking, flashing, etc.) 1-3
Disorderly conduct 2-4
Aggressive physical behavior (shoving, punching, fighting) 8-10
Theft 3-10
Harassment and Sexual Harassment 4-8
Acts of intolerance 6-10
Hazing 6-10
Vandalism 6-10
Sexual Assault* 10
Sexual Misconduct and Exploitation 10
Retaliation 6-10
Weapons/Dangerous Materials 8-10

*Suspension or expulsion only

Sanctions Assigned

<table>
<thead>
<tr>
<th>Points</th>
<th>Potential Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Written warning</td>
</tr>
<tr>
<td>2</td>
<td>Educational sanction, community service, fine</td>
</tr>
<tr>
<td>3</td>
<td>Educational sanction, community service, fine</td>
</tr>
<tr>
<td>4</td>
<td>Educational sanction, community service, fine, contact Athletic Director and Coach notification for student-athletes (if applicable)</td>
</tr>
<tr>
<td>5</td>
<td>Educational sanction, community service, fine, contact Athletic Director and Coach notification for student-athletes (if applicable)</td>
</tr>
<tr>
<td>6</td>
<td>Educational sanction, community service, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges</td>
</tr>
<tr>
<td>7</td>
<td>Educational sanction, community service, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges</td>
</tr>
<tr>
<td>8</td>
<td>Educational sanction, community service, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges, housing relocation possible</td>
</tr>
<tr>
<td>9</td>
<td>Educational sanction, community service, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges, housing relocation possible, meeting with Dean</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>10</td>
<td>Educational sanction, community service, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges, housing relocation possible, meeting with Dean, suspension or expulsion</td>
</tr>
</tbody>
</table>

If five points are accumulated in the time period between applying and departure from Harcum College, the student will not be permitted to participate in extracurricular activities. In some cases, the nature of a violation, no matter how few points, may affect eligibility to participate.

If six points are accumulated prior to the start of spring term, the student will not be allowed to select their own housing for the following year.

Further, accumulation of six points and above may jeopardize a student’s ability to remain in on-campus housing. At this stage, housing may be suspended for a designated period of time or revoked altogether. When a student’s housing is revoked, the student must remove all belongings and the student cannot recoup any deposits paid and the student will be responsible to the College for full payment of housing fees.

Situations in which the Good Samaritan Policy has applied will have no points assigned.
RESIDENCE HALLS AND HOUSING POLICIES AND PROCEDURES

Living in the Harcum College residence halls provides students with a variety of opportunities to develop and expand upon the skills and attitudes necessary to become positive members of society. As a community member residents are expected to:

- respect the privacy and needs of neighbors
- promote safety, respect and an appreciation of differences
- uphold and adhere to Harcum’s standards of behavior
- maintain respectful interpersonal relationships and address conflict professionally
- adhere to all directives from the College related to the health and well-being of the community

The main objective of the Residence Life staff is to provide a comfortable and safe environment for students to build and enhance life skills. The staff consists of highly qualified and trained individuals committed to creating a positive and interactive living, learning experience.

Residence Halls
Harcum College has two (2) residence halls located at the Bryn Mawr campus.

Klein Hall residential rooms are located on the third and fourth floors of the building and provide easy access to the Fitness Center, Gym, Dining Hall, Student Life and the Dean of Student’s Office, Campus Safety, Counseling, and Health Center. The women’s floor is currently designated as the 24-hour quiet study floor; while the men’s floor maintains normal quiet hour restrictions. There are 38 rooms in this building that can accommodate up to 76 residents.

Pennswood Hall is Harcum’s largest residence hall and is comprised of 131 rooms that accommodate 252 residents. Both male and female students occupy this building, which is comprised of various living-learning communities that encapsulate a wide diversity of residents, as well as Residence Life offices, Campus Safety, and the Early Childhood Education program.

Harcum requires that:
- personal refrigerators cannot exceed 3.5 cubic feet in size and must be UL listed
- only one (1) microwave of no more than 600 watts per room and it must be UL listed
- any small electrical appliances must be UL listed
- all extension cords must be UL listed and surge protected with built-in circuit breakers

Harcum strictly prohibits the use of:
- all cooking appliances, such as toaster ovens and toasters, hot plates, Foreman Grills, air fryers, and any other cooking appliances
- overloaded extension cords and cords under rugs

Decorations
The following restrictions apply to decorations:
- Decorations must be nonflammable

RESIDENCE HALLS AND HOUSING POLICIES AND PROCEDURES | Student Handbook 2020-2021
- Decorative items should not hinder the exits
- Decorations must not damage walls, furniture, doors or woodwork
- Window decorations are prohibited
- Nothing may be hung on the inside or outside of the windows with the exception of tension rods for curtains at window openings
- Tapestries or fabrics cannot be hung from the ceiling
- Painting or wall-papering of rooms or furniture is not permitted
- String lights or tube lights are not permitted
- Pictures and bulletin boards may be hung with removable wall adhesive (e.g., Command Strips)
- Tape, staples, adhesive holders, screws, brackets and nails may not be used on the walls, woodwork, floors or ceilings
- The use of over-the-door hangers is prohibited
- Road signs, traffic cones, and emergency lights are not permitted in rooms without proof of legal purchase

Harcum reserves the right to remove unauthorized items on sight. Failure to adhere to this policy is subject to disciplinary action and/or removal from the residence halls.

**Housing Deposit**
A $200 housing deposit must be submitted to the Student Accounts Office along with the standard housing application via eRezLife prior to moving into the residence halls. The damage deposit is refunded to the student minus any unpaid individual or public area damage bills assessed when the student permanently moves out of the residence halls.

If a new student decides not to move into the residence halls, $100 of this deposit is forfeited and the remaining $100 will be credited to the student’s tuition bill.

If a new student decides not to attend Harcum, $100 of this deposit is forfeited and the remaining $100 will be returned to the student.

**Room Change Procedure**
Learning to live with others is an integral part of the residential experience. Students are encouraged to live with their assigned roommates. Students requesting room changes must receive written authorization from the Assistant Dean of Student Life or designee prior to moving any personal items from one room to another. Students who move to a room other than the one assigned by Residence Life will be required to move back to the assigned room and will be subject to disciplinary action. Harcum reserves the right to make room changes anytime it is deemed in the best interest of the community.

**Room Consolidation Process**
When a student’s roommate vacates, the remaining roommate will be required to relocate to another space or when available, the student can remain in the room by paying the single room rate. Students who do not relocate when required and remain in the space will be charged the single room rate.
Moving In and Moving Out from Housing
All resident students on Bursar hold must be cleared by the Office of Student Accounts before moving into the residence halls. All resident students must provide personal health insurance information and show proof of required immunizations or they will not be permitted to move into the residence halls.

Prior to move-in, resident students will receive instructions regarding move-in procedures. Any damage that occurs during move-in and/or occupancy will be assessed to the room occupants.

All residents must arrange a scheduled time with a Residence Life staff member when making an approved change of room, moving out prior to the close of the semester, or if moving out at the close of the semester.

During this time, Residence Life staff will note any damages on the Room Inventory Control Form. Failure to properly check-out of the residence hall may result in a $50 improper checkout fee.

Room keys must be relinquished if the resident is permanently exiting the residence hall and during move out at the close of each Spring semester. Rooms must be returned to the same condition found upon move-in or a fine or loss of the housing deposit will be assessed.

Opening and Closing of Residence Hall: Holidays and Vacations
Dates and times of residence hall openings and closings will be posted in the residential halls and on the Harcum College website, as well as communicated via Harcum email. Residents do not have the option of remaining in the residence halls after a scheduled closing time or enter the residence halls prior to a scheduled opening time without express written permission from the Assistant Dean of Student Life. Students required to stay on campus because of academic or athletic requirements or who cannot leave campus during vacations/holidays must obtain written permission to remain from the Dean of Student Life or Assistant Dean of Student Life. Housing exceptions for the aforementioned break periods must be made at least three (3) weeks prior to each break. Students remaining on campus may be assigned to other rooms for security purposes. Food service will not be available. Further, depending on the circumstances, a fee per day may be imposed.

Residence Hall Security Measures
Harcum has established appropriate rules and procedures for maintaining a safe environment for all resident students. These policies and procedures must be followed at all times.

Both residence halls have a designated main entry and exit doors, as well as card access points to gain entry. Each residence hall maintains a Campus Safety Office staffed by a Campus Safety Officer and a surveillance system of monitored cameras.

Student Room Lockouts
Any resident student locked out of their campus residence may request access by contacting the Campus Safety department at 610-526-6099. A Campus Safety Officer will respond to the student’s room. Once the responding officer has verified the student is a resident of the room, the Officer will unlock the door. The student requesting access will be charged a $2.00 fee for this service.

A resident student will be allowed no more than three (3) room lockout requests per semester. Any request thereafter will not be honored by Campus Safety. Campus Safety will notify the Residence
Life office when the student has reached their semester limit. When a student reaches their limit, the resident can only gain access by requesting a new room key from Residence Life. The fee for key replacement is $30.00. All future requests for room access during the academic year will result in an additional $30.00 charge.

**Guest Policy**
The Guest Policy is designed to promote an atmosphere of safety and respect for others within the residence halls. Resident students are responsible for the behavior of all guests and for informing their guests of College rules and regulations. Depending upon expectations set for the health and well-being of the campus community, no guests may be permitted as determined by the College.

- All guests must adhere to all Residence Hall policies
- If a resident does not have a student ID, that student is prohibited from signing in a guest
- All guests (friends and family members) must have a valid College, state, passport, or military photo ID
  - Upon registering a guest, this valid ID must be relinquished to a College official and a visitor's pass will be provided to the guest
- The visitor's pass must be on their person at all times
- If a guest does not have a picture ID card, that individual will be denied admission to the residence halls
- Visitation sign-in hours are 7:30am-11:30pm, Monday through Sunday
- All day visitors must be checked out by 11:30pm
- Visitors present after 11:30pm will be recorded as an overnight stay
- Each resident is permitted no more than one (1) guest per visit
- All visitors must be at least 18 years of age
- A visitor may stay two (2) overnights in a 14-night period - permission from the student’s roommate is required
- All visitors without a visitor’s pass are considered to be trespassing and will be escorted from the residence halls immediately

**Emotional Support Animals (ESAs)**
Students must follow the Policies and Procedures and complete an ESA Application through the Office of Disability Services. Space is limited and available only on a first-come, first-approved basis.

**CONDITIONS OF OCCUPANCY**

Residents are expected to actively participate in the mission of the Office of Residence Life and Harcum College, and to adhere to the following guidelines:

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings shall not be removed from designated locations.
3. Residents shall be courteous of others in regard to noise. This means cellular phones, televisions, and stereos/radios shall be kept at a low volume.
4. Common areas shall be used for their designated purposes.
5. Residents shall cooperate with all College personnel. This includes, but is not limited to the following staff members from Residence Life, Facilities, Campus Safety, and Student Life.
Financial
1. The contractual period for a room is for the Fall, Spring and/or Summer semesters. Each resident shall be liable for payment in full for this period.
2. Fees for room and board cover only those time periods when the College is in session.
3. Students unable to meet the financial obligations associated with living on-campus may be required to move-out or temporarily move-out until their student account is cleared of debt.
4. Students identified as responsible for vandalism, missing items, or fined for infractions of Residence Life regulations must pay in full and upon receipt of any charges.
5. The College shall retain a security deposit of $200. Residents shall share the cost of damage not attributed to a specific individual(s). Students shall be billed for any charges beyond the $200 deposit.
6. The College is not responsible for damage or loss of any personal property of a resident, either in the halls or on their grounds. It is recommended that students purchase property insurance for their personal belongings if they are not covered under their parent/guardian homeowner’s insurance policy.

Fire Safety, Health & Security
1. Fire and safety equipment are to be used for emergencies only.
2. The possession of firearms, fireworks, and candles, or the storage of volatile or flammable materials is strictly prohibited.
3. The tampering with or covering of any fire equipment, including detectors and extinguishers, is strictly prohibited; any student found in violation will be subject to discipline.
4. Cooking appliances are prohibited in the residence hall, with the exception of microwaves.
5. Residents and guests must vacate the building immediately when a fire alarm sounds.
6. Student ID access cards to the building are for the sole use of residents and are not to be provided to non-residents.
7. Lost room keys or student ID access cards must be reported promptly to the Office of Residence Life.
8. Doors may not be propped open at any time.
9. Throwing objects out of windows is prohibited.
10. Pets are not allowed in the residence halls, including fish.
11. All students must carry their College ID at all times.
12. All residents must submit the required proof of health insurance, health forms and immunization records to live on-campus. Failure to provide these documents will result in the student not being allowed to live within the residence halls.
13. Smoking is prohibited inside all buildings located at Harcum College. Those in violation will be subject to disciplinary sanctions (includes e-cigarettes, hookahs, and vaping devices).

Vandalism
1. Students involved in vandalism will be fined and subject to the College’s disciplinary procedures.
2. The Assistant Dean of Student Life and the Director of Facilities shall determine what constitutes vandalism.

Alcohol
1. The State of Pennsylvania prohibits consumption of alcohol by anyone under the age of 21.
2. Harcum College residence halls are “dry” which means that all alcoholic beverages are banned regardless of the possessor’s age or intention to consume elsewhere.
3. Residents must comply with the College alcohol policy. Failure to comply will initiate student conduct procedures, which can include, but are not limited to fines, educational sanctions, and/or a restriction or removal from the residence halls.

Drugs
1. According to state and College regulations, the use, possession, and/or distribution of illegal substances is prohibited.
2. The abuse/misuse of controlled substances is prohibited.
3. Residents shall be disciplined for violation of the College drug policy.
4. Students may be fined, restricted from the residence hall, and/or expelled from College, which may result in a loss of financial aid.

Firearms/Weapons
1. All members of the College community, including faculty, staff, and students, as well as visitors to Harcum College, are prohibited from possessing firearms, Tasers, stun guns, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the College or in any building under College control or at any College-sponsored event without the explicit authorization of Harcum College, whether a federal or state license to possess has been issued to the possessor, including Tasers, mace, and pepper spray.

Gambling
1. According to state and College regulations, any form of gambling is prohibited.

Visitation
1. All non-residents will be held accountable for all rules and regulations outlined in the conditions of occupancy, and the Student Code of Conduct as outlined in the official Harcum College Student Handbook.
2. All non-residents must sign-in with College officials, leaving proper identification until time of departure.
3. All guests must remain within close proximity to their host at all times.
4. No resident may have more than one guest signed-in at any one time.
5. Residents are financially responsible for any damages or violations caused by their guest(s).
6. Residents and non-residents violating any conditions of occupancy may lose all visitation privileges including the ability to host overnight guests.

Maintenance
1. All maintenance concerns shall be reported in writing to the Office of Residence Life or using the online Maintenance Request form, SchoolDude.

Housekeeping
1. The cleaning of rooms and suite bathrooms is the responsibility of occupants.
2. Residents are financially responsible for any unusual cleaning from inappropriate behavior as determined by the Office of Residence Life.
I understand that Harcum College:

1. May revoke my housing agreement and privileges for any of the following reasons:
   a) Abuse, theft, removal or destruction of residence hall property.
   b) Possession or use of firearms, Tasers, stun guns, fireworks, ammunition, explosives of any kind, flammable materials or deadly weapons of any nature, in or near the residence halls.
   c) Illegal use of fire equipment in the residence halls.
   d) Illegal use, possession and/or distribution or sale of alcohol, narcotics, dangerous drugs or hallucinogenic substances in or near the residence halls.
   e) Assault of a resident, guest or College personnel in or near the residence halls.
   f) Repetitive disruptive behavior as determined by Residence and Student Life staffs.

*IN SUCH CASES, THERE WILL BE NO RETURN OF ROOM AND BOARD FEES AND ANY DEPOSITS*

2. Reserves the right to refuse the reapplication of residents for College housing.
3. May require a medical and/or psychiatric evaluation of a resident if there are specific behaviors that would warrant concern regarding the safety of the student, as well as other residents. This evaluation would be a stipulation for the student to return or remain a resident and would be done at the student's expense.
4. Reserves the right to enter student rooms to make repairs and in cases of clear emergencies, as well as to conduct investigations, inspections and/or seizures in order to secure and protect the policies of the College. The College recognizes its responsibility to respect the rights of residents not to have their privacy unreasonably disturbed.
5. Reserves the right to make room reassignment, room consolidation, and residence hall changes in situations that warrant such actions. The Assistant Dean of Student Life may make necessary room changes at any time during the year.
6. Reserves the right to add or amend College disciplinary policies and procedures as stated in the Harcum College Student Handbook or elsewhere.

I have carefully read and agree to abide by all the Conditions of Occupancy stated herein and the rules and regulations of Harcum College as stated in the Student Handbook. I acknowledge that failure to abide by said rules and regulations will result in College disciplinary action, which includes, but is not limited to, removal from housing.

Print Name: ____________________________________________

Signature: _____________________________________________

Date: __________________________