



HARCUM COLLEGE

STUDENT HANDBOOK 2024-2025

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 webpage 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procedures, or information contained herein to determine whether information in this Handbook or other publications has superseded it or changed.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 utilizing a wide variety of modalities and technology. Harcum's emphasis on its core values of *excellence, civility, empowerment, integrity, service, and respect for diversity* assures that every member of our community is valued, supported, included, and equal.

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.
- Fostering engagement through attendance at events, participation in student organizations, and by offering formal leadership opportunities.
- 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 or disruption to the College or local community, including, but not limited to, disturbing the peace, noise violations, acts of violence/aggression, tampering with Wi-Fi equipment, and/or not following instructions of College officials.

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

Indecent, obscene, or lascivious behavior includes, but is not limited to, urinating outside of designated facilities, public nudity, indecent exposure, 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 and Course Catalog.

Preponderance of the Evidence

The term “preponderance of the evidence” means that a hearing must determine whether an action or evidence 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 because of their cooperation 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 account to review conduct letters and respond to meeting requests. Students who fail to respond to communication and/or meeting requests are bound to complete all sanctions.

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 or designee 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 or designee. 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, including those that are fake, have no place in the College community. All instruments which can be construed or perceived as weapons including but not limited to Airsoft guns, BB guns, pellet guns, handguns, rifles, pistols, Nerf-like guns, knives of any size, 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 27

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 respond to behaviors of concern. Reports can be submitted through the online [ACT Report form](#).

ANTI-BULLYING POLICY

See Student Code of Conduct, page 31

BIAS-RELATED ACTS

Harcum College places great importance on respect for others and the diversity of the Harcum community. Actions characterized as bias against an individual's race, color, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, or disability are intrinsically opposed to the ideals and values of the College. 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, violations 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;
- notification to their Program Director;

- community service, service to the College, and/or educational training in the area of needed sensitivity to individual diversities;
- academic and/or residential suspension, if applicable (minimum 2 weeks); and
- social and/or residential probation, if applicable (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.

SURVEILLANCE CAMERA POLICY

Purpose

The purpose of this policy is to regulate the use of surveillance 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 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 led by Campus Safety, with additional Student Life staff potentially involved. Personnel involved in the use and review of 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 their 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 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 with 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 their 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 and Assistant Director of Campus Safety prior to implementation. This request must clearly state the reason for the surveillance, financial support sources, privacy issues, length (date and estimated period of time) of intended surveillance, etc. If the request is academic in nature, the Director/Assistant 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/Assistant 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 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 for a minimum of 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 under specific investigations upon reasonable suspicion. When monitoring is taking place, it will be conducted under the direction of the Director of Campus Safety or their designee.

CRIME AWARENESS AND DEPARTMENT OF CAMPUS SAFETY

Two laws apply to crime awareness and Campus Safety at Harcum. These laws are the Federal Student Right-to-Know and the 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. With regard to crime awareness, campus security statistics 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:

- aggravated assault
- arson
- burglary
- dating violence
- domestic violence
- drug law arrests and violations
- illegal weapons possessions and arrests
- liquor law arrests
- manslaughter
- motor vehicle theft
- murder
- robbery
- sex offenses, forcible or non-forcible
- stalking; and
- any other crimes that are reportable to the Pennsylvania state police for publication in the Crime in Pennsylvania (uniform crime) report.

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 to their Harcum email accounts. It is essential 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 & INSTITUTIONAL VANDALISM

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. The offense of ethnic intimidation will cause an individual charged with crimes against a person such as harassment, terroristic threats, assault and crimes against property like criminal trespass, criminal mischief and arson, to be subject to serious charges up-to and including dismissal from the College.

“Institutional Vandalism” is the knowing desecration, vandalism, defacement, or other damage to a College facility.

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, by phone at 610-526-6012, or via email at titleIX@harcum.edu. Dr. Richard Cooper, the College’s 504 Coordinator, is located in the Academic Center, Room B-6, and can be contacted at 610-526-6036 or rcooper@harcum.edu. Additionally, Robyn Gleason, the Assistant Director Disability Services, can be reached at 610-526-6185 or via email at rgleason@harcum.edu.

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 the College. In order to support the democratic process, students have a responsibility to preserve and maintain conditions for civil discourse where all parties have the opportunity to be heard.

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, Klein Hall, second floor.

FUNDRAISING & SOLICITATION

All student fundraising activities such as the sale of Harcum branded items, clothing, baked goods, candy, etc. must receive prior approval from the Office of Campus Activities. Similarly, off-campus activities identified with the name “Harcum College” must also receive prior approval. Fundraising activities in the residence halls must receive approval from the Assistant Dean of Student Life.

Outside companies may not sell products or advertise products on campus without approval from the Office of Campus Activities. 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 campus. Student fundraising cannot be conducted for personal gain.

Further, Harcum College strictly prohibits the marketing and solicitation of and/or by credit card companies on-campus. No student, faculty, staff member, or outside company/entity is permitted to recruit, incentivize, and promote sign-ups for credit cards.

INTERNET AND NETWORK USAGE

Purpose

Harcum College prohibits the use of computers and the email 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.

Use of Harcum College’s communications systems (including computing facilities, data contained on the College systems, servers, storage devices, or transmitted over the College’s networks, voicemail and all Harcum.edu accounts), are subject to applicable federal and state laws. Use of the College’s computers and network is limited to authorized College-related people and businesses only. Information on Harcum computing equipment and accounts (even if deleted) can be subject to interception or retrieval by authorized College personnel, as well as by outside enforcement authorities or other third parties, subject to proper legal process. The installation and/or use of software not expressly owned by the individual or granted for use to the College is strictly prohibited.

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 email 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 College online connections and/or stored via its computer systems. The tampering and manipulation of Wi-Fi equipment is strictly prohibited and will result in disciplinary action.
- 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 received 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 internet access provided by the College that is 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 of Harcum College
 - Violating copyright law
 - Failing to observe licensing agreements
 - Engaging in unauthorized transactions that may incur a cost to Harcum College or initiate unwanted internet services and transmissions
 - Sending or posting messages or material that could damage Harcum College's image or reputation
 - Participating in the viewing or exchange of pornography or obscene materials
 - Sending or posting messages that defame or slander other individuals or invades the privacy of other individuals
 - Attempting to break into the computer system of another organization or person
 - Refusing to cooperate with a security investigation
 - Jeopardizing the security of Harcum College's electronic communications systems
 - Sending or posting messages that disparage another organization's products or services
 - Passing off personal views as representing those of Harcum College
 - Sending anonymous e-mail messages
 - Engaging in any other illegal activities

Compliance with Copyright Laws for Text, Audio and Video

Written, audio and video material is protected by copyright laws, regardless of whether it is a hard copy, electronic copy, or on the Internet. Users should assume that all written, audio and video materials in hard copy or available through the Internet are protected by copyright laws, including The Digital Millennium Copyright Act of 1998. Copyright laws allow a user to read the copyrighted

material; they do not allow users to modify, copy, or distribute the material. As with materials from a library or other sources, the user is responsible for using materials obtained off the internet in compliance with the copyright laws.

Compliance with Copyright Laws for Software

Computer software is protected by the copyright laws. The copyright laws allow a user of software to use the software, load it onto the hard drive of a computer, and retain the original disk. The copyright laws do not allow a user to modify, make more copies, store copies, or distribute the software through the internet. Users of the College's computer systems shall not copy, modify, or distribute any software, in any way, including through the Internet.

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 the purposes of this policy, a residential student is a student that 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, guardian, or emergency contact 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 parent(s), guardian, or emergency contact.

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 to be missing. The Office of Residence Life will collect and maintain the confidential contact information. The student is responsible for ensuring information is up-to-date and accurate.

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 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/or the students' home police jurisdiction, 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 the police.

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 that 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 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, and will review the ID card access system to track the student's movement. .

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 the police. 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, the police will be contacted to investigate further.

If these steps provide Residence Life, Campus Safety, or the Dean of Students 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 appropriate, a referral will be made to Counseling Services. Campus Safety shall contact the Dean of Student Life and the police to document that a missing student investigation has 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 on 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 when students are on leave, are strictly prohibited. Students are encouraged to report any relationship deemed inappropriate to the Dean of Student Life or Associate Vice President of Human Resources.

PARENTAL/GUARDIAN COMMUNICATION EXPECTATIONS

Harcum communicates directly with students in all matters. In turn, it is expected that students maintain ongoing communication with their parents/guardians regarding their academic and non-academic progress at the College. All students over the age of 18 are considered adults, with all the related rights and responsibilities. It is the students' responsibility to advocate for oneself, ask questions, and communicate directly with Harcum faculty and staff. In no instance should a parent, guardian, or emergency contact communicate on behalf of their student directly with faculty. In the best interest of all concerned, Harcum will not assume the role of liaison between family members.

PARENTAL/GUARDIAN NOTIFICATION

There are occasions when it is appropriate for Harcum officials to inform a family member or guardian of particular situations involving students. As circumstances warrant, Harcum will notify the family member or guardian if a student's health is endangered (including instances of accidental injury), is considered missing, 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 11.

PERSONAL PROPERTY

Harcum is not responsible for any losses due to theft, fire, etc. of books, clothing, cell phones, personal computers, 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 the Residence Life and Campus Safety staffs. Commuters should immediately report losses to the Office of Campus Safety.

Harcum will not be responsible for any personal items left behind by a resident 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. The College is not responsible for damage or loss of any personal property of a resident, either in the halls or on College grounds. It is recommended that students purchase property/renter's insurance for their personal belongings if they are not covered under their parent/guardian homeowner's insurance policy. For additional information on alternative property insurance that some higher education institutions use is the following: www.NSSI.com.

PERSONAL TRANSPORTATION & STORAGE REQUIREMENTS

Skateboards, Skates, Electronic Skateboards, Hoverboards

These activities are not permitted in the parking lot areas and/or near campus buildings and/or inside campus buildings. Electronic skateboards, including self-balancing boards/scooters and any other similar equipment, including hoverboards, 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 34.

SOCIAL MEDIA GUIDELINES

Purpose

As an educational institution, Harcum College maintains high standards for appropriate online communication. In the digital age, everything written or posted online creates long-lasting and potentially permanent records that can be seen by students, families, employees, and other members of the College's extended community.

While Harcum respects the right of individuals to use social media, networking sites, personal websites, and blogs, personal use of these platforms must not 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 on 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 support the efforts undertaken on the official website.

Social Media & Communications

Social media requires constant attention, including regular 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 monitors social media for violations of College Policy. Behavior that appears to violate policy and is brought to the attention of the College, will be investigated thoroughly.

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

Procedures

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

If you are representing a College department, office, or other area, use “Harcum College” to begin the name of your site, group, or page. This will improve search engine effectiveness in 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 express consent from the parents/guardians.
- Images from College image banks or College-shared files cannot be posted without permission from the Harcum College Office of Communications & Marketing.
- Care should be taken not to post images of individuals who might object. This may involve obtaining the appropriate permissions. It is recommended that written permission be obtained for the online use of any images taken of individuals and small groups. Harcum College Communications & 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 safeguard 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. 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 610-526-6085.
- 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 (such as Facebook, Instagram, LinkedIn, Snapchat, X, Tik Tok, etc.), and exercise care and good judgment when posting content and information on such sites.

Additional Guidelines

Individuals posting on social media sites should adhere to the following guidelines, which are consistent with the College’s workplace standards on threats and 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 those 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 any individuals or organizations, including employees, students, and/or their families.

The Office of Communications & Marketing reserves the right to remove any content that is found to be 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.



X (formerly Twitter)

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



TikTok

Discover short videos related to Harcum College on TikTok. Watch popular content from the Harcum creators.



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

Explore the following list of campus-related groups that keep active Facebook pages:

- [EFDA, Continuing Studies](#)
- [Harcum Design](#)
- [Harcum Interior Design](#)
- [Harcum Music School](#)
- [Harcum Veterinary Nursing](#)
- [Harcum College Dental Assisting/EFDA Club](#)
- [Harcum College Dental Expo](#)

- [Harcum College at Coatesville](#)
- [Harcum College at Deliverance Evangelistic Church](#)
- [Harcum College in Delaware County](#)
- [Harcum College at Reading](#)

This list is maintained by the Office of Communications & Marketing and is regularly updated to remove inactive pages and accounts. We only promote sites that adhere to best practices in social media and those that properly brand accounts. If your organization's page is not listed above or you would like to request informal social media training, contact Communications & 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 (SGA). Research is conducted by the SGA regarding the potential need for change and the extent to which the proposal represents majority opinion.
- In consultation with the Dean of Student Life, if passed by the SGA, the proposal is submitted in writing to the College President for review and determination.
- Upon receipt, the President may consult with the President's Cabinet and/or the Board of Trustees before changes are incorporated.
- Policy changes are introduced provisionally. The criteria for acceptance of a change are:
 - Evidence of need for change
 - Compatibility with the content of College Policies and Procedures and the Student Code of Conduct
 - Reasonable enforcement
 - Passage of all student legislation by the Student Government Association

STUDENT PHOTO ID/PROXIMITY ID/ACCESS CARDS

Student Photo ID/Access Cards are issued by the Office of Campus Safety. All students must have their photograph taken or per [Campus Safety protocols](#), submitted via email for a College ID card to be issued. The Harcum College ID card is to be carried by students at all times while on campus or at a Partnership Site. This card must be presented on demand to any College official upon request. Failure to present an ID to a College official when requested is a violation and will be addressed through the conduct process.

Resident Student & Special Access ID Cards

All Harcum College resident students and all students attending classes at Our Mother of Good Counsel (OMGC) and the Art & Design Center (A&DC) 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 or A&DC buildings (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 or A&DC will be issued a Proximity ID/Access Card.

Resident Student Meal Plan

The student photo ID card contains meal plan authorization and will be required of 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 of all students to access College printers.

TITLE IX

The College adheres to Title IX Policies and Procedures. Please see the following website for more information: [Harcum College Notice of Non-Discrimination](#).

UNCREWED AERIAL VEHICLE (UAV)/DRONE POLICY

This policy applies to Harcum College employees, students, and any non-College affiliated individuals operating uncrewed aircraft in any location of the Harcum College Bryn Mawr campus.

All drones, both recreational and commercial-use weighing between 0.55 lbs. and 55 lbs. must be registered with the Federal Aviation Administration (FAA). Please visit the [FAA drone registration webpage](#) for more information.

Please also refer to the [PA Department of Transportation webpage](#) regarding drones.

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, academic departments, and non-affiliated individuals possessing a UAV on campus will be subject to these regulations.

The Office of Campus Safety will enforce these 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/Great Lawn 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.

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 or residential lounges.
- 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 dismissal 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 an 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, including but not limited to trespassing and other legal actions may be pursued against individuals unaffiliated with the College (guests) that operate an UAV in violation of this policy.

WEAPONS POLICY

Weapons of any kind, including those that are fake, have no place in the College community. All instruments which can be construed or perceived as weapons including, but not limited to Airsoft guns, BB guns, pellet guns, handguns, rifles, pistols, Nerf-like guns, knives of any size, 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. A guest in possession of any of the above will be immediately escorted from campus and subsequently banned from returning.

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; 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 on the Bryn Mawr campus. Lack of participation will not impede the investigative process.

Partnership Site 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 via remote methods. 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, political affiliation, 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, students 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 specific set of standards and expectations.

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 engaged 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 expected 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 within virtual learning environments, as well as off-campus, 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 at the discretion of the College.

b) Violation of a Law

Student conduct proceedings may be instituted against a student charged with violation of a law that 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 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 also 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 pistols, air rifles, lasers or stun guns, ammunition, gunpowder, knives of any size, 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 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. This includes tampering with or manipulating College Wi-Fi equipment.

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 membership in a group, organization, or team.

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 from College officials, including those related to the health and well-being of the College community.

17. Theft or other abuse of electronic devices and/or software

Theft or other abuse, 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 electronic devices and equipment to interfere with the work of another student, faculty member or College official
- Use of electronic devices and equipment to send obscene or abusive messages; or to use College computers to visit lewd and indecent websites
- Use of electronic devices and equipment to interfere with normal operation of the College computing system
- Tampering with or manipulating College Wi-Fi equipment

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. See Social Media guidelines on page 14.

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 College official
- Falsification, distortion or misrepresentation of information
- Disruption or interference with the orderly conduct of a conduct proceeding
- Attempting to discourage an individual's proper participation in or use of, the Student Conduct process
- Attempting to influence the impartiality of a College official prior to, and/or during the course of, the Student Conduct proceeding
- Harassment (verbal or physical) and/or intimidation of a College official 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, pipes, and vaping devices, is not permitted in any building, including classrooms, restrooms, laboratories or other internal spaces on campus, including the residence halls.

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. Safety equipment includes sprinkler heads, smoke detectors, fire extinguishers, emergency phones, bells in elevators, and pull stations.
- 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, termination of a resident's College Housing contract, and/or dismissal from the College.
- 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 individual(s) involved. This cost may not be limited to a single room, floor or hallway.
- Individuals 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 Harcum community. Violations of the Alcohol and Illicit Drug Policy or of any of the state laws of Pennsylvania are subject to disciplinary action, including violations that take place off-campus. 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 illegal 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 Illicit 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 (Residence Life and Resident Assistants, staff and faculty, including 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 experiencing a medical emergency. Students who may be having difficulty with alcohol or drugs are encouraged to seek appropriate counseling. The College Counselor is available. 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 HIPAA (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, up-to and including College expulsion, suspension, removal from the residence halls, 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 and educational actions.

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

- a) **Use or Involvement**
Alcohol: Regardless of age, the possession or consumption of alcoholic substances is prohibited.

Illicit Drugs: Direct or indirect involvement with illegal possession, use, selling 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 action, including suspension or expulsion.
- Possession of ingredients used to manufacture drugs may result in disciplinary action, 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, Fentanyl, 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

Violation of the College’s Alcohol and Illicit Drug Policy is considered a very serious matter that may result in expulsion, dismissal, or suspension. Additionally, the turning over of evidence to local authorities for criminal prosecution is likely. 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 Drug 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 Residence Life staff to discuss the alcohol and/or drug-use decisions made by the student and a 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.
- At a student's expense, receive counseling or substance abuse education and support from a local agency.
- At a student's expense, 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 Drug 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 Drug Policy not involving the sale or distribution may include an official warning, counseling, education, disciplinary probation, suspension, dismissal, fines, community service/service to the College, 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 College official, including Resident Assistants, discover a student visibly intoxicated or with any beverages containing alcohol or with an alcoholic beverage container in or near the residence halls, the following procedures will be followed:

- 1st Offense:** The student will be required to complete a Student Conduct educational assignment, complete 3 hours of community service/service to the College, and pay a \$150.00 fine. If applicable, the student's housing contract will be placed under review for 1 semester and the resident will lose all guest privileges for remainder of the semester.
- 2nd Offense:** The student will be referred to the College Counselor and/or an Alcohol/Drug Treatment Specialist at the student's expense, complete 6 hours of community service/service to the College, pay a \$300.00 fine. Additionally, if applicable, the student will receive at least a 3-day ban from the residence halls, the student's housing contract will be in extreme jeopardy of forfeiture, and the student will no longer be permitted to have guest privileges. The student may be required to complete a Student Conduct educational assignment. There is a possible risk of College suspension, dismissal or expulsion.
- 3rd Offense:** The student will be referred to the College Counselor and/or an Alcohol/Drug Treatment Specialist at the student's expense, complete 12 hours of community service/service to the

College, and pay a \$600.00 fine. Additionally, the student will immediately forfeit their residential housing via termination of the housing contract, if applicable. The student may be required to complete a Student Conduct educational assignment. There is a possible risk of College suspension, dismissal or expulsion.

Housing sanctions do not apply to non-resident students.

Note: Any student that does not fulfill community service/service to the College hours by the designated date, will be assigned an additional fine of \$50.00 per 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 will be required to complete a Student Conduct educational assignment, complete 3 hours of community service/service to the College, and pay a \$150.00 fine. If applicable, the student's housing contract will be placed under review for 2 semesters and the resident will lose all guest privileges for remainder of the semester.
- (b) 2nd Offense:** The student will 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/service to the College, and pay a \$300.00 fine. If applicable, this offense also puts the student's housing contract in extreme jeopardy of forfeiture and the student will no longer be permitted to have guest privileges. Additionally, the student will be barred from residential housing for at least 5 days from the imposed sanction date. The student may be required to complete a Student Conduct educational assignment and there is a possible risk of College suspension, dismissal or expulsion.
- (c) 3rd Offense:** The student will be referred to an Alcohol/Drug Treatment Specialist at the student's expense, complete 12 hours of community service/service to the College, and pay a \$600.00 fine. The student will immediately forfeit their residential housing via termination of the housing contract, if applicable. The student may be required to complete a Student Conduct education assignment. There is a possible risk of College suspension, dismissal or expulsion.

Housing sanctions do not apply to non-resident students.

Note: Any student that does not fulfill community service/service to the College hours by the designated date, will be assigned an additional fine of \$50.00 per 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. Smoking 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 use/abuse.

Options for friends and roommates concerned about another individual's substance use/abuse include, but are not limited to:

- Talking to a friend/roommate about their behavior
- Talking to Residence Life staff, including a Resident Assistant
- Talking to the College Counselor, Coordinator of the Collegiate Recovery Program, or a counselor off-campus; and/or
- Talking to Student Life staff members, including Campus Safety

Additional Resources: [Harcum College Counseling Resources and the Resource Guide](#) and [Responding to Students in Distress](#)

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, consultants, and vendors.

Definition

Bullying is defined as any 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 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 (including through email); 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, texting, 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, 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, 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, consultants, or vendors should be reported immediately to the Associate Vice President 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

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 environment. Given the increasing violence in society, 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 (see page 19).

Conduct that threatens, intimidates, or coerces another student, employee, a customer, or a member of the public at any time, including during 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. Tampering with Fire Safety Equipment & Security Systems Policy

Tampering with or covering Fire Safety equipment, including fire extinguishers, smoke detectors, sprinkler heads, and pull stations, as well as hanging personal items on these devices, is a serious violation of College policy. Additionally, the tampering with any electronic security devices including alarm systems, card readers, motion sensors, and CCTV cameras is strictly prohibited. If any damage to College property occurs as a result of such tampering, the responsible party will, at their own expense, pay for any damage caused. Additionally, the following conduct sanctions will be imposed:

- (a) **1st Offense:** The student will be required to complete a Student Conduct educational assignment, complete 3 hours of community service/service to the College, pay a \$100.00 fine, and the student's housing contract will be placed under review for 1 semester, if applicable.
- (b) **2nd Offense:** The student will be required to complete 6 hours of community service/service to the College and pay a \$200.00 fine. Additionally, the student's housing contract will be in extreme jeopardy of forfeiture and the student will have at least a 3-day residence hall restriction. The student may be required to complete a Student Conduct educational assignment. There is also a possible risk of College suspension, dismissal or expulsion.

- (c) **3rd Offense:** The student will be required to complete 12 hours of community service/service to the College and pay a \$400.00 fine. Additionally, the student will immediately forfeit their residential housing via termination of the housing contract, if applicable. The student may be required to complete a Student Conduct educational assignment. There is a possible risk of College suspension, dismissal or expulsion.

Housing sanctions do not apply to non-resident students.

Note: Any student that does not fulfill community service/service to the College hours by the designated date, will be assigned an additional fine of \$50.00 per hour not served.

H. 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, pipes, and vaping devices and dovetails with the Illicit Drug Policy, prohibiting the use of marijuana/cannabis:

SMOKING IS PROHIBITED WITHIN THE CONFINES OF THE HARCUM COLLEGE BRYN MAWR CAMPUS, INCLUDING THE RESIDENCE HALLS.

Harcum will make every effort to publicize the policy through the following means:

- All students are expected to be aware of the smoking policy through the Student Handbook.
- Smoking devices include, but are not limited to, cigarettes, cigars, e-cigarettes, hookahs, pipes, bong, 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.

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 through 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 will be required to pay a \$100.00 fine, perform community service/service to the College, and/or complete an educational assignment. The student's housing contract may be placed under review for 1 semester, if applicable.
2. **2nd Offense:** The student will be required to pay a \$200.00 fine, perform community service/service to the College, and/or complete an educational assignment. Additionally, if applicable, the student's on-campus housing contract will be in extreme jeopardy of forfeiture.

3. **3rd Offense:** The student will be required to pay a \$400.00 fine, perform community service/service to the College, and/or complete an educational assignment. The student may be referred to Counseling Services and if an on-campus resident, 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 fulfill community service/service to the College hours by the designated date will be assigned an additional fine of \$50.00 per hour not served.

I. 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 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 (see section M, page 40).

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 or designee as assigned by the Dean of Student Life investigates the alleged violation and informs the involved student of the decision and the reason for it. In each case in which the Student Rights and Responsibilities Officer or the Dean of Student Life or designee 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, Dean of Student Life or designee. 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 (see section M, page 40). Students should confer with the Student Rights and Responsibilities Officer regarding the status, the appeals process, and completion of all sanctions.

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 on the Bryn Mawr campus, Campus Safety will be called to escort the student out of the classroom. At a Partnership Site, the faculty member may contact the Site Coordinator, on-site security staff, local authorities, and/or the Executive Director of Partnership Sites for assistance.
- Before the student is allowed back to a subsequent class session, they must work with the instructor to reach a solution. The student must utilize one or more of the following reconciliation and mediation steps:
 - meet with the instructor
 - meet with the appropriate Program Director
 - meet with the Executive Director of Partnership Sites
 - 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 class or if the disruptive behavior repeats after the student returns to the classroom, the student shall, at the faculty member's discretion, be referred 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.

J. 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/Reprimand

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, the ability as a resident student to have guests, and/or access to participate in or attend activities and sporting events, 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 to the College or depending upon the situation, 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. 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 and includes the approval of the College President. 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.

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 J1, page 36.
- b) Deactivation/Loss of all privileges, including College recognition, for a specified period of time.

5. **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 for the preservation of College property
- b) To ensure the student's own physical or emotional safety and well-being
- c) If the student poses a threat of disruption or interference with the normal operations of the College

During the interim suspension, students shall be denied access to campus or their Partnership Site (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.

6. **Student Conduct Records**

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 discipline record may affect their ability to transfer to another college or university. Exceptions to releasing records shall be made only under the conditions specified in the Family Education Rights and Privacy Act (FERPA) 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 five (5) years after the final resolution.

K. Students Reporting Violations of the Student Code of Conduct

Purpose

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

- Campus Safety Office
- Dean of Student Life Office
- Office of Residence Life
- Title IX Officer
- www.hhs.gov/ocr

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 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 the 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 properly address them. 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 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/or 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.

L. 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/up if we have observed unethical behavior or by 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 a College official.

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. Issues involving financial irregularities, preferential treatment, and sexual concerns involving Title IX may be reported anonymously through EthicsPoint. Call 1-855-795-3610 or visit www.ethicspoint.com and enter Harcum College into the field to file a new report. Once you select Harcum College, then choose “MAKE A REPORT”. The Board of Trustees Audit Committee Chair and the Chief Human Resources/Title IX Officer will ensure all reports are 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.

M. Student Appeals

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

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

An appeal must address one or both of the aforementioned items. 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, further investigate, or deny the appeal based on the evidence and/or 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) class 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. The decision shall be considered final.

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 final decision, which may include additional, specific directives associated with granting the appeal. No further action will then be available through the College.

N. 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 41-42. 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

<i>Violation</i>	<i>Point Range</i>
Involvement in any conduct code violation (listed or unlisted)	1-10
 <i>Alcohol/Drugs</i>	
Possession and/or consumption of wine or beer	4-7
Possession and/or consumption of hard liquor	4-7
Possession of bulk alcohol/binge drinking device	4-7
Open container of wine, beer, or hard liquor	4-7
Public intoxication	4-7
Unauthorized party with alcohol	4-7
Marijuana use and/or possession	5-8
Drug paraphernalia possession	5-8
Providing alcohol to students under 21	5-8
Driving under the influence	5-8
Illegal drug use and/or possession (excluding marijuana)	6-10
Distribution of illegal/controlled substances	10
 <i>Conduct/Behavior</i>	
False identification (including possession or use of a fake ID)	2
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, etc.)	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 Stalking	10
Retaliation	6-10
Weapons/Dangerous Materials	8-10

Other

Housing policy violations	1-2
Life safety violations	1-4
Smoking policy violations	1-2
Discharge of fire extinguisher	8
Fireworks	5-7
Setting off or disabling fire alarm/fire safety apparatus	4-8

*Suspension or expulsion only

Sanctions Assigned

<i>Points</i>	<i>Potential Sanction</i>
1	Written warning
2	Educational sanction, community service/service to the College, fine
3	Educational sanction, community service/service to the College, fine
4	Educational sanction, community service/service to the College, fine, contact Athletic Director and Coach notification for student-athletes (if applicable)
5	Educational sanction, community service/service to the College, fine, contact Athletic Director and Coach notification for student-athletes (if applicable)
6	Educational sanction, community service/service to the College, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges (if applicable)
7	Educational sanction, community service/service to the College, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges (if applicable)
8	Educational sanction, community service/service to the College, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges, housing relocation possible (if applicable)
9	Educational sanction, community service/service to the College, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of

	housing privileges, housing relocation possible, meeting with the Dean of Student Life
10	Educational sanction, community service/service to the College, fine, contact Athletic Director and Coach notification for student-athletes (if applicable), loss of housing privileges, housing relocation possible, meeting with the Dean of Student Life, suspension or expulsion

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 in the fall 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 immediately, the student cannot recoup any deposits paid, and the student will be responsible to the College for full payment of housing fees and any damage to the space.

Situations in which the Good Samaritan Policy (see section D, page 27) has applied will have no points assigned.

RESIDENCE HALL POLICIES & PROCEDURES

Living in the Harcum College residence halls provides students with a variety of opportunities to develop and expand 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
- respond to all directives from College officials
- follow directives from the College related to the health and well-being of the community
- adhere to and respect all quiet hours
- attend classes; failure to do so may result in the revocation of the housing agreement and privileges to live on-campus

The main objective of the Residence Life staff is to provide a comfortable and safe environment for students to build community 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. All genders occupy this building, which is comprised of a wide diversity of residents, as well as Residence Life offices, Campus Safety, the Art & Design Center, and the Early Childhood Education program.

Harcum requires that:

- personal refrigerators cannot exceed 3.5 cubic feet in size and must be UL listed
- microwaves must not be more than 600 watts 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
- the tampering with, hanging items on, and covering of fire protection equipment
- the tampering with Wi-Fi ports

Decorations

The following restrictions apply to decorations:

- Decorations must be nonflammable
- Decorative items cannot 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 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 without proof of purchase
- Items cannot be hung from fire safety equipment
- Tampering with and/or covering of safety equipment

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. Residence Life staff have the right to check rooms to ensure that safety expectations are met and that policies and procedures are followed. Any violations will be addressed through the conduct process.

Housing Deposit

A \$200 housing deposit must be submitted to the Student Accounts Office along with the housing application via eRezLife prior to moving into the residence halls. If the \$200 housing deposit is not paid in advance and the student does move-in, this cost will subsequently be added to the student's bill. This deposit is refunded to the student minus any unpaid individual or public/common 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. Residents requesting room changes must receive written authorization from the Assistant Dean of Student Life or designee prior to moving 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. Under no circumstances will room changes be the result of bullying. See bullying (section E, page 31) for definitions and associated remedies and sanctions. 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, occupancy, and/or move-out 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 rooms, 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 \$50.00 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. If not continuing from fall to spring or at the end of the spring semester, keys must be returned to the Residence Life staff. If a key is not returned, that student will be fined \$60.00.

Opening and Closing of Residence Hall: Holidays and Vacations

Dates and times of residence hall openings and closings will be posted in the residence halls and on the Harcum website via the [Academic Calendar](#), 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 the ability to 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 period. 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 and/or the student may be required to conduct service to the College.

Residence Hall Security Measures

Harcum has established appropriate rules, expectations, 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 at their earliest convenience. Once the responding Officer has verified the student is a resident of the room, the Officer will unlock the door. After the initial "free" courtesy door unlock, the student requesting access will be charged a \$5.00 fee for every subsequent time this service is provided. Repeated offense may result in suspension or dismissal from housing.

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 and for informing their guests about College rules and regulations. Depending upon regulations established by the College and expectations set for the health and well-being of the campus community, guests may not be permitted as determined by Harcum 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 must have a valid College, state, passport, or military photo ID
 - Upon registering a guest with Campus Safety, this valid ID must be relinquished to a College official and a visitor's pass will be provided to the guest
 - If a guest does not have a picture ID, the individual will be denied approval to sign-in
- The visitor's pass must be on their person at all times
 - All visitors without a visitor's pass are considered to be trespassing and will be escorted from the residence halls immediately
- Visitation sign-in hours are 7:30am-1:30am, Monday through Sunday
- All day visitors must be checked out by 11:30pm
- Visitors present after 1:30am 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

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 missions of the Office of Residence Life and of Harcum College, and to observe to the following guidelines:

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings cannot be removed from designated locations, including taking common area furniture into one's own room. If this occurs, the individual(s) will be subject to disciplinary action.
3. Residents shall be courteous of others in regard to noise. This means cell phones, televisions, video games, personal computers, 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 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 these periods.
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, tampering with Wi-Fi equipment, missing items, or those 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) and/or to damage to public/common areas. 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 College grounds. It is recommended that students purchase property/renter's insurance for their personal belongings if they are not covered under their parent/guardian homeowner's insurance policy.
7. If a key is lost, the replacement charge is \$30.
8. If a resident loses their Harcum ID card, the replacement charge is \$25.
9. If not continuing from fall to spring or at the end of the spring semester, keys must be returned to the Residence Life staff. If a key is not returned, that student will be fined \$60.

Fire Safety, Health & Security

1. Fire and safety equipment are to be used for emergencies only.
2. The possession of firearms, fireworks, and/or candles, or the storage of volatile or flammable materials is strictly prohibited.
3. The tampering with or covering of any fire equipment, include detectors and extinguishers, is strictly prohibited; any student found in violation will be subject to discipline, including removal from the residence hall and or the College (see section G, page 33).
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 cards are for the sole use of the student to whom the card was issued to access the building. ID cards are not to be provided to anyone else, including non-residents; doing so will result in disciplinary action.

7. Lost room keys or student ID access cards must be reported promptly to the Office of Residence Life or Campus Safety. Replacement costs will be charged to the student.
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 [immunization records](#) to live on-campus. Failure to provide these documents will result in the student not being permitted to move-in.
13. Smoking is prohibited inside all buildings at Harcum College, including e-cigarettes, hookahs, and vaping devices. Those in violation will be subject to disciplinary sanctions.

Vandalism

1. Students involved in vandalism will be fined and subject to the College's disciplinary process.
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/user's age or intention to consume elsewhere.
3. Residents must comply with the College alcohol policy (see section D, page 27). 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 (see section D, page 27).
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, knives of any size, 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 from Harcum College, whether a federal or state license to possess has been issued to the possessor. The policy includes Tasers, mace, and pepper spray.

Gambling

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

Visitation (subject to change based on health and welfare considerations)

1. All non-residents will be held accountable for all rules and regulations outlined in the Conditions of Occupancy and in the official Harcum College Student Handbook.

2. Visitation is prohibited within (at a minimum) the first two weeks of a semester and during (at a minimum) the last two weeks of a semester.
3. All non-residents must sign-in with College officials, leaving proper identification until time of departure.
4. All guests must remain within close proximity to their host at all times.
5. No resident may have more than one (1) guest signed-in at any one time.
6. Residents are financially responsible for any damages or violations caused by their guest(s).
7. 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 cleaning conducted by College Facilities staff 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, including Wi-Fi ports.
 - b) Possession or use of firearms, Tasers, stun guns, fireworks, ammunition, explosives of any kind, flammable materials, or deadly weapons, in or near the residence halls.
 - c) Illegal use of or tampering with 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.
 - f) Repetitive disruptive behavior as determined by Residence and Student Life staffs.
 - g) Lack of class attendance and/or poor academic performance.

****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 completed at the student's expense.
4. Reserves the right to enter student rooms, including 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 safety and policies of the College. The College recognizes its responsibility to do its best to respect the rights of residents and to not 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, at its discretion, 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: _____ Hall & Room Number: _____