HARCUM COLLEGE

STUDENT HANDBOOK
2018-2019
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 knowledge of 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. Harcum College reserves the right to revise or supplement College policies and regulations at any time. Accordingly, neither this Handbook, nor parts of it may be relied upon as a contract. The College may reproduce or modify this Handbook, or parts of it, for distribution in other formats (for example, on a web page or in other formats for computer access or other College publications). As a result students, applicants and other users of the Handbook should consult with the appropriate College office to verify current text or status of the policies, procedures, or information contained in this Handbook; and to determine whether information in this Handbook or other publications have superseded it or has changed.

HARCUM COLLEGE MISSION STATEMENT

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

STUDENT LIFE MISSION STATEMENT

The Office of Student Life embraces the mission of the College by empowering students to reach the goal of participative citizenship and life preparation by providing services, programs, and resources in support of academic, professional and personal growth. Throughout the division, we strive to work collaboratively with all departments to foster an inclusive community which 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 as a resource to the College community about students, their development, and their needs.
- Challenging ourselves to consistently evaluate divisional effectiveness by implementation of routine assessment to identify student needs and satisfaction with program and service offerings.
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DEFINITIONS

Acts of Intolerance/Bias Related Incidents
Offensive, humiliating or intimidating conduct based on race, color, religion, gender identity/expression, ethnicity, ancestry, national origin, sexual orientations, 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, and is prohibited by the College.

Cheating
The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid or sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying 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.

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.

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

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

Faculty Member
The term “faculty member” means any person hired by the College to conduct instructional activities.

Failure to Comply
Failure to comply with the proper requests 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**
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 on campus for any reason is prohibited.

**Harassment**
Verbal abuse, intimidation, coercion, physical force or any other action, including abusive and offensive behavior.

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

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

**Mediation**
The term “mediation” refers to a form of voluntary intervention when conflicting parties select to use a neutral third party or mediator to help 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 member, College official or any other person employed by or associated with the College. A person’s status in a particular situation shall be determined by the President of 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 or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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

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

**School Day**
The term “school day” shall refer to any day that classes are in session with the exception of weekends and holidays. Weekends and holidays are not considered in calculating response time for notification of sanctions and appeals.

**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, both full-time, part-time, 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 allowing students who allegedly commit minor infractions of the Student Code of Conduct to be subject to less formal procedures in the hearing and adjudicating of their cases.

**Student Right and Responsibilities Officer**
The term “Student Rights and Responsibilities Officer” means a College official authorized on a case-by-case basis by the Dean of Student Life to impose and address sanctions levied upon students found to have violated the Student Code of Conduct and is responsible for the administration of the Student Code of Conduct.

**Theft**
Actual or attempted theft of personal or College property or services by an individual on campus. 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. 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 other potentially dangerous weapon is prohibited. Weapons of any kind are dangerous and have no place in a college community. All instruments which can be construed as weapons including, but not limited to, Airsoft guns, BB guns, pellet guns, handguns, rifles, pistols, knives (blade length over 3”), bows and arrows, swords, brass knuckles, night sticks, and handcuffs may not be brought onto College property.
COLLEGE POLICIES AND PROCEDURES

ALCOHOL & DRUGS
See Student Code of Conduct

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

ACT is designed to be a preventative entity whose purpose is to address low-risk behaviors that indicate a possible risk or threat of harm to self or to others, 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, in averting violence. The team in not punitive, but designed to address concerns prior to violent behaviors and connect the individual(s) involved with the appropriate supports within the Harcum Community and surrounding communities and/or other agents.

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

ANTI-BULLYING POLICY
See Student Code of Conduct

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

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

- notification of parents of dependent students and academic advisor;
- community service and/or educational training program in the area of needed sensitivity to individual diversities;
- academic and residential suspension (minimum 2 weeks); and
- social and residential probation (minimum 10 weeks).

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

**BULLETIN BOARD POSTING POLICY**

Use of Harcum bulletin boards located in the Academic Center are under 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 or it will be removed. Flyers are considered time sensitive material and must be removed within 2 days of the close of an event. Use of Harcum bulletin boards in Klein Hall and Pennswood Hall are under the Office of Residence Life. All information posted on these boards must receive approval and be stamped by the Office of Residence Life or it will be removed.

**CCTV CAMERA POLICY**

**Purpose**

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

**Scope**

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

**General Information**

The Harcum College Campus Safety Office is committed to enhancing the quality of life of the 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 using such technology is the use of video surveillance.

The primary purposes of video technology are to proactively deter crime and to assist security/ law enforcement personnel in investigating incidents that have occurred. Unless rare, special circumstances present themselves, all video surveillance cameras are not monitored. In almost all situations, the use of these cameras will be to review footage to aid in investigations of incidents that are reported to Campus Safety. Any video monitoring or reviewing for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in the use of any video technology will be appropriately trained and supervised.
Information obtained through video recording and/or monitoring may be used for security or law enforcement purposes and for compliance with College policy. Information obtained through video monitoring or recording will only be released when authorized by the Director of Campus Safety or his/her designee. If, during the course of reviewing video footage, any other violation of College policy or State/Federal law is witnessed, the information obtained will be forwarded to the appropriate department/agency for further action.

Video monitoring/recording, for the purposes of safety and security, will be conducted in a manner that is consistent with all existing College policies. Video monitoring/recording for security purposes at the College will be limited to locations that do not violate the reasonable expectation of privacy as defined by law. The video surveillance equipment used by the College does not possess the capability of recording sound.

**Responsibilities**

The Harcum College Campus Safety Office 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 Office will work in conjunction with Information Technology (IT) on coordinating technical aspects and specifications of the equipment and Human Resources to ensure that monitoring/recording is being done in a manner that is consistent with all College policies.

The Director of Campus Safety or his/her designee will have the primary responsibility of supervising the use of video surveillance equipment at Harcum College. Decisions relating 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 on campus, they must provide a written request to the Campus Safety Director, prior to installation. This request must clearly state the reason for the surveillance, financial support sources, privacy issues, length of intended surveillance, etc. If the request is academic in nature, the Campus Safety Director will forward the request, with a recommendation, along to the Vice President of Academic Affairs for a final determination. In situations where there is some question as to the exact nature of the request, the Director of Campus Safety will consult with the Vice President of Academic Affairs and the Director of Human Resources. The Harcum College Campus Safety, Information Technology and Human Resources Offices 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 any of the 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, his/her designee or the Director of Human Resources. Camera locations are determined by the Director of Campus Safety, in consultation with Residential Life, Information Technology, Facilities Management and Human Resources, before installation takes place.

Appropriate signage will be placed at various locations throughout the campus announcing the presence of CCTV surveillance cameras by the Facilities Management Department. Additionally, a specific link will be located on the Harcum College Campus Safety web page describing the video monitoring system and this policy.

Recorded events are stored temporarily on a server/hard drive, unless retained as part of an incident report, criminal investigation or court proceeding, or other bona fide use as approved.

The server/hard drive will be capable of storing images up to 30 days, depending on the amount of recording taking place. The server/hard drive will automatically record over the oldest images when it becomes full.

Cameras are not monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include the following: known high risk situations, at times and locations that have previously experienced violations and specific investigations upon reasonable suspicion. If monitoring is taking place, it will be done with the prior approval of the Director of Campus Safety and at least two staff members will be present during the monitoring.

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 Campus Security Act, passed in November 1990; and the Pennsylvania College and University Security Information Act, passed in 1989, as amended. It is Harcum’s intent to comply with both laws. The campus security statistics website can be accessed at 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 reported to Office of Campus Safety authorities or local police agencies:

- murder;
- sex offenses, forcible or non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft; and
- any other crimes that are reportable to the Pennsylvania state police for publication in the Crime in Pennsylvania (uniform crime report).
Additionally, Harcum will disclose the number of incidents for the following crimes occurring on campus:

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

Upon request, the College will provide this information on an annual basis to all students, employees, each person who submits an application for admission to Harcum, and each new employee at the time of employment. Harcum will provide this information either by mail, hand delivery or a 30-day crime log. Specific details on these laws are available by contacting the Director of Campus Safety in Klein Hall Room 105.

**EMAIL USAGE**

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

**ETHNIC INTIMIDATION**

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

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

**EQUAL OPPORTUNITY POLICY**

Harcum is an equal opportunity institution and, as such, does not discriminate in its educational and employment practices with regard to race, color, religion, gender, national origin, ancestry, age, disability, sexual orientation, applicable veteran status or any other legally protected classification. Harcum also complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. For further information, contact the Office of Human Resources by mail at Harcum College, Office of Human Resources, Melville Hall, 750 Montgomery Avenue, Bryn Mawr, Pennsylvania 19010-3476, or by phone at 610.526.6012.
FREEDOM OF SPEECH AND CAMPUS ACTIVITIES
The principle of freedom of speech is precious in a free society. It is a part of the American way of life, explicitly guaranteed by the Constitution. Orderly discussion of issues is essential to the Functioning of a College. In order to support the democratic processes, students have a responsibility to preserve conditions favorable to orderly discussion.

Publicity: Any and all signs, posters or banners placed in the Academic Center must be approved by the Office of Campus Activities and be in compliance with Harcum policy or they will be removed.

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

FUNDRAISING
All student fundraising activities held on campus such as bake sales, candy sales, etc., must receive prior approval from the Office of Campus Activities. Similarly, such off campus activities identified with the name Harcum College must also receive prior approval. Outside companies may not sell products or advertise products on the campus without approval from the Office of Campus Activities. Any fundraising activities in the residence halls must have the approval of the Director of Residence Life. Harcum reserves the right to refuse solicitation on the campus by outside organizations and reserves the right to refuse any student the right to act as a sales agent for any outside organization on the campus.

INTERNET AND NETWORK USAGE
Purpose
Harcum College prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others or harmful to morale.

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 the information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.
• The equipment, services and technology provided to access the Internet remain at all times the property of the College. As such, the College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.
• The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Students are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

• Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

• Abuse of the Internet access provided by the College in violation of law or College policies will result in disciplinary action, up to and including expulsion from the College. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

  ➢ Sending or posting discriminatory, harassing or threatening messages or images
  ➢ Stealing, using or disclosing someone else’s code or password without authorization
  ➢ Copying, pirating or downloading software and electronic files without permission
  ➢ Sending or posting confidential material, trade secrets or proprietary information outside of the organization
  ➢ Violating copyright law
  ➢ Failing to observe licensing agreements
  ➢ Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
  ➢ Sending or posting messages or material that could damage the organization'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 the organization’s electronic communications systems
  ➢ Sending or posting messages that disparage another organization’s products or services
  ➢ Passing off personal views as representing those of the organization
  ➢ Sending anonymous e-mail messages
  ➢ Engaging in any other illegal activities

MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY

Purpose
To establish policy and procedures for the Harcum College community regarding the reporting, investigation and required emergency notification when a residential student is deemed to be missing.
**Scope**
While the scope of policy and procedures is directed primarily to residential students and the Department of Student Life and the Office of Campus Safety, all members of the academic community, students, faculty, staff and administrators, share the responsibility of reporting to designated college officials when they believe that a student is missing.

**Definitions**

**Residential Student**
For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled at the college.

**Missing**
For purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24-hours past their expected arrival and a check of their residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival, additional factors lead college staff to believe he or she is missing and a check of their residence supports that determination.

**Notification to Residential Students**
Residential students, who are under 18 years of age and not emancipated individuals, are to be informed that the college is required to notify a custodial parent or guardian no later than 24-hours after the time that the student is determined to be missing.

Residential students are to be informed that the college will notify the appropriate law enforcement agency within 24-hours after the time that the student is determined missing.

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

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

If the student is not a residential student, Campus Safety will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student. Campus Safety will contact Lower Merion Police Department (LMPD) and provide relevant information if the student is considered to be missing. If Campus Safety determines that student should be considered missing, the person making the initial report will be encouraged to make an official missing person report to LMPD. Campus Safety shall follow its general protocol governing investigating missing/endangered persons.
If the student is a residential student, the Residence Life Staff, with assistance from Campus Safety, will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.

A staff member will attempt to contact the missing student via his or her telephone. If the missing student cannot be reached by telephone, two staff members (one [1] from Residence Life and one [1] from Campus Safety) will visit the room of the student in question to verify their whereabouts and/or wellness, and in some cases, deliver a message to contact a parent or family member who is searching for them.

If the missing student is not at the room, but it is occupied, the Residence Life staff will attempt to gain information on the student’s whereabouts and/or wellness from questioning the occupants. If there is no response when the 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 into the room in question, by key if necessary, to perform a health and safety inspection. The 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 from the residence hall. If the missing student is not found in the room, the Residence Life staff will attempt to gain information on the student’s whereabouts from roommates, other members of the residential community or other friends. The Residence Life staff will also attempt to acquire additional phone numbers for the missing student (if not already on file) and use them to initiate contact. Campus Safety will obtain the missing student’s class schedule and go to the scheduled class to talk with Professors.

At any step in the process Residence Life staff members will immediately report any suspicious findings to Campus Safety and LMPD.

If all of these steps do not provide Residence Life or Campus Safety staff with an opportunity to speak with the missing resident or to learn his or her whereabouts, LMPD will be contacted to investigate further.

If the missing student is determined to be under the age of eighteen, Residence Life staff will notify the Dean of Student Life so that contact will be made with the student’s parents within 24 hours. If the missing student is determined to be over the age of eighteen, Residence Life staff will notify the Dean of Student Life so that contact will be made with the student’s emergency contact, on file, within 24 hours.

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

NON-FRATERNIZATION POLICY

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

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

PARENTAL/GUARDIAN NOTIFICATION
Harcum generally communicates directly with students in all matters related to attendance. In turn, it is expected that students maintain ongoing communication with their parents/guardians. In the best interest of all concerned, Harcum will not assume the role of liaison between family members. There are occasions when it is appropriate for Harcum officials to inform a family member/guardian of particular situations involving students. As circumstances warrant, Harcum will notify the family member/guardian if a student’s health is endangered (including instances of accidental injury) or when a student’s behavior is determined to have a serious detrimental effect on the educational process, for either the student or the College community.

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

Harcum will not be responsible for books, furniture, articles of clothing, or any other personal items, left behind by a student when leaving the College. Harcum is not responsible for storing personal property at any time.
Every student is encouraged to obtain personal property insurance or to have a rider placed on the family’s personal property insurance. Harcum’s insurance program is limited to coverage of College-owned property. Students are urged to write their names on all books and personal articles and to keep records of any serial numbers of items of value. For additional information on alternative property insurance options, please go to www.NSSI.com.

**PERSONAL TRANSPORTATION**

*Skateboards, Skates*

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

*Electronic Skateboards*

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

*Scooters, Motorcycles*

Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters must be stored at the bike racks/motorcycle parking area and are not allowed to be stored inside or immediately outside campus buildings.

**PIRACY**

Harcum adheres to all Pennsylvania Crime Statutes concerning the unlawful use of computers.

**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

**SOCIAL MEDIA GUIDELINES**

*Purpose*

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

While Harcum respects the right of individuals to use social media and networking sites, as well as personal websites and blogs, personal use of these sites cannot be allowed to cause harm to the College’s reputation, its employees, its students, or their families. Individuals should exercise great care in 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 portrayed by them. Harcum College’s official web site, www.harcum.edu, remains a central communications vehicle for the College. Social networking should be used to enhance communications with the College's target audiences and augment the efforts undertaken on the official website.

Social media requires constant attention through updates and responses to users’ 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 does not routinely search social media for violations of College Policy. Behavior that appears to be in violation of policy and is brought to our attention will be investigated to the extent practical.

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

**Procedures**

College offices and departments must inform the Office of Communications and Marketing when creating any official presence on a site or sites. Advice and limited assistance can be supplied for creating and maintaining any College-related social media website by Communications and Marketing, by advance arrangement.

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

**Guidelines**

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

- Images of children should not be posted without expressed consent from the parents.
- Images from College image banks or College-shared files cannot be posted without permission from the Harcum Office of Communications and Marketing.
- Care should be taken not to post images of individuals who would object. This may involve obtaining the appropriate permissions. It is recommended that written permission be asked for online use of any images taken of individuals and small groups. Harcum Communications 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 web site.
- Remember that images posted on social media sites can be appropriated by visitors. To protect your images, add a watermark and/or post images at 72 dpi and approximately 800 x 600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
- Photo/image credits should be given when appropriate.
- When possible, always link College-related sites back to www.harcum.edu. Remember that intellectual property including images may be protected by copyright. Questions about fair use of copyrighted material can be directed to the Harcum Library at 610-526-6084.
- Use common sense. Harcum College strongly encourages all posters to social media sites to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Instagram, LinkedIn, Snapchat, Twitter, etc.), and exercise care and good judgment when posting content and information on such sites. Additionally, individuals posting on sites should adhere to the following guidelines, which are consistent with the College’s workplace standards on harassment, student relationships, conduct, professional communication and confidentiality:
  
  - Do not make statements that would violate any of the College’s staff or student policies, including its policies concerning discrimination and harassment.
  - Uphold the College’s values of respect for the individual and avoid making defamatory statements about the College, its employees, its students or their families.
  - Do not disclose any confidential information about the College or confidential information about any individuals or organizations, including employees, students and/or their families.

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

**Official College Social Media Accounts**

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

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

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

- **YouTube**: Watch videos of College events, promotions and more.
See photos and videos of College activities, persons and personalities like Hatcher, the College mascot, on Instagram.

Find lots of photos from College events and activities, including official events like Commencement on Flickr page.

**Campus-Related Social Media Accounts**
Stay in touch with like-minded folks! Explore the following list of campus-related groups and organizations that keep active Facebook pages and/or Twitter accounts. This list only features Facebook pages; groups and personal profiles are not listed.

**Active Facebook Groups**
- Men's Basketball
- Women's Volleyball
- EFDA, Continuing Studies
- Harcum Music School
- Harcum Vet Tech
- Harcum College Dental Assisting/EFDA Club
- Harcum College Dental Expo
- Harcum College in Coatesville
- Harcum College in Chester

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

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

- Any student may submit a written proposal for change to the Student Government Association. Research is conducted by the Student Government Association into the need for change and the extent to which the proposal represents majority opinion.
- If passed by the Student Government Association, the proposal is then submitted in writing to Dean of Student Life who submits it to the College President for review and determination.
Recommendations for major changes in policy are referred to the President’s Cabinet by the College President. In some instances, the Board of Trustees is notified.

- Policy changes are introduced provisionally. The criteria for acceptance of a policy change are:
  - Evidence of need for change
  - Compatibility with the content of Student Rights and Responsibilities and Student Code of Conduct
  - Reasonable enforcement
  - Passage of all student legislation by the Student Government Association

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**STUDENT PHOTO ID/ACCESS CARDS**

All student photo ID/Proximity Access Cards are issued by the Office of Campus Safety. All students must have their photo taken for a Harcum College ID card to be issued.

**Resident Student ID Cards**

All Harcum College resident students and all students attending classes at Our Mother of Good Counsel (OMGC building) will receive a Proximity ID/Access Card. This ID card will be used by resident students for authorized entry to their residence hall and to the OMGC building (if applicable).

**Commuter Student ID Cards**

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

**Meal Plan**

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

**Printing**

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

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

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**TITLE IX**

The College adheres to Title IX Policies and Procedures. Please see website: Harcum College - Title IX Compliance.

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**UNMANNED AERIAL VEHICLE (UAV) POLICY**

This policy applies to Harcum College employees and students operating unmanned aircraft vehicles in any location as part of their College employment or as part of College activities.
Policy Statement
Harcum College must comply with FAA requirements, state law and any other locally applicable laws or regulations regarding unmanned 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 un-crewed 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 & 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 below):

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).

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 Student, Staff and Academic Departments possessing a UAV on campus will be subject to these regulations.

The Office of Campus Safety will enforce these regulations as they do with all college regulations. As will all regulations, the campus community will be expected to report any reckless, irresponsible and malicious activity.

Registration
Only UAV’s functioning for the purpose of education or data collection and receiving prior authorization via the VP of Academic Affairs can/will be eligible for registration through office of Campus Safety. All registration will be issued in writing, via email, through Campus Safety. There is no cost to register.
All Operators of any UAV’s must abide by these regulations:

- Aircraft must not weight more than ten pounds.
- Do not operate UAV’s weighing more than one pound in areas of campus that are prohibited. 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 UAV on campus.

**Appropriate and Prohibited Uses**

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

**Sanctions**

- Any violations of college policies by an individual will be dealt with in accordance with applicable college policies and procedures, which may include disciplinary actions up to and including termination from the College.
- Up to a $500.00 fine
- Reprimand and disciplinary action by the College
- Registration revoked and/or loss of privilege to fly or possess a UAV on Harcum College campus.
- Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by Harcum College and will be the responsibility of those persons involved.
- Legal prohibitions regarding physical presence on campus/trespassing and other legal actions may also be pursued against individuals unaffiliated with the college (guests) that operate UAV in violation of this policy.
WEAPONS POLICY
The possession of air rifles or pistols, firearms, ammunition, gunpowder or other dangerous articles or substances is strictly prohibited on Harcum College property and at College-sponsored events.
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 in the classroom, on campus and in the larger community. The preservation of this freedom is the responsibility of the Harcum College community.

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

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

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

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 those standards which uphold the ideals of the College's 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 shall develop procedures for conducting hearings. 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 Dean of Student Life Office. Students are obligated to participate in the process with meeting(s) scheduled at the Bryn Mawr campus. Lack of participation will not impede the investigative process.

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

Interpretation and Revision
Any question of interpretation regarding misconduct subject to sanctions shall be referred to the Dean of Student Life, or designee for final determination. The designation of acts of misconduct shall be reviewed every two years 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 race, gender, sexual orientation, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, and disability. Students come to campus with unique interests, and while they are on campus, as a result of their interactions in the formal classroom and in the co-curriculum of the campus, they continue to develop and expand their pursuits.

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

Cooperate with faculty, staff and administrators
Accessing the opportunities offered by the College is dependent upon students’ ability to meet their responsibilities to provide accurate information, meet their financial obligations, and advocate for their needs. Additionally, while enrolled in the College, students are expected to take an active voice in curricular and co-curricular interests, be active participants in the formulation of institutional policies, maintain the standards set for satisfactory academic progress, cultivate their lifelong learning skills, and act in a manner on and off campus which reflects positively upon themselves, the College and our community.

Any student whose progress, conduct, and spirit are out of harmony with the College’s standards, or whose influence is harmful to the College and the community’s best interest, may be subject to sanctions without specific charges of wrongdoing being stated. A student whose conduct is detrimental to other students in their pursuit of 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.
C. Prohibited Conduct

Jurisdiction of the College
College jurisdiction and discipline shall be limited to student conduct that occurs on College premises or off-campus events 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 College Policies and Sanctions:

1. Violation of federal, state or local law on College premises or at College sponsored or supervised activities:
   a) Off-campus Violation of Federal, State, or Local Laws
      If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Student Code of Conduct, action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community.
   b) Violation of a Law
      Student Conduct proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
   c) No Request for or Agreement of Special Consideration
      When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Conduct body under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for the rehabilitation of student violators.

2. Violation of published College policies, rules or regulations

3. Failure to comply with directions of College officials or law enforcement officers
   Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law

5. Public intoxication
   Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations.

6. Possession of air rifles or pistols, ammunition, gunpowder or other dangerous articles and substances 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 which threatens or endangers the health or safety of any person.

8. Bullying
   Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are 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.

   Acts of dishonesty including, but not limited to:
   - Cheating, plagiarism, or other forms of academic dishonesty beyond the individual course
   - 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 of any College recognized student organization

10. Destruction, Disruption, Obstruction, or Attempts
    Destruction, Disruption, Obstruction, or Attempts thereof (including, but not limited to, electronic devices such as cell phones, pagers, portable CD’s, 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.
13. Hazing
Hazing is defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

14. 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.

15. 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.

16. 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.

17. 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.

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

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

19. 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 cannot 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.
20. Abuse of Student Conduct System

Abuse of the Student Conduct System including, but not limited to, the following:

- Failure to obey the summons of a Student Conduct body or College official
- Falsification, distortion or misrepresentation of information before a Student Conduct body
- Disruption or interference with the orderly conduct of a Student Conduct proceeding
- Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct system
- Attempting to influence the impartiality of a member of a Student Conduct body prior to, and/or during the course of, the Student Conduct proceeding
- Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct body prior to, during, and/or after a Student Conduct proceeding
- Failure to comply 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

21. Smoking

There is no smoking in any building, including classrooms, restrooms, laboratories or other internal spaces on campus. Smoking is not allowed in outdoor spaces; only in designated areas.

22. Fire Safety

Any of the following or related actions:

- Any intentional damage or tampering of fire safety equipment including obstruction of entrance and egress areas.
- Activating or tampering with fire safety equipment and/or intentionally causing false fire alarms is a violation of federal and state laws, and may result in criminal charges, fines, disciplinary action and/or termination of a resident’s College Housing contract. Safety equipment includes sprinkler heads, smoke detectors, fire extinguishers, emergency phones/bells in elevators and pull stations.
- Tampering includes but is not limited to removing the cover of the smoke detector, disabling the unit, non-emergency discharge of the unit, decorating the unit or covering the unit.
- Costs associated with the activation of the system and/or damage caused from the activation of a sprinkler head or smoke detector is the responsibility of the resident(s) involved. This cost may not be limited to a single room, floor or hallway.
- Residents are required to vacate immediately whenever the fire alarm sounds. Failure to do so will result in criminal charges and/or disciplinary action. Each student and has the responsibility of knowing the location of the fire alarm stations, fire extinguishers, and primary and secondary exit routes while on College property.
23. 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).
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 the policy aims to clarify the responsibilities of community members, define appropriate behaviors, describe the College's response to hazardous, illegal or disruptive behavior, and inform community members about the resources available for addressing alcohol and drug-related concerns and problems.

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

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

In medical emergencies, students should always seek help from College officials (Resident Assistants, Deans or Campus Safety). Sanctions will not be imposed on students who seek medical attention for fellow students in said medical emergency. Students who may be having difficulty with alcohol or drugs are encouraged to seek appropriate counseling. The College counselor(s) and Student Life staff members are available resources for counseling on campus. Conferences with these staff members are privileged, subject to the ethical standards for counselors and the privacy rules established by FERPA (Family Educational Rights and Privacy Act), and HIPPA (The Health Insurance Portability and Accountability Act).
1. **Alcohol and Illicit Drugs Policy Violations**

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

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

a) **Use or Involvement**

*Alcohol:* The possession or consumption of alcoholic substances is prohibited in or near the residence halls.

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

b) **Selling, Providing, or Producing Illegal Substances**

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

c) **Possession of drug paraphernalia**

- Examples are hookahs, non-tobacco pipes
- Possession is a violation of city ordinances and College policy
- Drug paraphernalia is not allowed on campus and if it comes to the attention of staff or security, it will be confiscated and not returned.

So called “Date Rape Drugs” or drugs intended for or used to incapacitate others (often for the purpose of sexual assault), e.g. Rohypnol (Roofies), Ecstasy (Molly or any other street name for MDMA), GHB, or Ketamine are strictly prohibited by Harcum College. Possession or use will result in suspension or expulsion and the involvement of appropriate law enforcement authorities.
For student information, the list of prohibited substances includes, but is not limited to: Alcohol, amphetamines, barbiturates, cannabis (marijuana, hashish), cocaine, depressants, DMT, MDMA (Ecstasy/Mollies), fentanyl, GHB, hallucinogens, heroin, inhalants, ketamine, LSD compounds, mescaline, methamphetamine, methaqualone, narcotics, opiates, PCP, prescription tranquilizers, psilocybin mushrooms, Rohypnol (Roofies), steroids, stimulants, and other compounds which are illegal except when under a doctor’s prescription.

2. Sanctions/Consequences

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

a) Counseling/Education

Responses include requiring or recommending a student to:

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

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

In connection with violations of the College’s Alcohol and Illicit Drugs Policy not involving sale or distribution, referral to the Student Rights and Responsibilities Officer is optional for a second violation and mandatory for a third violation. Sanctions may include an official warning, disciplinary probation, suspension, dismissal, fines, community service work, and/or referral for legal prosecution. If a student fails to complete any imposed sanctions, the Dean of Student Life or designee, or the Student Rights and Responsibilities Officer reserves the right to take further action.
b) Student Conduct Action

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

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

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

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

Housing Sanctions do not apply to non-resident students.

*Note: Anyone not fulfilling his/her community service hours by the designated timeframe will be assigned a fine of $50.00 per community service hour not served.*

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

(a) **1st Offense:** The student may be required to complete a Student Conduct education assignment, will complete 3 hours of community service, will pay a $150.00 fine, and his/her housing contract will be placed under review for 2 semesters, if applicable. Additionally, the student will be barred from residential housing for 7 days from the imposed sanction.
(b) **2nd Offense:** The student may be required to meet with a College counselor, will be referred to an Alcohol/Drug Treatment Specialist at the student’s expense, will complete 6 hours of community service, and will pay a $300.00 fine. This also puts the student’s housing contract in extreme jeopardy of forfeiture. Additionally, the student will be barred from residential housing for 14 days from the imposed sanction. Student will have a 3 day campus wide restriction from the imposed sanction. The student may be required to complete a Student Conduct education assignment. There is a possible risk of suspension, dismissal or expulsion.

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

Housing Sanctions do not apply to non-resident students.

*Note: Anyone not fulfilling his/her community service hours by the designated timeframe will be assigned a fine of $50.00 per community service hour not served.*

3. **Responsibility to the Community**

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

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

- Talking to a friend/roommate about their behavior
- Talking to a Resident Assistant
- Talking to a counselor; and/or
- Talking to Student Life staff members
Additional Resources:
Harcum College Counseling Resources Guide
E. Anti-Bullying Policy

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

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

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

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

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

Reprimand or Criticism
Bullying shall not include circumstances wherein:

- A supervisor or any person with supervisory authority reports and/or documents an employee's unsatisfactory job performance and the potential consequences for such performance.
• A faculty member or academic program personnel advises a student of unsatisfactory academic work and the potential for course failure or dismissal from the program.

• A faculty member or academic program personnel advises a student of inappropriate behavior that may result in disciplinary proceedings.

**Procedures for Reporting Bullying**

**Reporting Bullying by Students**

• Complaints alleging students bullying other students, employees, contractors, consultants or vendors should be reported immediately to the Office of Campus Safety.

• Any such complaints will be forwarded to the Dean of Student Life for investigation, in accordance with the procedures set forth in the Student Code of Conduct.

**Reporting Bullying by Employees**

• Complaints alleging College employees bullying other employees, students, contractors, consultants or vendors, should be reported immediately to the Director of Human Resources.

• In accordance with College policy, the Office of Human Resources will review the complaint, conduct an investigation, and recommend appropriate disciplinary action.

• Complaints involving bullying by persons not identified above should be reported to the College General Counsel.

• Any inquiries regarding reporting alleged violations of this policy may be directed to the College General Counsel.

**Sanctions**

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

**Education/Prevention**

This policy shall be disseminated through inclusion in the Student Code of Conduct and on the College’s website. The Office of Student Life will 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 campus violence and to maintaining a safe campus environment. Given the increasing violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur on its premises. All students and employees should be treated with courtesy and respect at all times.

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

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

G. Smoking Policy

In the interest of providing a safe and healthy environment for employees, students, and visitors as well as comply with federal, state, and local health and safety laws on smoking, effective May 18, 1998, the following policy has been adopted:

**SMOKING IS PROHIBITED WITHIN THE CONFINES OF THE HARCUM COLLEGE CAMPUS INCLUDING RESIDENCE HALLS; EXCEPT IN DESIGNATED OUTDOOR SMOKING AREAS.**

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

- Appropriate signs designating “smoking” and “non-smoking” areas will be prominently posted throughout the campus.
- Applicants for employment shall be notified of the smoking policy during the interview process.
- All students will be informed of the smoking policy during new student orientation sessions at the start of each semester and through the Student Handbook.
- Smoking devices include cigarettes, cigars, e-cigarettes, hookahs, pipes and bongs.
- Tobacco products include tobacco used for any purpose including but not limited to: cigars, cigarettes, pipe smoking and smokeless tobacco.
- E-cigarettes are cigarette-shaped devices containing nicotine-based liquid that is vaporized and inhaled, used to stimulate the experience of smoking tobacco.
- Visitors shall be notified upon entrance into each building on campus through posted notices promoting Harcum’s smoking policy.
Success of the smoking policy depends on the cooperation, courtesy, flexibility and good judgment of both smokers and non-smokers. All employees, students and visitors share in the responsibility of adhering to the policy, encouraging others to observe regulations and seeking solutions to disagreements voluntarily.

Harcum will make every effort to train the college community in its enforcement and compliance with the smoking policy. Students not complying with the smoking policy will be referred to the Dean of Student Life for possible disciplinary action:

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

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

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

Housing Sanctions do not apply to non-resident students.

*Note: Anyone not fulfilling his/her community service hours by the designated timeframe will be assigned a fine of $50.00 per community service hour not served.*
H. Student Conduct Procedures

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

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

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

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

Student Conduct Procedures
The College believes that a strong system of student conduct procedures assists in the facilitation of reporting and the resolution of complaints include both formal and informal approaches will facilitate reporting, and 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), the student conduct process shall be terminated. 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. The Student Rights and Responsibilities Officer is authorized to invoke sanctions if a student violates the rules that govern acceptable behavior and the proper use of College facilities.

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

The Student Rights and Responsibilities Officer investigates the alleged violation and informs the involved student of his/her decision, and the reason for it. The action may take one of the following forms: warning/reprimand, probation, suspension, dismissal, or expulsion. This notification is made preferably in person but also in writing. If notification is not made in person, it will be made by Harcum email and/or certified mail.

Such disposition shall be final and there shall be no subsequent proceedings unless a student elects to participate in the appeals process.
Disruptive Behavior in the Classroom
The classroom 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 in the classroom, it will be managed promptly following these procedures:

- The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately.
- If the disruption persists, the instructor may ask the responsible student to leave the classroom for that session. When necessary, Campus Safety will be called to escort the student out of the classroom.
- Before the student is allowed back to the subsequent class session, he/she must work with the instructor to reach a solution. The student may utilize one or more of the following reconciliation and mediation steps:
  - meet with the instructor
  - meet with the appropriate Program Director
  - meet with the Dean of Student Life or their designee

- In all cases, a faculty member should document the incident and inform his/her Program Director and Executive Vice President of Academic Affairs of the student’s disruptive behavior.
- However, if the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, or if the disruptive behavior repeats after the student returns to the classroom, he/she shall, at the faculty member’s discretion, be directly referred in writing to the Executive Vice President of Academic Affairs for formal disciplinary action, including but not limited to, permanent removal from the course. The student’s Program Director will also be made aware of this action.

I. Sanctions

1. Range of Sanctions
The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

   a) Warning/Reprimands
   A 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 be violating any institutional regulations(s) during the probationary period.
c) **Loss of Privileges**
Denial of specified privileges for a designated period of time.

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

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

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

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

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

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

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

3. **Confidential Record**
Other than College 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 previous section.
   b) Deactivation-Loss of all privileges, including College recognition, for a specified period of time.
5. **Student Rights and Responsibilities Officer**
   In each case in which the Student Rights and Responsibilities Officer or the Dean of Student Life determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Student Rights and Responsibilities Officer.

6. **Interim Suspension**
   In certain circumstances, the Dean of Student Life, or a designee, may impose an interim suspension prior to the conclusion of a Student Conduct investigation. Interim suspension may be imposed only:

   a) To ensure the safety and well-being of members of the College community or preservation of College property
   b) To ensure the student’s own physical or emotional safety and well-being
   c) If the student poses a definite threat of disruption of or interference with the normal operations of the College

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

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

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

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

   - Campus Safety Office
   - Dean of Student Life Office
   - Title IX Officer
   - [www.hhs.gov/oer](http://www.hhs.gov/oer)

   **Reporting Responsibility**
   It is the responsibility of all students to comply with this Student Code of Conduct and to report violations.
No Retaliation
No student who in good faith reports a violation of the Student Code of Conduct shall suffer harassment, retaliation or adverse academic consequence. A student who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including expulsion from the College.

Reporting Violations
The policy for Reporting Violation of Student Code of Conduct addresses the College’s open door policy and suggests that students share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, Campus Safety is in the best position to address an area of concern. If a student is not comfortable with 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 in approaching.

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

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

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

K. Students Reporting Fraud, Dishonesty and Unethical Behavior

As members of the Harcum College community, we all share the responsibility for creating a positive work environment. Shared responsibility means doing things like speaking out if we have observed unethical behavior or suggesting improvements to help us work and study more safely, effectively and efficiently.

Whether you need to report ethical misconduct or perceived violation 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 you feel uncomfortable sharing your specific concerns with your supervisor or program director.
Harcum College has a College Compliance Hotline called EthicsPoint—a phone and web-based reporting system managed by a third party. EthicsPoint allows you to communicate your concerns confidentially and anonymously, if you so choose. Call 1-855-795-3610 or visit www.ethicspoint.com, and choose “MAKE A REPORT”. The Audit Committee Chair of the Board of Trustees and the Director of Human Resources will ensure your report is addressed.

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

L. Student Appeals

The decision of the Dean of Student Life or designee in the matters of Student Conduct sanctions should be final.

However, the student may within five (5) school days after a decision has been rendered, appeal to the College President for a review of that decision by submitting the Student Conduct Appeals Form (available only through the Student Rights and Responsibility Officer).

The Student Conduct Appeals Form encompasses some or all of the following:

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

The College President will determine whether he or she approves or denies the appeal based on the information submitted by the student on the Student Conduct Appeals Form and information gathered by discussing the case with the Dean of Student Life.

The College President 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 College President’s decision to hear the appeal or not within five (5) days of receipt of the Student Conduct Appeals Form.

If the decision is to deny the appeal, the original decision of the Student Rights and Responsibilities Officer or Dean of Student Life becomes effective immediately, and no further action is available through the College.

If the decision is to hear the appeal, the student has committed, by submittal of the Student Conduct Appeals Form, to consent to the decision rendered. No further action will be available through the College.
M. Point System

The points system was developed to make the disciplinary sanctioning process clearer, more consistent and more 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. Points and/or other sanctions are assigned at the conclusion of the administrative review or judicial hearing process. The 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 hard alcohol (liquor) 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 distributed hard alcohol or consumed it in excess.

The 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

### Violation

<table>
<thead>
<tr>
<th>Violation</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement in any conduct code violation (listed or unlisted)</td>
<td>1-10</td>
</tr>
</tbody>
</table>

### Alcohol/Drugs

<table>
<thead>
<tr>
<th>Violation</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession and/or consumption of wine or beer</td>
<td>4-7</td>
</tr>
<tr>
<td>Possession or consumption of hard liquor</td>
<td>4-7</td>
</tr>
<tr>
<td>Possession of bulk alcohol/binge drinking device</td>
<td>4-7</td>
</tr>
<tr>
<td>Open container of wine, beer, or hard liquor</td>
<td>4-7</td>
</tr>
<tr>
<td>Public intoxication</td>
<td>4-7</td>
</tr>
<tr>
<td>Unauthorized party with alcohol</td>
<td>4-7</td>
</tr>
<tr>
<td>Marijuana use and/or possession</td>
<td>5-8</td>
</tr>
<tr>
<td>Drug paraphernalia possession</td>
<td>5-8</td>
</tr>
<tr>
<td>Providing alcohol to students under 21</td>
<td>5-8</td>
</tr>
<tr>
<td>Driving under the influence</td>
<td>5-8</td>
</tr>
<tr>
<td>Illegal drug use and/or possession (excluding marijuana)</td>
<td>6-10</td>
</tr>
<tr>
<td>Distribution of illegal/controlled substances</td>
<td>10</td>
</tr>
</tbody>
</table>

### Conduct/Behavior

<table>
<thead>
<tr>
<th>Violation</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>False identification (including possession or use of fake ID)</td>
<td>2</td>
</tr>
<tr>
<td>Failure to comply with a College official</td>
<td>2-4</td>
</tr>
<tr>
<td>Unauthorized access</td>
<td>2-4</td>
</tr>
<tr>
<td>Lewd behavior (urinating in public, streaking, flashing, etc.)</td>
<td>1-3</td>
</tr>
<tr>
<td>Disorderly conduct</td>
<td>2-4</td>
</tr>
<tr>
<td>Aggressive physical behavior (shoving, punching, fighting)</td>
<td>8-10</td>
</tr>
<tr>
<td>Theft</td>
<td>3-10</td>
</tr>
<tr>
<td>Harassment and Sexual Harassment</td>
<td>4-8</td>
</tr>
<tr>
<td>Acts of intolerance</td>
<td>6-10</td>
</tr>
<tr>
<td>Hazing</td>
<td>6-10</td>
</tr>
<tr>
<td>Vandalism</td>
<td>6-10</td>
</tr>
<tr>
<td>Sexual Assault*</td>
<td>10</td>
</tr>
<tr>
<td>Sexual Misconduct and Exploitation</td>
<td>10</td>
</tr>
<tr>
<td>Retaliation</td>
<td>6-10</td>
</tr>
<tr>
<td>Weapons/Dangerous Materials</td>
<td>8-10</td>
</tr>
</tbody>
</table>

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Points System Assessment continued
Other
Housing policy violations 0-2
Life safety violations 0-4
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

<table>
<thead>
<tr>
<th>Points</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Written warning</td>
</tr>
<tr>
<td>2</td>
<td>Educational sanction</td>
</tr>
<tr>
<td>3</td>
<td>Educational sanction</td>
</tr>
<tr>
<td></td>
<td>Parent notification, Athletic Director and Coach notification for athletes,</td>
</tr>
<tr>
<td>4</td>
<td>minimum of 5 hours Campus Service or Community Service, educational sanction</td>
</tr>
<tr>
<td></td>
<td>Loss of housing privileges, minimum of 15 hours</td>
</tr>
<tr>
<td>6</td>
<td>Campus/Community Service</td>
</tr>
<tr>
<td>7</td>
<td>Parent notification and Athletic Director notification for athletes</td>
</tr>
<tr>
<td>8</td>
<td>Health Educator, housing</td>
</tr>
<tr>
<td>9</td>
<td>relocation possible</td>
</tr>
<tr>
<td>10</td>
<td>Sanctions at Dean’s discretion</td>
</tr>
<tr>
<td></td>
<td>Suspension/Expulsion, subject to Dean’s review</td>
</tr>
</tbody>
</table>

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

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

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

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

- respect the privacy and needs of neighbors
- promote safety, respect and an appreciation of differences
- uphold Harcum’s standards of behavior

The main objective of the Residence Life staff is to provide a comfortable and safe environment in which you can build and enhance your life skills. The staff consists of highly qualified and trained individuals committed to creating a positive and interactive community experience.

Residence Halls
Harcum College has 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, Office of Campus Safety and Health Center. The women’s floor of Klein Hall is designated as the 24-hour quiet study floor; while the men’s floor maintains normal quiet hour restrictions. There are 38 rooms in this building that can accommodate up to 76 residents.

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

Harcum strictly prohibits the use of:

- all cooking appliances, such as toaster ovens, hot plates, Forman Grills, or any other cooking appliances.
- All electrical appliances must be UL listed.
- All extension cords must be UL certified and surge protected with built-in circuit breakers.
- Overloaded extension cords and cords under rugs are not allowed.
- Personal refrigerators exceeding 3.5 cubic feet in size are prohibited from use
- only 1 microwave of no more than 600 watts is permitted per room.

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.
Decorations
The following restrictions apply to decorations:

- Decorations must be nonflammable.
- Decorative items should not hinder the exits.
- Decorations must not damage walls, furniture, doors or woodwork.
- Window decorations are prohibited. Nothing may be hung on the inside or outside of the windows with the exception of tension rods for curtains at window openings.
- Tapestries or fabrics may not 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 using removable wall adhesives (e.g., command strips).
- Tape, staples, adhesive holders, screws, brackets and nails may not be used on the walls, woodwork, floors or ceilings.
- The use of over-the-door hangers is prohibited. Road signs, traffic cones and emergency lights are not permitted in rooms without proof of legal purchase.

Housing Deposit
A $200 housing deposit must be submitted to the Bursar’s Office along with the standard housing application prior to moving into the Residence Hall.

The damage deposit is refunded to the student minus any unpaid individual or public area damages bills assessed when the student permanently moves out of the residence halls.

If the 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 the 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 part of the residential experience. Students are encouraged to try to live with their assigned roommates. Students requesting room changes must receive written authorization from the Director of Residence Life prior to moving any personal items from one room to another. Students who move to a room other than the one which assigned by the Director Residence Life will be required to move back to the assigned room and will be subject to disciplinary action. Harcum reserves the right to make room changes anytime it is deemed in the best interest of the students involved, the building and the College.

Moving In and Moving Out from Housing
All resident students on Bursar's hold must be cleared by the Student Accounts Office before moving into the residence halls. Prior to move-in, the resident will receive instructions regarding move-in procedures. Any damage that occurs during occupancy will be assessed to the room occupants.
All residents must arrange a scheduled time frame with a Residence Life Staff member when making an approved change of room, moving out prior to the close of the semester, or if moving out at the close of the semester.

During this time the Residence Hall 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 an improper checkout fee.

Room keys must be relinquished if the resident is permanently exiting the Residence Hall or during move out at the close of each Spring semester. Rooms must be returned to the same condition they were in upon move-in.

Opening and Closing of Residence Hall: Holidays and Vacations
Dates and times of the Residence Hall opening and closing will be posted in the residential halls as well as on Harcum’s website. Residents do not have the option of remaining in the Residence Halls after a scheduled closing time or enter the Residence Halls prior to a scheduled opening time without express written permission from the Director of Residence Life. Students who are required to stay on campus because of academic or athletic programming or cannot leave the campus during vacations/holidays must obtain written permission from the Director of Residence Life to remain in the halls. Housing accommodations for the aforementioned breaks must be made with the Director of Residence Life three weeks prior to each break. Those students remaining on campus may be assigned to other rooms for security purposes. Depending on the circumstances of the student, a fee per day may be imposed.

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

Both residence halls have designated main entry and exit doors. Each residence hall maintains a Campus Safety Office staffed by a Campus Safety Officer and a system of monitored 24-hour camera surveillance footage.

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

A resident student will be allowed no more than three 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. At this time, the resident student can only gain access by requesting a new room key from Residence Life. The Residence Life fee for key replacement is $30.00. All future requests for room access by the student during the academic year will result in an additional $30.00 charge.
Guest Policy

The guest policy is designed to promote an atmosphere of safety and respect for others within the residence halls. Resident students are responsible for the behavior of all guests and for informing their guests of College rules and regulations.

- All guests must adhere to the Residence Hall policies:
- If a resident student does not have a student ID, that student is prohibited from signing in a guest.
- All guests (friends or family members) must have a valid College, state, passport, or military photo ID.
- This ID must be relinquished to a College official and a visitor’s pass will be provided to the guest.
- The visitor’s pass must be on their person at all times, prior to visiting a resident’s room.
- If a guest does not have a picture ID card, that individual will be denied admission to the residence halls.

Visitation sign-in hours are 7:30 am – 11:30 pm, Monday through Sunday. All day visitors must be checked out by 11:30 pm.

- Visitors present after 11:30 pm will be charged an overnight stay.
- Each resident is permitted no more than 1 guest per visit.
- All visitors must be at least 18 years of age.
- A visitor may stay 2 nights in a 14-night period; only with the permission of the student’s roommate.
- All visitors without a visitor’s pass will be escorted from the residence halls immediately.
CONDITIONS OF OCCUPANCY

GENERAL: Residents are expected to actively participate in the Mission of the Residence Life Department and to adhere to the following guidelines:

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings shall not be removed from designated locations.
3. Residents shall be courteous of others in regard to noise. This means radios, televisions, and stereos shall be kept at a low volume.
4. Common areas shall be used for their designated purposes.
5. Residents shall cooperate with all College personnel. This includes but is not limited to the following staff members: Residence Life, Facilities & Campus Safety.

Financial
1. The contractual period for a room is for the Fall, Spring and/or Summer semesters. Each resident shall be liable for payment in full for this period.
2. Fees for room & board cover only those time periods when the College is in session.
3. Students identified as responsible for vandalism, missing items, or fined for infractions of the Residence Hall regulations must pay in full and upon receipt of any charges.
4. The College shall retain a security deposit of $200.00. The residents shall share the cost of damage not attributed to a specific individual(s). Students shall be billed for any charges beyond the $200.00 deposit.
5. The College is not responsible for damage or loss of any personal property of a resident, either in the halls or on their grounds. It is recommended that students purchase property insurance for his/her personal belongings if they are not covered under their parent/guardians homeowner’s insurance policy.

Fire Safety, Health & Security
1. Fire and safety equipment are to be used for emergencies only.
2. The possession of firearms, fireworks, candles, or the storage of volatile or flammable materials is prohibited.
3. Cooking appliances are prohibited in the residence hall, with the exception of microwaves.
4. Residents and guests must vacate the building immediately when a fire alarm sounds.
5. Proximity cards to the building are for the sole use of residents and are not to be given to non-residents.
6. Lost room keys and proximity cards must be reported promptly to the Office of Residence Life.
7. Doors may not be propped open at any time.
8. Throwing objects out of windows is prohibited.
9. Pets are not allowed in the residence halls; this includes fish.
10. All students must carry their College ID at all times.
11. All students must submit all required health forms in order to live in the residence hall.
12. Smoking is prohibited inside of all buildings located at Harcum College. Those in violation will be subject to disciplinary sanctions; this also includes e-cigarettes & hookahs).

RESIDENCE HALLS AND HOUSING POLICIES AND PROCEDURES | Student Handbook 2018-2019
Vandalism
1. Students involved in vandalism may be fined, and subject to the College’s disciplinary procedures.
2. The Director of Residence Life and the Director of Facilities shall determine what constitutes vandalism.

Alcohol
1. The State of Pennsylvania prohibits the consumption of alcohol by anyone under the age of 21.
2. Harcum College is a “dry campus” which means that all alcoholic beverages/powders are banned regardless of the possessor’s age or intention to consume elsewhere.
3. Residents must comply with the College alcohol policy. Failure to comply will result in student conduct procedures which can include fines/sanctions & or a restriction from the residential halls.

Drugs
1. According to State and College regulations, the use, possession, and/or distribution of illegal substances is prohibited. The abuse/misuse of controlled substances is also prohibited.
2. Residents shall be disciplined for violation of this policy. Students may be fined, restricted from the residence hall, and/or expelled from College coupled with a loss of financial aid.

Fire Arms/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, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the College or in any building under College control or at any College-sponsored event without the explicit authorization of Harcum College, whether or not a federal or state license to possess the same has been issued to the possessor; this includes tasers, mace & pepper spray.

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

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

Maintenance
1. All maintenance concerns shall be reported in writing to the Office of Residence Life, using the online Maintenance Request form (hard copies are located in the residence halls).
Housekeeping
1. The cleaning of rooms and suite bathrooms is the responsibility of the occupants.
2. Residents are financially responsible for unusual cleaning from inappropriate behavior as determined by the Office of Residence Life.

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

*IN SUCH CASES THERE WILL BE NO RETURN OF ROOM & BOARD FEES*

1. Reserves the right to refuse the reapplication of residents for college housing based on the behaviors listed above.
2. 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 remain a resident and would be done at the student’s expense.
3. Reserves the right to enter student rooms to make repairs and in cases of clear emergencies, as well as to conduct investigations, inspections and/or seizures in order to secure and protect the policies of the College. The College recognizes its responsibility to respect the rights of its residents not to have their privacy unreasonably disturbed.
4. Reserves the right to make room reassignment and residence hall changes in situations that warrant such actions. The Director of Residence Life may make necessary changes at any time during the year.
5. Reserves the right to add or amend College disciplinary rules as stated in the Official 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 will result in College disciplinary action.

Print Name: ____________________________________________

Signature: ____________________________________________ Date: __________