

ROSEMONT COLLEGE

the POWER of small

STUDENT HANDBOOK AND CODE OF CONDUCT

2020 - 2021



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Statement of Jurisdiction and Applicability

The policies, procedures, protocols, and expectations outlined in the Student Handbook apply to students enrolled at Rosemont College in the Undergraduate College and Schools of Graduate and Professional Studies for any number of credits, residential or commuter, and their guests.

The 2020-2021 Student Handbook is the current handbook at Rosemont College containing the current policies, procedures, protocols, and expectations of the College. This handbook supersedes all earlier handbooks and causes them to be invalid regardless of where or in what format they may be found.

The College and the Division of Student Life reserves the right to change, edit, or amend any section of this handbook at any time. Students will be sent a new copy of the handbook if changes are made via their Rosemont email.

Should you have any questions regarding the Student Handbook, please contact either Dean Chiddick or Dean Huelskamp using the information below.

Dean Chiddick
tchiddick@rosemont.edu
610-527-0200, ext. 2400

Dean Huelskamp
benjamin.huelskamp@rosemont.edu
610-527-0200, ext. 2401

Rosemont 2020

OUR PROMISE TO YOU. YOUR PROMISE TO US.

Together, we will safeguard the health and wellbeing of the Rosemont College community while continuing to carry out the College's mission.

Our Promise to You.

The members of the Rosemont College administration and staff promise to carry out the details of Rosemont 2020 to the best of their abilities with the guidance of the medical expertise of Main Line Health, by:

- Communicating with you regularly, accurately, and transparently.
- Providing education about COVID-19 prevention and mitigation.
- Posting signs across campus about social distancing, hygiene, and mask requirements, and verbally reminding others of these requirements.
- Posting the maximum occupancy of shared spaces on campus and enforcing those limits.
- Limiting the visitors on campus by staffing the campus entrance 24 hours per day, 7 days per week.
- Cleaning and sanitizing campus in accord with CDC Guidelines.
- Preparing and serving food in accord with CDC Guidelines.
- Requiring masks on campus and providing cloth masks to students, employees, and approved guests.
- Providing *Raven Safe*, a daily symptom check smartphone app for use by students and employees.
- Providing appropriate accommodations for vulnerable members of the community.

Your Promise to Us.

The students of Rosemont College promise to:

- Abide by the College's policies and procedures at all times.
- Wash hands frequently and use hand sanitizer wherever available.
- Wear a face mask on campus.
- Follow social/physical distancing guidelines.
- Abide by classroom protocols.
- Conduct a daily symptom check using the *Raven Safe* smartphone app.
- Limit contact with people outside of the College campus community as much as possible.
- Be understanding, patient, and respectful of others as we all navigate new ways of being together.

Letter from the Dean of Students

Dear Rosemont Student,

It is a pleasure to welcome you to Rosemont College.

First Year Students: Congratulations on making a wise choice not only to attend Rosemont College, but also making a tremendous investment in your future and your success.

Returning Students: Remember to celebrate your return and reflect on the dedication and hard work it has taken to get to this point.

As Dean of Students, I am, ultimately, your advocate and your biggest supporter as a student during your time at Rosemont. I am committed to working with the Student Life staff to assist in this important mission.

For wellness needs and emotional support, do not hesitate to reach out to our great staff in the Counseling Center and in the Wellness Center. If you are a resident student with concerns, the Office of Residence Life is ready to assist you. If you are an aspiring or current student athlete, be sure to connect with our Athletics staff for information. If you want to know more about activities or leadership opportunities, find time to chat with our staff in the Office of Leadership and Engagement. Curious about internships or study abroad (among many other options): contact the Office of Experiential Opportunities and Post-Graduate Success. These are just a few examples of ways in which Student Affairs can be beneficial to you!

Within the Student Handbook, you will find information that discusses policies, procedures and expectations of you as a student. The Student Handbook represents the obligations that we as a College have committed to you in order to maximize your success. It is your responsibility and your right to read the information provided thoroughly.

On behalf of the Division for Student Life, I applaud your future accomplishments and want to let you know that our staff is committed to helping you achieve your personal and academic goals while attending Rosemont College. Please use the information within the Student Handbook to guide you to the resources and events that will be helpful to you and do not hesitate to contact my office located in the Student Life Suite on the ground floor of the Hirsh Community Center for assistance.

I look forward to seeing you on campus and I wish you the best of luck as we start the new academic year.

Sincerely,

Troy N. Chiddick, MBA '03
Dean of Students

General Information

Rosemont College Mission Statement

“Rosemont College is a community of learners dedicated to excellence and joy in the pursuit of knowledge. Rosemont College seeks to develop in all members of the community open and critical minds and the ability to make reasoned moral decisions.

Rooted in Catholicism and guided by the educational principles of Cornelia Connelly and the Society of the Holy Child Jesus, Rosemont College values:
Trust in and reverence for the dignity of each person
Diversity in human culture and experience
Persistence and courage in promoting justice with compassion
Care for the Earth as our common home”

The “Mission” at Rosemont is more than the words found in its mission statement. While the words attempt to capture a unique spirit, heritage, and values, each person at Rosemont is committed to making the values of the mission statement alive for all other members of the community.

Special events celebrate the heritage and future of the College; group workshops and discussion and reflection groups provide opportunities to understand the mission better, but every day relationships on campus are the ways in which the mission of Rosemont becomes a reality... for each of us...on ordinary days.

Statement on Good Citizenship

Guided by its Mission Statement, Rosemont College welcomes students into “a community of learners dedicated to excellence and joy in the pursuit of knowledge.” To maintain such a dynamic community, all members—and most particularly students—must embrace certain principles and accept certain responsibilities. Within Rosemont College, academic and social accountability are the hallmarks of good citizenship.

Honesty and integrity are central to being an active member of the Rosemont community. It is expected that students will exhibit these qualities within the classroom. Equally important, these principles need to govern students’ actions in all phases of campus life, wherever they go and whatever they do.

The Mission Statement also calls for “trust in and reverence for the dignity of each individual.” Rosemont College fosters a supportive environment where individuals are valued for their differences, can live together, and learn from each other. Once again, this atmosphere of respect for oneself and others is an expectation, even extending to college property. If, at any time, students believe that this standard is violated, they are encouraged to speak with either the Academic Dean or the Dean of Students.

Rosemont College encourages all students to accept the responsibility of being good citizens and to act in accord with the values set forth in its Mission Statement. In return, Rosemont College students will emerge as Cornelia Connelly envisioned them: ready to “meet the wants of the age” and to lead rich and worthy lives.

infuse the mission

Rosemont College is a community of lifelong learners dedicated to academic excellence and fostering *joy* in the pursuit of knowledge.

Rosemont College seeks to develop in all members of the community *open* and critical minds, the ability to make reasoned, moral decisions, and a sense of responsibility to serve others in our global society.

Rooted in Catholicism, **Rosemont College** *welcomes all faiths* and is guided by the educational principles of Cornelia Connelly and the Society of the Holy Child Jesus to meet the needs of the time.

Rosemont College values: Trust in and reverence for the dignity of each person; Diversity with a commitment to building an *intercultural community*; Persistence and courage in promoting justice with compassion; *care for the earth* as our common home.

ROSEMONT COLLEGE
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History of Rosemont College

Rosemont College was founded in 1921 by a dedicated group of sisters of the Society of the Holy Child Jesus. The Sinnott family home, Rathalla (designated as a National Historic Landmark in spring, 1981) and now called “Main Building,” became a college campus for seven women. The first graduating class of two women received their degrees in 1925. By the end of the first year the College had obtained its charter from the State of Pennsylvania.

The decades that followed saw steady advances — in 1939 accreditation by the Middle States Association of Colleges and Secondary Schools and in 1943 by the Association of American Colleges and Universities. From the beginning Rosemont College was a collaborative effort between Holy Child Sisters, the growing lay faculty, the administration, and the students. Their shared goal was to enable each student to discover and develop her full potential within a community based on the principles of the Foundress of the Society of the Holy Child Jesus, Cornelia Connelly. This relationship was built on a commitment to, in the words of Cornelia Connelly, “meet the wants of the age.”

Through the concerted efforts of the College community, within the first fifteen years Rosemont was able to build a gym (replaced in 1961 with Alumnae Hall), Connelly Hall, the Gertrude Kistler Memorial Library, Mayfield Hall, and Good Counsel Hall. The twentieth anniversary of the College in 1941 was marked by the completion of the Immaculate Conception Chapel.

Within the broadening circle of buildings, student activities flourished. By the 1930s, there were numerous social and academic student organizations. In 1931, the student newspaper, the Rambler, was founded and in 1938, the yearbook, the Cornelian, was published.

In the next thirty years, two new residence halls (Kaul and Heffernan), a dining hall (Cardinal), a student activities building (Alumnae Hall), and a new classroom building (Lawrence) were the outward signs of an inner vitality.

The 1960s and 70s saw students question traditional activities and customs, rediscover core values, and express them in their own personal style. A formal and increased cooperative arrangement with Villanova University broadened the experiences of students of both institutions.

In 1979, Dorothy Brown, Ph.D. became the first lay President of the College. In 1990 the McShain Center of the Performing Arts was completed from what was formerly McShain Auditorium. The Dorothy McKenna Brown Science Center was completed in 1992.

In 1986, a master’s degree program in computer technology in education, open to men and women, was added. In 1990 Rosemont graduated its first master’s degree student and in 1991 the program produced Rosemont’s first male graduates. In 1994 the Rosemont College Accelerated Degree Program (now called the School of Professional Studies) began as a step-in, step-out degree completion program for men and women at both the graduate and undergraduate level.

Rosemont partnered with seven other independent higher education institutions in the greater Philadelphia region to form the South Eastern Pennsylvania Consortium for Higher Education (SEPCHE) in 1993. Through SEPCHE, the College has been able to enhance the quality and efficiency of academic programming, student access, institutional operations, and community outreach through inter-institutional cooperation and technological linkages.

In July, 2001, Ann M. Amore, Ph.D. became the College’s twelfth President. During her tenure there was continuing growth and reinvigoration campus-wide. Upon her untimely death in December, 2005, Sharon Latchaw Hirsh, Ph.D. ’70, assumed the presidency. Under her vigorous and visionary leadership, Rosemont continues to “meet the wants of the age.”

On May 30, 2008 the Board of Trustees approved a Strategic Plan which will emphasize and expand the College’s enrollment, programs, and reputation by embracing co-education, partnerships, and online education.

The College opened its doors at the undergraduate level to all interested and qualified women and men in the fall of 2009, unifying the College's three schools and expanding the College's mission of being a 'community of life-long learners.' In addition to changes on the undergraduate level, major changes in the Schools of Graduate and Professional Studies, specifically expanding online degrees have occurred.

Having announced the planned retirement of President Sharon Hirsh the previous fall, the Rosemont Board of Trustees appointed Dr. Jayson Boyers as the 14th president of Rosemont College effective June 1, 2020. In recognition of her service to the College, the newly opened Community Center was named in President Hirsh's honor.

Symbols of Rosemont College

Alma Mater

The silent paths of Rosemont	When all our days at Rosemont
Down which her students go	Are memories of the past
Lead each to find the spirit	We'll love her old traditions
We've come so well to know	The ones that bound us fast.
The wonder of our college days	The wonder of our college days
Will live though we be gone	Will live though we be gone,
We'll praise our Alma Mater	We'll praise our Alma Mater
To her we'll e'er belong.	To her we'll e'er belong.

Music: Joanne Peroni '61
Words: Betty Anne Scheer '61

College Colors

College colors are maroon and gray.

The College Seal

The inscription on the Rosemont College seal, when translated from Latin, reads "Rosemont College of the Holy Child Jesus." Both the latter part of the inscription and the triangle superimposed on three intersecting circles are adapted from the seal of the Society of the Holy Child Jesus who founded Rosemont College in 1921. The triangle superimposed on three intersecting circles is symbolic of the Blessed Trinity. The quotation on the circles is taken from Psalm 121; verse 1 "Levavi Oculos Meos In Montes." It reads, "I have lifted up my eyes to the mountains." Within the triangle and circles are the cross, roses, the books of scripture, the liberal arts and the sciences, and the light of inspiration and learning. The verbal and visual images chosen for the seal reflect the spirit which has been consistent throughout Rosemont's history.

The Rosemont College Ring

The unique rose symbol of Rosemont became a jewelry tradition in the 1950s. Originally the rose was a charm given to students at the end of their junior year. The Rose Ring was designed by the Class of 1965. This class wanted to design a ring that would identify them, but would be different than the charms worn by the classes before them. With the Class of 1965's permission, subsequent classes adopted the Rose Ring as their own. In the 1980s, some students opted to add a small diamond or other stone to the center of their Rose Ring. More recently students have preferred to purchase the Rose Ring, but alternative signet rings and other styles are also available to all male and female students who are soon to graduate.

School Mascot

Before 1988, research does not indicate that Rosemont students formally adopted a mascot or team name, although the seniors of the Undergraduate College were referred to as “old gray mares.” Until the 70s there was a tradition that an “Olde Gray Mare” costume was donned by two seniors selected to boost school spirit on special occasions. The costume has disappeared and so has the tradition.

In 1988 the student body voted the “Rosemonster” their mascot. The Rosemonster was known to make appearances on special days and at some athletic events. In 2009, the College retired “Rosie the Rosemonster.”

The Rosemont Raven was adopted as the new College mascot in 2009 and the Raven costume was introduced to the College in Fall 2012.

Rosemont College Traditional Events

The following events are part of the Rosemont heritage:

Orientation

Upon their arrival at Rosemont in late August, new students are oriented to the College in small groups led by Raven Peer Leaders. A variety of activities (both informational and social) are planned for incoming students.

Cap & Gown Ceremony

The Cap & Gown Ceremony is held each year to officially welcome first-year and transfer students from both the Undergraduate College and the Schools of Graduate and Professional Studies into the Rosemont College academic community.

Welcome Picnic

On the first day of class, the Office of Student Life hosts a lunchtime picnic to welcome all members of the Rosemont community back for another year.

All-College Convocation

This ceremony is held each fall for new and returning members of the College’s community to come together in celebration of the new academic year and the selected Mission Theme.

Family Weekend

In late September or early October, the College welcomes parents and interested family members for a varied program of educational, athletic, and social events. Saturday activities (Oktoberfest) are favorites for the whole family.

Oktoberfest

Begun in the fall of 1980, Oktoberfest is an all-day program of entertainment, crafts, games, and ethnic foods presented for members of the College and the community. Oktoberfest is always held on the Saturday of Family Weekend.

Thanksgiving Celebration

An interfaith prayer service in the Chapel is followed by a traditional turkey dinner on a night just before Thanksgiving break.

Holiday Evening Featuring Penny Toss

The Holiday Evening is planned and carried out by Campus Ministry and Leadership & Engagement during early December. On an evening just before students leave for the Christmas break, a special advent Mass is held. Following there is a short candlelight procession to Alumni Circle where members of the College sing carols around the College's Christmas tree. The tree is then lit. The procession then moves to Main Building where the President and SGA President toss pennies to the carolers, just as the first nuns did at Christmas time in England at the first Holy Child school more than 150 years ago.

Finals Breakfast

On an evening before finals at the end of the first semester, administrators, faculty, and staff serve breakfast to the students in Cardinal Hall.

Martin Luther King Day Observances

While no classes are held on this national holiday, activities including forums, numerous opportunities for community and campus service and other appropriate events are offered campus-wide.

Formal

During the spring semester, SGA sponsors a formal dance for students in all four classes and their guests are held off campus.

100 Days Party

Seniors anticipate the joys of graduation at a party 100 days before the big event. Juniors host the party in honor of the seniors' impending graduation.

Jest & Gesture Major Production

In late winter or early spring, the College's dramatic society produces a challenging and significant play from the world's repertory. Whether comic or tragic, the presentations are stimulating, accessible, and enjoyable.

Academic Honors Day

This formal occasion features the reading and presentation of academic honors and awards earned by students during the academic year. Those seniors elected to Who's Who and to various honor societies are recognized. In addition, the Presidential Medal, the highest award given by the College, is presented to a member of the senior class of the Undergraduate College and a student from the Schools of Graduate and Professional Studies during the ceremony.

Spring Reception

Held immediately following the Academic Honors Ceremony, the Spring Reception is an opportunity for families, students, and staff to come together to celebrate the achievements of our students.

Junior Class Blessing

Also held on Academic Honors Day, the Junior Class Blessing originated as a blessing of the class ring, however, in recent years it has evolved into recognition of the accomplishments of the Junior Class and an acknowledgement of their impending role as Rosemont seniors. Members of the Junior Class are acknowledged individually and presented with a rose, symbolizing their ties to Rosemont.

Multicultural Festival

Presented annually in the spring semester by the International Club, this celebration involves a sharing of the heritages of Rosemont's students through music, dance, poetry, national costumes, and food.

Founders' Week

During Founders' Week, various events are held. On the Thursday of Founders' Week, classes are dismissed at 11:00 a.m. and the community comes together in a special liturgy. The Founders' Week Luncheon follows Mass. Service certificates and a number of major awards are presented. In addition, the Levenson, McClatchy and Service Awards are presented to three outstanding Rosemont students. The Rosemont Community Spirit Awards are also presented to faculty and staff members. There are games, athletic competition, and other events all afternoon.

Athletic Banquet

The Athletic Banquet is a celebration and recognition of the athletic accomplishments of our varsity teams. Awards are presented and the achievements of the season are recounted.

Reading Day Picnic

Hosted by the Office of Student Life, the Reading Day Picnic is held on Reading Day, which occurs between the last day of spring classes and the beginning of final exams. It is an opportunity for all members of the campus community—students, faculty, staff, and administration—to come together and enjoy a leisurely lunch on Connelly Green.

Senior Week

During the week prior to Commencement, members of the senior class plan and enjoy a variety of activities. This is a final opportunity for them to enjoy one another's friendship and to celebrate the accomplishments of the last four years. The week includes off-campus events and a picnic on Connelly Green.

Commencement

Preceded by a Baccalaureate Mass, Commencement is held on Connelly Green. Awards are announced and each student receives her/his diploma from the President of the College. A reception for graduates and their families follows.

Alumni Reunion Weekend

On the first weekend in June, classes celebrating anniversaries of their graduation from ten years through sixty years are invited back to campus for a variety of events. This is a wonderful opportunity to remember their years at Rosemont and to renew and enjoy the life-long friendships.

Theme for the Year

Each year a phrase from the mission statement is chosen as the "theme for the year." All organizations and departments on campus strive to make the theme for the year, and therefore, the mission of the College, not just words found in brochures, but a truly vital part of campus life.

Mission Activities

"Heritage Week," held each year in October, celebrates Rosemont College's connection to the Society of the Holy Child Jesus whose sisters opened Rosemont in 1921 and to Cornelia Connelly, the Founder of the SHCJ.

"Founders' Days," held in April of each year celebrates not only historical founders of the college but also contemporary 'founders' of the college, including its present students, faculty, administration, and staff. This day is a campus-wide celebration of Rosemont's unique mission. Every four years a production of Rosemont's 'Living History' is given by students telling Rosemont's 'story' decade by decade.

Throughout the year, workshops, lectures, discussion and reflection groups are sponsored so students, along with other members of the college community, are able to grow in understanding of the mission of Rosemont College of the Holy Child Jesus.

System of College Governance

The general management and control of property, affairs and business of Rosemont College is vested in the Board of Trustees. The Board of Trustees is comprised of thirty-four members, nominated by the Executive Committee of the Board and elected by the entire Board, one-third of whom must be Sisters of the Holy Child Jesus. The President of the College is a member ex-officio.

Student Life Committee of the Board of Trustees

The purpose of this committee is to review and recommend policy changes and formulations, as needed, regarding student life. There is one student member (the SGA President) as well as trustees, the President, the Dean of Students, Vice President for Mission, Informational Services, a faculty member, SGPS student and staff member. This committee meets in October, February, and June.

Student Participation in College Governance

Student opinion at Rosemont is represented in the operation of the College in a number of ways. As individuals, any Rosemont student may meet with any administrator or faculty member to present a problem or concern. Open meetings with students can be held by the Dean of Students, Vice-Presidents, and the President to review events and obtain student views. Officers of the Student Government Association (SGA) participate in governance and appoint student representatives. Specific proposals for changes in policies or procedures of the Undergraduate College can be presented through SGA, Residence Hall Association, or other appropriate College committees.

The Alumni Association

The Rosemont College Alumni Association welcomes all graduates as active members of the College's most enduring and loyal constituency. To help continue an active affiliation with the College, each class elects secretaries and agents who keep in touch with their classmates after graduation. Regional events for alumni are frequently planned. The class secretaries help coordinate reunions and compile news for the Rosemont Magazine. The class agents are also responsible for fundraising for their Reunion Gift.

The College asks each alum to contribute to The Rosemont Experience Fund and to give generously to the reunion class gift every five years. The percentage of support is very important in receiving grants from private, government, and corporate foundations. Many corporations will match a donation sent by an alumna/nus or their spouse.

The Alumni Office, located in the Main Building, is staffed full time, the year round. It coordinates activities, reunions, (classes celebrate reunions every five years) and chapter events. Informative emails called This Week and Roselink, invitations and the Rosemont Magazine are sent several times during the year. The Alumni Office maintains a computerized biographical records system on all living alumni, parents, and friends of Rosemont College.

Administrative Directory

To search by staff/faculty by name: www.rosemont.edu/directory/index.aspx

Main Information Number	(610)527-0200
Academic Deans	x2381
Alumni	x2805
Athletics	x4265
Admissions	x2966
Campus Ministry	x2412
Experiential Opportunities and Post-Graduate Success	x2248
College Bookstore	x2250
Counseling Center	x2416
Dining Services	x2255
Financial Aid	x2221
Finance Office	x2241
General Office	x0
Library	
Reference Desk	x2273
Media Services	x2278
Circulation and Reserve	x2271
Mailroom	x2249
Public Relations	x2967
Public Safety (Campus Phones)	x2555
Public Safety (Other Phones)	(610)527-1038
Registrar	x2305
Residence Life	x2435
Heffernan Office	x2438
Kaul Office	x4221
Student Academic Support Center	x2372
Student Accounts	x2243
Student Accounts (Bursar)	x2244
Student Life Office (Dean of Students)	x2975
Wellness Center (College Nurse)	x2420
Office of Leadership & Engagement	x2334

Business Hours and Telephone Service

Administrative offices of the College are generally open during the academic year between 9:00 am and 5:00 pm (Monday through Friday). with additional late hours posted. There is limited coverage in some offices during the lunch hour from 12pm until 1:00 pm. Faculty members may be seen by appointment or during posted office hours. Consult the Directory (above) for telephone numbers of administrative offices.

From mid-June until the beginning of August, College offices are open from 8:00 a.m. to 5:00 p.m. Monday through Thursday. College offices are generally closed on Fridays during this period.

During the academic semester, the Office of Student Life is open during the week from 9:00 am until 5 pm.

The College switchboard is open weekdays during the academic year from 9:00 am until 5:00 pm for general College business. The main College number is (610) 527-0200. Rosemont College does not release personal numbers of students.

However, calls may be transferred to an extension. In the event that an important message must be communicated to a student during a weekday, the Office of Student Life (x2975) will make every effort to locate the student.

Office of Student Life

Dean Troy Chiddick, *Dean of Students*

Emily Eldridge, *Student Life Office Manager and Assistant to the Dean of Students*

Within the broad area of Student Life, a wide range of services and programs fall under the responsibility of the Dean of Students. These services and programs are offered to support the academic experience of the Rosemont student and stimulate personal growth and enrichment outside the classroom. The administrative offices under the umbrella of Student Life include: Residence Life, the Wellness Center, the Counseling Center, Experiential Opportunities & Post-Graduate Success, and Leadership & Engagement.

The Office of Student Life, led directly by the Dean of Students, is located in the Student Life suite on the ground floor of the Hirsh Community Center, is a referral and assistance center for students with any kind of questions or concerns.

Office of Student Life Mission Statement

The Office of Student Life's mission is to support students individually and collectively and to complement the intellectual/cultural/educational experiences with a variety of services and supports outside of the classroom. This enables each student to develop their abilities to become leaders from their Rosemont College experience.

The Office of Student Life strives to provide opportunities for individuals to achieve a balance of the spiritual, intellectual, emotional, social, physical, and occupational aspects of their college life and to prepare them for their lives after graduation.

Our mission also includes continuous efforts to develop a synergy between and among other divisions in the College so that these relationships nurture, support, and enhance the lives of every Rosemont student.

Education Records/Family Educational Rights & Privacy Act

Rosemont College has developed a policy on student educational records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This amendment is also referred to as the "Buckley Amendment." Copies of the full policy are available in the Registrar's Office to which questions should be addressed.

Rosemont College considers students over 18 years of age to be independent adults and responsible for their own financial obligations and actions. College communications, such as bills and grade reports, are sent directly to students unless a waiver is signed by the student in the Registrar's Office. College officials will not disclose information on student behavior to parents/guardians except in circumstances of an emergency nature to protect the health and safety of students or other persons, as established by the Buckley Amendment.

Parents will be contacted if any of the following occur:

- Unusual or aberrant behavior by the student.
- Self-destructive acts or patterns of behavior which are physically or emotionally destructive to the student or other persons.
- Involvement with police leading to legal action.
- Medical emergencies or accidents on or off campus deemed life threatening.
- Major unmet financial obligations to the College beyond apparent resources.
- Alcohol or drug infraction while the student is under the age of 21
- A student is classified as a missing person.

Withdrawal/Dismissal

The College reserves the right to require the withdrawal of any student who cannot maintain the required standard of scholarship, whose conduct has been found to be in violation of College policies and procedures, or whose continuance would be detrimental to her/his own health and/or the health and well-being of others.

Medical Withdrawal Procedure

No student will be considered officially withdrawn as a student and eligible for appropriate refunds or deposits until the following withdrawal procedure has been completed; official medical withdrawal for a student must be initiated with the Dean of Students. All other withdrawals must be initiated by contacting the Director of the Student Academic Support Center.

All College identification and property must be returned before the withdrawal procedure is completed. In addition, resident students must undergo a full check-out procedure with an RA and have the Residence Director sign off before the procedure will be considered complete. Transcripts may be withheld if a student leaves without completing all of the required procedures and paperwork.

Academic Withdrawal from the College

No student will be considered officially withdrawn as a student and eligible for appropriate refunds or deposits until the withdrawal procedure has been completed. The student must initiate the process with their faculty mentor and the Director for Student Academic Support Center and include an official request to withdraw, a personal interview, and written notice. It is also necessary for the student withdrawing (resident or commuter) to have an interview with the Dean of Students. The Accounting Office will not consider the withdrawal official until all procedures are completed and written confirmation has been received from both offices. All College identification, keys, and property must be returned before the withdrawal procedure can be completed. Transcripts may be withheld if a student leaves without completing all withdrawal procedures in full.

Leave of Absence

Rosemont College acknowledges that under some circumstances, students may have to interrupt their studies at the College. Students who are in good academic standing and who plan to return to Rosemont College can request a leave of absence for medical reasons, financial difficulties, or personal/family issues, not to exceed two consecutive semesters. The exception is for students on active military service who may request a leave of absence for up to two years. International students cannot request a leave of absence unless they will be out of the country, and have obtained prior permission from the Academic Dean. Students studying abroad do not need to obtain a leave of absence as they remain registered with the College.

Students enrolled in the Undergraduate College initiate the request for a leave of absence by obtaining the Leave of Absence Form from the Student Academic Support Center. Students enrolled in Graduate and Professional Studies can obtain the Leave of Absence Form from SGPS offices. A Leave of Absence must be requested before or during the semester when the student wants the leave to start. Only under extraordinary circumstances will the College consider granting a retroactive leave. The decision to retroactively begin a leave is at the discretion of the Academic Dean. Before any leave request can be considered, the student must provide all required information on the Form, including the reason(s) for requesting the leave, the appropriate documentation requested on the form, as well as the anticipated date of return to Rosemont College. In addition, before leave can be granted the student is responsible for settling all outstanding balances with the College. Upon verification of the materials submitted, students enrolled in the Undergraduate College are notified in writing by the Director of the Student Academic Support Center if their leave has been approved. Students in Graduate and Professional Studies are notified in writing from the Director of Student Services for Graduate and Professional Studies.

Students must keep the Registrar's office apprised of his/her mailing address and must meet the College's deadlines for registration, housing reservations, financial aid applications, etc. for the semester or term in which they plan to return. Students on leave are responsible for all arrangements with these offices on campus. Undergraduate College students

should be aware that financial aid, scholarships and housing do not automatically carry over. Students are also asked to give the appropriate Dean's Office one month's notice that they will re-enroll so they have access to registration materials.

Students returning from leave on schedule do not have to reapply to the College. Students who do not return on schedule are automatically withdrawn from Rosemont College and must formally reapply for admission.

Drug and Alcohol Prevention Program (DAAPP)

The information below is approximately half of the Drug and Alcohol Prevention Program (DAAPP) at Rosemont College. The full DAAPP is sent to students each semester following the add/drop period and can also be accessed on the Rosemont College website (www.rosemont.edu).

Alcohol & Other Drugs

All students and employees should know that Rosemont College prohibits unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any activities. We have designed this document to meet the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (CFR 34 Part 86) for drug-free schools and campuses. The following are summaries of the major health risks of alcohol and other drug use and abuse.

Standard of Conduct

Rosemont College students and employees are expected to demonstrate respect and regard for the rights and property of all individuals; to take responsibility for and be conscious of the consequences of their actions; and to act to reduce the risks of damage and harm to themselves and others. We expect all members of the Rosemont community to protect one another from harmful behavior, including harmful activity resulting from the use or abuse of alcohol and other drugs, and urge students and employees to take seriously the laws governing the use of alcohol and other drugs. Students and employees are expected to abide by federal, state, and local laws, and are provided no special protection by Rosemont College if they are caught using, possessing, or distributing illegal drugs. Students and employees are expected to be sensitive to the fact that many of their peers cannot or choose not to drink because of personal reasons or legal provisions.

College Sanctions

Rosemont College prohibits the illegal use and/or distribution of alcohol and drugs. Ordinarily the College seeks expulsion/ termination or suspension for illegal substance distribution or possession of a sufficient quantity to indicate the intent to distribute. For illegal use, the College may require mandatory assessment and counseling (with follow-up if indicated) and sanctions, short of suspension, as determined by individual schools. Your school will provide notice of its rules and regulations. Rosemont is committed to helping people with substance problems and encourages them to seek assistance.

Illicit drugs are prohibited on campus at all times. The use of alcohol by those over 21 and in accordance with College policy is permitted. The College's alcohol policies apply to all members of the College community and their guests or visitors using College facilities. These regulations also apply to College-chartered and recognized organizations, student organizations, residence hall organizations, fraternities, sororities, and events held in College facilities where the consumption of alcohol is permitted.

Individuals and organizations that fail to abide by the College policy and regulations governing the use of alcohol are subject to disciplinary actions in accordance with established policies and procedures at the school and College levels. Various disciplinary actions for organizations include forfeiture of student fee support and loss of charter. Disciplinary actions for individuals include loss of campus housing and suspension or expulsion/termination from the College.

At Rosemont, in addition to the College Policy, Residence Life has specific rules for alcohol use. These regulations are available for Undergraduate students (UC) from the Dean of Students' Office and for Graduate and Schools of Graduate and Professional Studies (SGPS) students from Student Services. Students can also find these regulations in their handbooks and/or on IWAY. Employees should refer to Policy HR-605 - Substance Abuse Policy for more information which can be found in the Human Resources Department or on IWAY.

Smoking

In conformity with the Pennsylvania Clean Air Act, and in the interest of providing safe and healthy environment for faculty, employees, students, and visitors, smoking will be prohibited in all College buildings including auditoriums, hallways, restrooms, lounges, classrooms, public offices, conference rooms and all areas in the residence halls.

Smoking is permitted outdoors at designated smoking areas. These smoking areas are conveniently located away from the entrances of all academic and administrative buildings, and are easily recognized by the presence of a cigarette receptacle. All persons should refrain from walking around the campus with any lit smoking materials.

Both smokers and non-smokers are asked to behave with respect toward each other. Anyone smoking in prohibited areas should first be asked to stop smoking. Employees who are in non-compliance may be reported to their supervisor. All visitors will be expected to comply.

Student Life

All Rosemont College Students are responsible for complying with Pennsylvania Law, Student Code of Conduct and policies and procedures outlined in the Student Handbook. These guidelines are as follows:

Rosemont College adheres to and enforces all federal, state and local legislation concerning alcohol. Violations of the alcohol policy will be prescribed by federal, state and local laws, College policies, and by regulations described in the Student Code of Conduct.

Consumption and possession of alcohol in any open container anywhere on College property except in private rooms or in facilities where events sanctioned by the appropriate College officials are sponsored is prohibited; providing alcohol to any person who is not of legal age to possess or consume alcoholic beverages in the Commonwealth of Pennsylvania or any other purchase, use, or sale of alcohol contrary to the laws of the Commonwealth of Pennsylvania is prohibited.

The following acts shall be deemed major infractions of the alcohol policy:

- ◆ Public inebriation
- ◆ Disorderly conduct
- ◆ Exceeding the alcohol limit in a residence hall (Use of Alcohol in Residence Halls)
- ◆ Consumption of alcohol in an unauthorized place on campus
- ◆ Underage drinking
- ◆ Purchasing/supplying alcohol to a minor
- ◆ Driving under the influence (on or off campus)
- ◆ Use of false identification to purchase alcohol

Residence Hall Summary

Rosemont College employs Residence Directors and Resident Assistants who are trained to enforce the community standards regarding alcohol and drugs for the students (undergraduate and graduate) residing in the five residence halls. Each resident is provided information on the residence hall policies during their floor meetings.

Students who are 21 years of age or older are allowed to consume and to possess moderate amounts of alcoholic beverages for their own personal use in their own residence hall rooms.

Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, is prohibited, except as permitted by law.

Possession, sale, intent to sell, intent to deliver, manufacture, or use of illegal drugs, possession of paraphernalia, or restricted substances on College property is strictly prohibited and will be subject to College disciplinary action and possible dismissal.

Use of prescription medications without a valid prescription or deliberate misuse of such medications may result in suspension from the College.

Off-campus possession, use, distribution, or sale of narcotics or drugs by students is inconsistent with Rosemont College's policy and goals, and is therefore prohibited.

Pennsylvania law prohibits the unauthorized manufacture, sale, delivery, and possession of controlled substances. Penalties and sentences range from a misdemeanor to thirty days imprisonment to far more severe penalties.

Rosemont College will not shield students from possible legal consequences of drug possession and use. Drugs, paraphernalia, and the names of all of those involved may be turned over to the proper authorities. The sale of drugs or drug paraphernalia by a student or a guest is always treated as a major offense and will automatically result in suspension and/or dismissal from the College and reported to police.

Alcohol found in the possession of students who are not of legal age, as listed in the requirements above, is confiscated by Public Safety and disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the Student Handbook and can include:

- ◆ Warning and/or probation period
- ◆ Contact with parent/guardian (for students under the age of 21)
- ◆ Referral to an alcohol education program
- ◆ Counseling services
- ◆ Termination of Housing Contract
- ◆ Suspension from Rosemont College
- ◆ Possible arrest, imprisonment, or fine according to state alcohol laws

Alcohol and Other Drug Education and Prevention Services and Programs

The College Counseling Center provides alcohol and drug prevention services and educational programs. The College reserves the right to refer a student to other alcohol and other drug education and/or prevention services and/or programs as deemed necessary. The Counseling Center is also used to provide educational programming and intervention for students who have been referred by Residence Life due to alcohol and/or drug violations. To this end, Counseling Services provides Brief Alcohol Screening Intervention for College Students (BASICS) for students who have violated the college alcohol policy as well as Marijuana and Other Drug Education for students found in violation of the college drug policy. Employees of the college will be referred to EAP (Employee Assistance Program). See page 13 of this brochure for more information.

Nicotine/Tobacco

Nicotine is an addictive substance that can affect your health negatively. Nicotine addiction has several long-lasting effects on health. Even after one has quit smoking or gotten rid of nicotine addiction, he/she experiences nicotine withdrawal symptoms. Tobacco kills more people than any other single cause. Nicotine, the drug in tobacco, is the most addictive substance known to humankind. According to the American Heart Association, "Nicotine addiction has historically been one of the hardest addictions to break."

E-Cigarettes

E-cigarettes are electronic devices that heat a liquid and produce an aerosol, or mix of small particles in the air. E-cigarettes come in many shapes and sizes. Most have a battery, a heating element, and a place to hold a liquid. Some e-cigarettes look like regular cigarettes, cigars, or pipes. Some look like USB flash drives, pens, and other everyday items. Larger devices such as tank systems, or "mods," do not look like other tobacco products. E-cigarettes are known by many different names. They are sometimes called "e-cigs," "e-hookahs," "mods," "vape pens," "vapes," "tank systems," and "electronic nicotine delivery systems (ENDS)." Using an e-cigarette is sometimes called "vaping" or "JUULing."

Most e-cigarettes contain nicotine. Nicotine is highly addictive and can harm adolescent brain development, which continues into the early to mid-20s. E-cigarettes can contain other harmful substances besides nicotine. Young people

who use e-cigarettes may be more likely to smoke cigarettes in the future. Users inhale e-cigarette aerosol into their lungs. Bystanders can also breathe in this aerosol when the user exhales it into the air. E-cigarette devices can be used to deliver marijuana and other drugs. JUUL is a brand of e-cigarette that is shaped like a USB flash drive. Like other e-cigarettes, JUUL is a battery-powered device that heats a nicotine-containing liquid to produce an aerosol that is inhaled. All JUUL e-cigarettes have a high level of nicotine. According to the manufacturer, a single JUUL pod contains as much nicotine as a pack of 20 regular cigarettes. Most e-cigarettes contain nicotine—the addictive drug in regular cigarettes, cigars, and other tobacco products. Nicotine can harm the developing adolescent brain. The brain keeps developing until about age 25.

Using nicotine in adolescence can harm the parts of the brain that control attention, learning, mood, and impulse control.

Each time a new memory is created, or a new skill is learned, stronger connections – or synapses – are built between brain cells. Young people’s brains build synapses faster than adult brains. Nicotine changes the way these synapses are formed. Using nicotine in adolescence may also increase risk for future addiction to other drugs.

Risks of E-cigarettes for Teens, and Young Adults

Scientists are still learning about the long-term health effects of e-cigarettes. Some of the ingredients in e-cigarette aerosol could also be harmful to the lungs in the long-term. For example, some e-cigarette flavorings may be safe to eat but not to inhale because the gut can process more substances than the lungs. Defective e-cigarette batteries have caused some fires and explosions, a few of which have resulted in serious injuries. Children and adults have been poisoned by swallowing, breathing, or absorbing e-cigarette liquid through their skin or eyes. E-cigarette aerosol is NOT harmless “water vapor.”

E-cigarette Aerosol

The e-cigarette aerosol that users breathe from the device and exhale can contain harmful and potentially harmful substances, including:

- Nicotine
- Ultrafine particles that can be inhaled deep into the lungs
- Flavoring such as diacetyl, a chemical linked to a serious lung disease
- Volatile organic compounds
- Cancer-causing chemicals
- Heavy metals such as nickel, tin, and lead

It is difficult for consumers to know what e-cigarette products contain. For example, some e-cigarettes marketed as containing zero percent nicotine have been found to contain nicotine

An overdose of nicotine can lead to serious problems. When nicotine is at a low concentration in the bloodstream, it only binds to receptors in the brain. Whereas, when it is present in a heavy dose, it binds to receptors both in the brain and on muscles. This results in increased motor activity, heart rate, and blood pressure, as well as narrowing of blood vessels. As a fall out of an extreme condition of an overdose, paralysis of the muscles that control breathing or the heart, can also occur.

Narcotics

The biochemical effects of narcotic drugs are what make them addictive. Narcotics bind to painkilling sites throughout the brain, known as opioid-U receptors or the "reward pathway." This leads to slower uptake of neurotransmitters, like dopamine, between neurons. Immediate effects include cessation of pain, drowsiness, and a feeling of well-being associated with pain reduction. With chronic use, the brain may stop producing endorphins, natural painkilling chemicals, and the user develops tolerance. The user must replace the missing endorphins with narcotics in order to feel good and to avoid the painful effects of narcotic withdrawal. The user becomes dependent on increasing amounts of the drug to feel good. Abuse usually leads to dependence.

Psychologically, the user will feel calm and relaxed while under the influence of narcotics such as painkillers or heroin. These effects are strong at first but with sustained use, the effects can become minimized and may even dissipate as tolerance to the drugs build.

The most common psychological effects of narcotics include:

- ◆ Reduced anxiety
- ◆ Reduced tension
- ◆ Happiness

Unfortunately, all of these “positive” effects of narcotics do not last and healthcare professionals have determined that there are a number of long term effects associated with sustained narcotic use. Those who use these drugs either as prescribed or for recreational purposes are at risk of developing a tolerance. When a user develops a tolerance to the drugs, the effects are lessened and ultimately reduced to what feels almost like nothing. Those who use these drugs then require an increased use of the drug in order to produce similar effects. This tolerance can lead to physical dependence and an addiction to narcotics that is difficult to treat.

Users who become physically or psychologically addicted to narcotics are likely to go through great lengths to get the drugs that they want in order to reduce their risk of feeling the symptoms of withdrawal. Withdrawal symptoms are the body’s reaction to being physically dependent on a drug to produce certain chemical changes such as the shutting down of or development of endorphins and other chemical compositions within the body which cause pain reduction, happiness and other mood influencers.

Physically, the long term user of certain painkillers or heroin is at risk of contracting STDs or other diseases as a result of sharing dirty needles. There is also a risk of permanent damage to the internal organs which can lead to renal failure and potentially even death if left untreated. In many cases, the long term effects of narcotics are so severe that even medical care and no longer using the drugs is simply not enough to reverse the negative complications that have occurred.

Health Risks

Alcohol is a depressant drug that slows down the activity of the central nervous system (which controls the functions of the brain), impairing coordination, speech, body temperature, pulse, and breathing.

- ◆ Consumed in small amounts, alcohol reduces inhibitions, and provides the false sense of acting as a stimulant.
- ◆ Excessive drinking is consuming more than 4 drinks for women and more than 5 drinks for men on any occasion.
- ◆ Continued and excessive drinking over a short period of time will raise the blood alcohol concentration (BAC) to and above the .08% level, which is considered legally drunk in the Commonwealth of Pennsylvania.
- ◆ Dangerous drinking-related risks include (but are not limited to) accidents, violence, vandalism, personal injury, aggressive behavior, blackouts, hangovers, vomiting, and sexual assault.

Health risks vary from drug to drug. Below is a list of some commonly used drugs and their effects:

- ◆ Tobacco products kill more than 430,000 people in the U.S. each year, more than alcohol, cocaine, heroin, homicide, suicide, car accidents, and fire combined. Tobacco use is the leading preventable cause of death in the U.S. Tobacco use can cause heart disease, stroke, heart attack, vascular disease and aneurysm.
- ◆ Marijuana can distort perception, lead to loss of coordination, increase heart rate, cause anxiety/panic attacks, and impair memory/learning. Long-term effects included daily cough, symptoms of chronic bronchitis, difficulty sustaining attention, problems in registering, processing, and using information and dependence.
- ◆ Cocaine can cause heart rhythm disturbances, heart attacks, chest pains, respiratory failure, strokes, seizures, headaches, abdominal pain, and nausea.
- ◆ LSD can cause dilated pupils, increased body temperature/heart rate, sweating, loss of appetite, sleeplessness, dry mouth, tremors, and long- lasting psychosis.

- ◆ Ecstasy (MDMA) can cause confusion, depression, sleep problems, drug craving, severe anxiety, paranoia, muscle tension, involuntary teeth- clenching, nausea, blurred vision, rapid eye movement, fainting spells, chills/sweating, increased heart rate, and death.
- ◆ Inhalants can cause severe damage to the brain and central nervous system. This can lead to impaired perception and reasoning, memory loss, defective muscular coordination and dementia.
- ◆ Heroin is considered highly addictive and can cause liver disease, kidney failure, neurochemical changes in the brain, and heart valve damage.
- ◆ Methamphetamine can cause increased heart rate, irregular heartbeat, irreversible damage to blood vessels in brain (producing stroke), respiratory problems, anorexia, cardiovascular collapse, and death. It can also affect your central nervous system by causing irritability, confusion, paranoia, convulsion, hypothermia, insomnia, tremors, aggressiveness, anxiety and convulsions.
- ◆ Prescription Drugs are being abused when they are taken for nonmedical reasons. The abuse of certain prescription drugs-opioids, central nervous system (CNS) depressants, and stimulants- can alter the brain's activity and lead to addiction.

Federal, State & Local Laws

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

Drugs

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple

possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.)

Alcohol

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:
2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$500 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$1000, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$1000 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The University will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

11. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.
12. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

Student Complaint Policy

As a community of learners that values trust and reverence for each one's dignity, diversity in human culture and experience, and persistence and courage in promoting justice with compassion, the College's policies and procedures for student complaints emphasize that students work with each other, with individual staff in offices, or with faculty to resolve any complaints.

Students having a complaint that requires resolution are also encouraged to complete the **student complaint form**, which is forwarded to the Office of Student Life. The form is available on the Rosemont website at <https://www.rosemont.edu/campus-life/dean-of-students/student-complaints.php>.

Students may also file a complaint with the Pennsylvania Department of Education of the Middle States Commission on Higher Education (the College's regional accreditation agency).

Pennsylvania Department of Education
Postsecondary and Adult Education
33 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Phone: (717) 783-8828

Middle States Commission on Higher
Education
3624 Market Street, 2nd Floor West
Philadelphia, PA 19104
Telephone: (267) 284-5000
E-mail: info@msche.org

College Resources and Services

Campus Mail

Mr. Roy Fisher, *Manager*

All resident students are assigned a private mailbox in the Hirsh Community Center by the Mailroom staff. To receive the key to their mailbox, students must stop by the Mailroom and present their Rosemont ID. Students should check their campus mailbox daily. While email is the primary communication vehicle, some individual communications, as well as flyers about campus-wide activities, etc. will utilize the mail system.

Regular mail can also be addressed to resident students, at the College address, to be put in their boxes. Students may also use the campus mail to communicate with each other, faculty, and administrative offices by marking the mail as “Campus Mail” with sufficient name of recipient and location. These items may be dropped off at the at the mailroom or at the General Office in Good Counsel Hall. Students are also able to send off-campus letters and packages at the Mailroom.

There is no charge for use of the mailbox; however, a charge of \$20.00 will be made to replace lost, damaged, or unreturned keys, payable when the new key is issued. Mailbox keys must be returned at the end of each semester.

Stamps for letters and parcels may be purchased in the College Bookstore.

Campus Ministry

Sr. Peg Doyle, SHCJ, *Vice President of Mission & Ministry*

Gina Ingiosi, *Director of Campus Ministry*

Tim Poole, *Assistant Director of Campus Ministry*

As an extension of the mission of Rosemont College, the Office of Campus Ministry serves all members of the Rosemont College community — students, staff, and faculty — by providing opportunities to explore, express, and grow in spirituality and faith, regardless of religious identity or faith tradition. Staff- and student-led retreats, faith-sharing, music, and prayer, provide such opportunities.

Additionally, through the Cornelian Service Corps, Campus Ministry demonstrates Rosemont's commitment to social justice by 1) raising awareness and fostering discussion in the Rosemont community about issues and systemic conditions that create and exacerbate marginalization, and 2) by offering service and immersion opportunities on and off campus to build relationships by sharing resources and talents.

The Office of Campus Ministry commits itself to nourish the values of Rosemont College by

- Focusing on the unique gifts of each person.
- Building an authentic community founded on hospitality and open communication.
- Supporting people and causes working toward justice.
- Promoting simplicity and sustainability.

The Campus Ministry Office and Campus Ministry Lounge are located in Saint Joseph's Hall, the basement of the Chapel of the Immaculate Conception. The typical hours of operation are weekdays

from 9 a.m. - 5 p.m. and on Sundays for Mass at 4 p.m.. Drop-ins and visits are welcome and encouraged.

Office of Experiential Opportunities and Post Graduate Success

postgradsuccess@rosemont.edu

610-527-0200 X 2248

Dean Travis Marshall, *Assistant Dean/Director of Experiential Opportunities and Post Graduate Success*

travis.marshall@rosemont.edu

610-527-0200 X 3107

Ms. Brenda DiClemente, *Administrative Assistant*

bdiclemente@rosemont.edu

610-527-0200 X 2248

The Office of Experiential Opportunities and Post Graduate Success offers career counseling and development to students for establishing post-graduation goals that will assist them to fulfill their potential. Students are encouraged to explore post graduate options through counseling, professional consultations, resources within the center, experiential learning, and career programs. The office is open from Monday through Friday from 9:00 am to 5:00 pm in the Student Life Suite located in the Lower Level of the Sharon Hirsh Community Center. Students may drop-in at any time but are encouraged to make appointments.

Rosemont College's undergraduate core general education curriculum requires all undergraduate students complete at least one of four experiential learning experiences. These four experiential learning opportunities are student internship, service learning, undergraduate research, and study abroad. The Office of Experiential Opportunities and Post Graduate Success coordinates with the academic departments to assist students in enrollment for specific courses and programs related to experiential learning. Experiential and professional opportunities are posted monthly on campus bulletin boards and on the Office of Experiential Opportunities and Post Graduate Success webpage. (<https://www.rosemont.edu/academics/undergraduate/post-graduate-success>)

Career information and post graduate planning resources are available to assist all current students and recent alumni to clarify their personal objectives and establish career goals which will enable them to fulfill their personal and professional potential. Students are encouraged to begin planning in their first year by engaging in major exploration and personal career counseling. Workshops and consultations offer training in creating personalized resume, interviewing skills, cover letter writing techniques, and job search strategies. Annual Career Fairs are sponsored by Rosemont College, Arcadia University, Neumann University, Gwynedd Mercy University other SEPCHE institutions to recruit for full-time, part-time, summer employment, and internship positions. As study beyond completion of a bachelor's degree is required for some careers, information on graduate and professional school programs, scholarships, and fellowships is maintained in this office.

Counseling Center

Ms. Kruti Quazi, LPC, NCC, CCTP, CDBT, *Director*

The Counseling Center at Rosemont College is committed to promoting the personal growth and development of students and to assisting them in overcoming obstacles that may interfere with their academic success. College is a time of growth and change—leaving family, developing new relationships and making difficult decisions. Increased stress can accompany the challenges of this transitional period and the Counseling Center offers a safe atmosphere for students to discuss any personal concerns or difficulties. Counseling services are voluntary, confidential and included in the tuition for all Rosemont students.

The Counseling Center, located on the lower level of the chapel, St. Joseph Hall, is open Monday through Friday from 9:00 a.m. to 4:00 p.m. Students may call (610) 527-0200 x2416 and leave a message to schedule an appointment with a professionally trained counselor and/or they can send an email to the director at kruti.quazi@rosemont.edu. She will arrange to have a counselor reach out to you to set up an appointment. Due to the current state of matters, sessions will be made **by appointment only**. All sessions will be conducted via tele-mental health. We can provide a private space in the chapel to conduct your digital session if you need a quiet space. Masks and hand sanitation will be required upon entering the chapel. Though psychological testing is not provided on-site, the Counseling Center does offer digital screening inventories for depression, eating disorders, and substance abuse.

When necessary or requested, counseling staff will facilitate a referral to an outside agency as well as provide information about community resources concerning mental health issues. The Counseling Center is available for consultation to faculty, administration, and staff regarding students' concerns. In addition, the Center provides a variety of psycho-educational programs for students, faculty, and staff. For further information, please visit the website for Rosemont's Counseling Center.

Confidentiality

Both presence in counseling (via digitally or in person) and information shared in counseling are confidential according to law. Information will be released **ONLY** with a student's written permission with the following exceptions: if there is imminent danger to self or others, suspicion of child or elder abuse (abuse of children under the age of 18) and court subpoena in certain cases. Information will also be shared between graduate counseling intern staff and the Director of Counseling to ensure the effectiveness of counseling. All records and communications are securely maintained.

Financial Aid

Mr. Joseph Alaimo, *Director of Financial Aid*

Ms. Kyndall Stewart, *Financial Aid Counselor*

Ms. Katie Gushka, *Financial Aid Counselor*

Rosemont College is committed to helping all qualified students afford a Rosemont education. Financial assistance is available to degree-seeking students who are United States citizens or eligible non-citizens and who are enrolled on at least a half-time basis. Financial aid consists of scholarships, grants, loans, federal work student or any combination of these programs. Financial aid awards are made for one year only. A student must re-apply for financial aid each year to continue receiving federal, state, and institutional funds. Academic merit scholarships are awarded each year regardless if a student completes the FAFSA. Financial aid eligibility is reviewed every year and is subject to changes in family financial conditions, federal and state regulations, and/or Rosemont College policies. In addition, students must maintain satisfactory academic progress. For specific information regarding the availability of need based financial aid, please contact the Financial Aid Office at (610)520-3115. For information about merit scholarships, new applicants should contact the Office of Admissions at 610.527.0200 ext. 2966.

Students wishing to be considered for financial aid **MUST** complete the Free Application for Federal Student Aid (FAFSA) by the required deadline each year. The FAFSA deadline for priority review is February 15 (January 15 for admitted students).

Verification Policy

Approximately one third of FAFSA filers are selected for verification. A requirement of the U.S. Department of Education, verification is the process of confirming information submitted on the FAFSA. Students are responsible for submitting requested information to complete the verification process no later than 45 days before the last day of the student's enrollment. However, federal student aid will remain estimated and will not be credited to the student's account until verification is complete. Additionally, students awarded Federal Work Study will not be eligible to begin employment until verification is complete.

Items to be verified include: Adjusted Gross Income, U.S. income tax paid, number of family members in the household, the number of family members enrolled in post-secondary schools at least half time, untaxed income, and any other conflicting information. Students are notified in writing by the Financial Aid Office of the documents needed to complete verification, and the following documents are those generally required to complete the process:

- Student's federal income tax return transcript from the prior-prior year
- Example for the 2020-2021 academic year, 2018 tax information must be submitted
- Parents' federal income tax return transcript from prior-prior year (for dependent students)
- Spouse's income tax return transcript for prior-prior year (for married independent students)
- Student's W-2 form(s) from prior-prior year (if student did not file income tax)
- All verification worksheets requested

Students are encouraged to utilize the IRS data retrieval tool on the FAFSA as a part of the verification process. If students and parents are able to successfully download their tax information from the IRS into the FAFSA and submit changes, the tax documents listed above will be waived and the verification document only is required. Upon receipt of the verification documents, the school will compare the information on the submitted documents with that on the FAFSA. If discrepancies are revealed, the school will make the corrections, which could result in a change in aid eligibility. The school will notify the student in writing of any changes in eligibility due to verification, within one week of completing the verification process.

The school will cease processing federal student aid for students who fail to submit the required verification documents before the deadline.

If a student is selected for verification after federal student aid funds have already disbursed, the school will withhold all future disbursements of federal student aid until verification is complete. If verification results in the student's ineligibility for aid that has been previously disbursed, then the student is responsible for repaying aid for which he/she is no longer eligible. The school will notify the student in writing requesting full payment of the overpayment of aid for which he/she is no longer eligible. Any student in an overpayment status who fails to repay the overpayment or make satisfactory repayment arrangements will be reported to the U.S. Department of Education and/or to the National Student Loan Data System (NSLDS) and remain ineligible for further federal student aid until the overpayment is resolved.

Satisfactory Academic Progress

In order to be eligible for federal student aid, a student must be making Satisfactory Academic Progress toward degree completion requirements. Federal regulations require schools to monitor academic progress annually or more frequently to ensure each student is meeting minimum qualitative and quantitative standards. Any student not meeting both of these minimum standards at the time of evaluation will become ineligible will remain ineligible for federal student aid until either standards are again met or the student is approved for the appeal.

In accordance with federal regulations, Rosemont College's policy is to monitor academic progress for students in the Undergraduate College at the end of the spring semester. Academic progress for students in the Schools of Graduate and Professional Studies is measured at the end of the spring semester too. In order to be making Satisfactory Academic Progress, a student must have a cumulative grade point average of at least 2.0 (qualitative standard). A student must also have passed at least 67% of the credits attempted (quantitative standard). Any courses with a grade of "W" or "I" will

count as classes not successfully passed. Any transfer credits shall count as credits attempted and completed but will not impact the grade point average standard. These academic progress standards apply even for semesters in which a student did not receive federal student aid.

Students who fail to meet the minimum standards of Satisfactory Academic Progress will be notified in writing by the Financial Aid Office.

Students who fail to meet the academic progress standard may submit an appeal with the Financial Aid Office prior to the start of the next academic semester. The appeal form is available electronically at <https://www.rosemont.edu/admissions/tuition-and-aid/financial-aid/undergraduate/sap-appeal-letter.pdf>

Appeals should specify mitigating circumstances, such as illness or death in the family that prevented the student from achieving satisfactory academic progress.

The Financial Aid Office may request additional documentation to support the appeal.

The student will be notified in writing of the outcome of the appeal.

If the appeal is granted, the student will be placed on probation for the following academic year and will be required to complete an academic plan with the student academic support center (undergraduates) or student services (graduate and professional studies students).

If the appeal is denied, the student will remain ineligible until both standards are met.

Students will also become ineligible for aid if they have not graduated within completing 150% of the required hours needed to complete their program as defined in the Rosemont College Handbook.

Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Subsidized Stafford Loans
3. Federal Direct Parent PLUS Loans
4. Federal Pell Grants for which a Return of funds is required
5. Federal Supplemental Opportunity Grants for which a Return of funds is required

Federal and State Financial Aid Programs

Federal and state financial aid programs are available to students who are enrolled on at least a half-time basis. Eligibility is based on financial need, and in some cases, may be limited depending on fund availability. Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for federal and state aid.

Federal Pell Grant—an entitlement program funded by the federal government; the amount of the award is determined by the Expected Family Contribution (EFC) from the FAFSA.

Federal Supplemental Education Opportunity Grant (FSEOG)—part of the campus-based aid programs funded by the federal government; grants are awarded to students with exceptional financial need, with first preference to federal Pell Grant recipients.

Federal Direct Loan—The maximum amount a student can borrow is determined by his or her grade level. First year students can borrow up to \$5,500; second year students can borrow up to \$6,500; and third and fourth year students can borrow up to \$7,500 for the academic year. The annual loan limits include \$2,000 Unsubsidized Direct Loan eligibility per academic year. Independent students may be able to borrow additional Unsubsidized Direct Loan in addition to the base loan amounts. Independent students may be able to borrow up to an additional \$4,000 Unsubsidized Direct Loan for the first and second academic year and up to an additional \$5,000 for the third and fourth academic year. Dependent students whose parents are denied the Parent Plus loan can borrow at the same loan limits as independent students. The amount of Direct Subsidized/Unsubsidized Loan listed on the financial aid award letter is the gross amount. The government charges loan processing fees (which are determined on July 1st of every year) upfront on all new loans. The net amount of the loan will be reflected on your student bill.

Federal Work Study—campus employment and some off-campus community service positions are available to a limited number of students for students with financial need. An award listed is an eligibility indicator; students will need to apply for consideration for a position. Positions are competitive and eligibility as listed on a financial aid award letter is not a guarantee of the ability to secure a position.

State Grant—grant funds awarded to undergraduate students based on eligibility according to each state's guidelines. For Pennsylvania residents, the Free Application for Federal Student Aid (FAFSA) must be processed before May 1 for full consideration for a PHEAA Grant. Students receiving a PHEAA Grant must pass at least 24 credits during each academic year that a full-time state grant award is received in order to make academic progress for future state grant awards. Students must also be enrolled in at least 50% of their coursework on site versus online. Students receiving a grant from a state other than Pennsylvania should check with their state agency regarding academic requirements for renewal.

Rosemont Merit Scholarships and Grants

Institutional scholarships are awarded through the admission process. The College reserves the right to limit the number of scholarships awarded. Students must remain in good academic standing for scholarships awarded on the basis of academic merit. Students must maintain satisfactory academic progress to retain institutional awards that are not based on academic merit. Student's academic progress is reviewed at the end of each spring semester.

The Cornelian Scholarship- Full Tuition & Fees

Full tuition and fees scholarship from Rosemont College awarded annually for two outstanding graduates of Catholic High Schools. Students must submit an additional application, and the finalists will be invited to an on-campus interview from which the recipients will be selected. This scholarship is awarded to first year students who represent the ideals of Cornelia Connelly, the founder of the Holy Child Jesus Catholic order.

The Sister Maria Stella Kelly Art Scholarship

Awarded to students wishing to pursue a degree in the field of art at Rosemont College and who demonstrate outstanding artistic skill. Award amount varies.

Presidential Award –

Residential - \$7,500 to \$8,000

Commuter - \$4,500

Awarded to first year students admitted based on SAT and/or high school GPA.

Maroon & Gray Award –

Residential - \$4,000 to \$4,500

Commuter - \$3,000 to \$3,500

Awarded to first year students admitted based on SAT and/or high school GPA.

Raven Award –

Residential - \$2,500 to \$3,000

Commuter - \$2,500 to \$3,000

Awarded to first year students admitted based on SAT and/or high school GPA.

Transfer & International Awards –

Residential - \$4,500 to \$7,500

Commuter - \$3,500 to \$5,000

Awarded based on GPA for International students and College GPA for Transfer students.

Rosemont Grant- variable

Awarded on the basis of financial need as demonstrated by the FAFSA.

Dining Services

Dining Services

Mr. Geoff Hollingsworth, *Director of Dining Services*

Mr. Nadir Allen, *Director of Catering and Events*

Mr. Jeff Markiewicz, *Assistant Director of Operations*

Chef Larry Washington, *Executive Chef*

Parkhurst Dining Services provides food service and catering needs to the Rosemont College community.

When Rosemont College is in session, breakfast, lunch and dinner are served in Cardinal Hall, Monday - Friday. Brunch on Saturday and Sunday is also served in Cardinal Hall. Members of the Rosemont College community, (commuting students, faculty, staff, and administrators) may participate in a prepaid debit card plan available thru Business Office. However, there is a separate commuter plan also available at the Business Office. Students, faculty, staff and administrators can use cash equivalency at Raven's Nest on Monday through Thursday.

Cardinal Hall – Monday-Friday

Breakfast: 7:30am to 10am

Lunch: 11am to 2pm

Light Lunch: 2pm to 4pm

Dinner: 4:30pm-7pm

Cardinal Hall – Saturday and Sunday

Brunch: 11am to 2pm

Light Lunch: 2pm to 4pm

Dinner: 4:30pm to 7pm

Ravens Nest – Monday-Thursday

Dinner: 4:30pm to 11pm

Kiosk – Monday-Friday

8am to 4pm

Questions by resident students regarding special dietary requirements should be directed to the any of the food services management. Arrangements can be made with the Director of Catering to cater parties and special events. A catering guide is available at iWay. Students seeking part-time employment in the Raven's Nest or Cardinal Hall should contact the Assistant Director of Dining Services.

Rosemont College requires that all resident students (including graduate students) be on a 10, 14, or 19-meal plan. The food service company is required to meet any special dietary needs of students including vegetarians and students with special medical conditions. A student may contact the Director of Dining Services at x3934 to schedule an appointment to discuss her/his dietary requirements.

Rosemont College Department of Information Technology
helpdesk@rosemont.edu

The Rosemont College Department of Information Technology supports the College's mission statement by integrating technology throughout the institution. This vision recognizes the importance of information services and technology as a means to enhance Rosemont's commitment to excellence and joy in the pursuit of knowledge, and dedication to educating women and men and to develop the strengths and abilities they require to respond to the needs and challenges of the times.

Key components of campus technology include:

The iWay

<https://iway.rosemont.edu> - is the portal through which students, faculty and staff access information including course registration, personal academic and financial aid information, Business Office information and grades. The "Help Tab" on the iWay contains extensive assistance for all aspects of technology, and is the first tier of tech support for the College. The Help Tab also provides appropriate contacts for further assistance if needed.

Office 365

<https://email.rosemont.edu> - in partnership with Microsoft Corporation, Rosemont offers all matriculated students and employees a rosemont.edu email address. All Rosemont College electronic communication with students uses this address. Students are expected to check campus email for important announcements, and to respond accordingly. The Rosemont email address can easily be forwarded to a personal email address, but the robust storage capacity, ease of use, and ability to log in from any computer makes your rosemont.edu address one that will be very useful. In addition, students receive free storage (1 TB) for documents and other files using OneDrive, plus the ability to download the Microsoft Office Suite (Word, Excel, PowerPoint) free of charge on up to five devices.

For additional details, including login, consult the Help Tab at <https://iway.rosemont.edu>

All College-related electronic communication is via the Rosemont email account. If you cannot access it, use the personal email address on record with the Registrar (students) or H.R. (faculty and staff) and write to: helpdesk@rosemont.edu

Rosemont College Online

<https://rosemont.instructure.com> - For the convenience of our students, Rosemont College offers a range of study options, including web-assisted and fully-online courses. The online platform is called "Canvas".

All students with a personal computer or mobile device may take advantage of wireless access throughout campus. A brand new wireless network has been installed in each Residence Hall. Students will enjoy consistent and robust wireless connections using the new network in the Residence Halls. Resident students are also welcome to use wired internet access for a single device in their room. They may connect one network device to the drop (game console or laptop). Students may NOT install wireless or wired routers, hubs, or switches in their room. Public computer areas throughout the Gertrude Kistler Memorial Library and in the Science Building provide workspace for individual and collaborative use.

E2Campus

A self-signup service, E2Campus provides an emergency notification system by sending text messages and/or email messages directly to your cell phone. The service is also used to provide weather-related information including school closing or late class scheduling.

Go to:

www.E2campus.com/my/rosemont

Select: "I need to create an account."

Please check for possible text message fees your wireless provider may charge.

This is a SPAM-free application. Your name and personal contact information are protected and will remain private. You may change your message preferences or unsubscribe at any time.

Media Services

Media Services supports the College community by providing laptop-projector combinations, TV-DVD combinations, sound services, and other multi-media technologies for instructional support in the classroom. For media services, the Instructor should write to media@rosemont.edu at least two class days before date of requested use.

Social Networking Policy

Rosemont College (Rosemont) recognizes that social networks are both a means of communication and a part of relationships. However, as with all forms of communication, there are rules and guidelines that apply. To assist you, we have developed this social networking policy (the "Policy"), which covers all forms and manners of online social media and social networking. (For purposes of this Policy, the terms "social media" and "social networking" are synonymous.) Below are some current examples of social networking activities. These are just a few examples. This Policy includes all forms of online expression, now existing or later developed.

Social networking sites: Facebook, LinkedIn

Video and photo sharing web sites: Flickr, YouTube, Snapchat

Micro-blogging sites: Twitter, FourSquare, Instagram

Weblogs or blogs: BuzzFeed, Mashable, TechCrunch

"Wikis" or other collaborative websites designed to enable anyone with access to contribute or modify content:

Wikipedia, Digg

Online forums and discussion boards: Yahoo! Groups or Google Groups

Any other websites or software applications that allow individual users or entities to publish content on the internet

Social Networking Rules

Below are our rules for social networking. All individuals who are part of the Rosemont community are responsible for what they post and communicate to others. These rules apply whether you engage in online activities on or off of College grounds and whether you use your personal computer or the college's computer hardware. We have these rules not just because the misuse of social networking may create liability or business risk for Rosemont College, but also because it may create the risk of personal liability for you. Rosemont reserves the right to change these rules from time to time, as we deem appropriate.

You are solely responsible for anything you publish online. We expect you to read, be familiar with, and abide by all of Rosemont's policies, procedures and other rules that apply to you (collectively, the "Rules"). If you engage in social networking, you must follow, and act consistent with, the Rules and your conduct and communication may not conflict with any of the Rules, whether related to harassment, confidentiality, intellectual property, computer use, or otherwise.

You may not publish any threatening, harassing, bullying, disparaging, defamatory, inflammatory or knowingly false material about Rosemont, its students, employees, alumni, faculty, administrators, staff, volunteers, guests, vendors, competitors, membership associations, or anyone else.

You are prohibited from making any disparaging, stereotyping or harassing comments with regard to any protected group (for example, age, gender, pregnancy, race, ethnicity, religion, national origin, citizenship, veteran's status, disability, handicap, marital status, and sexual orientation) if such comments are about Rosemont employees or students. Such comments also may violate this policy if Rosemont students or employees become aware of them, even if they are not about or directed to them. You also are discouraged from making such comments about other people apart from Rosemont students or employees.

You may not represent that Rosemont endorses any of your communications or personal opinions and you may not use Rosemont to promote any opinion, belief, product, cause or political candidate. When necessary or appropriate, include the statement: "This is my personal opinion and not that of my school." When you are stating your personal opinion, do not include Rosemont by name or circumstance in the communication.

Do not use Rosemont's logo or any of our other marks or images, unless you obtain written permission in advance from the Vice President for College Relations. Respect all copyright laws and references and cite sources as appropriate. Rosemont reserves the right to monitor, access, search, block, copy, delete, review, and disclose at any time messages or documents created, sent, stored or received on, as well as any websites visited on, any of Rosemont's communication systems, whether accessed on-site or via remote locations, including, but not limited to: computer software and hardware; workstation PCs and laptops; remote access servers; e-mails servers and systems; instant messaging networks; text messaging networks; voice mail systems; internet servers; and portable devices, such as smartphones. By using Rosemont's communication systems to which you have no expectation of privacy, whether accessed on-site or via remote locations, employees and students consent to Rosemont's monitoring, accessing, searching, blocking, copying, deleting, reviewing and disclosing, both real time and after the fact, any documents or messages which they create, send, store, or receive on, as well as websites visited on, the Rosemont's communication systems.

Also keep in mind that information published on the internet may be freely accessible to anyone; it does not matter whether our computer systems or network are utilized in publishing this information. For example, we can monitor a Twitter feed that a Rosemont student updates from inside that student's own home, even if the student did so without using any of Rosemont's communications systems.

All references to students in this policy refer to not only current but also prior and prospective students.

Social Networking Guidelines

Below are our current guidelines for social networking. These guidelines are intended to help you make appropriate decisions about blogging, communicating on websites, posting on video and picture-sharing sites, communicating online, whether on blogs or elsewhere, and any other social networking activities in which you may engage. These guidelines are intended to also protect Rosemont's interests. Rosemont reserves the right to change these guidelines from time to time, as we deem appropriate.

Exercise good judgment and common sense. Always pause and think before posting. What you post online may be accessible to the general public. Ask yourself questions such as: Is my social networking activity appropriate? Am I adding value?

When engaging in social networking activities and communication (especially when disagreeing with others' opinions), keep your communication civil, appropriate, respectful and polite.

Follow the terms and conditions of any social media sites and software and hardware that you utilize, and familiarize yourself with their privacy settings so that you may control who can view the content you publish online.

People who either hide behind pseudonyms or create anonymous posts compromise the value of social networking.

Identify yourself when posting in order to lend credibility to your online contributions.

Stick to your area of expertise. Write about what you know and provide only your perspective.

Remember your audience and remember that your social networking activities may create a perception about Rosemont.

Current and potential students, alumni, potential employers of students, peers and others may be able to view what you post online. Consider this point to ensure that your post will not alienate, harm or provoke any of these groups.

You are responsible for everything that you write or present online. Take ownership of your online content. If you make a mistake, admit it and correct it.

Don't let social networking activities interfere with your other responsibilities and duties.

Students who have any complaints or issues involving Rosemont are encouraged to bring them to the attention of the Dean of Students before blogging or otherwise engaging in social networking about them.

Follow a code of ethics. There are many codes of ethics for social media participants that can help you participate responsibly in online communities.

If you have any questions about this Policy, please contact the Dean of Students. Violations of this Policy may result in discipline up to, and including, expulsion from Rosemont College.

Gertrude Kistler Memorial Library

Ms. Catherine Fennell, *Executive Director of Library Services*

Mr. Joseph Tresnan, *Assistant Director of Library Services*

Ms. Sarah Bolce, *Evening/Sunday Supervisor*

Ms. Kathleen Deeming, *Head of Access Services*

Ms. Sara Sargent, *Assistant to the Executive Director*

Ms. Elena Sisti, *Archives/Reference Librarian*

Mr. Brice Peterson, *Reference Librarian*

Mr. Tinu Johnson *Evening/Saturday Supervisor*

Ms. Lillian Mann, *Archives Assistant*

The College's library program meets the study and research needs of the students and faculty by combining traditional library strengths in the liberal arts with state-of-the-art access to information and resource sharing.

The Gertrude Kistler Memorial Library, the first academic building erected on the Rosemont campus, was a gift of Mr. and Mrs. Sedgewick Kistler in memory of their daughter. It houses in open stacks a collection of over 138,000 volumes and 20 current periodical subscriptions, along with 17,350 electronic journals, 11,669 e-books, 2,100 audiovisual items, and 22,000 microform materials. TRELIS (The Rosemont Electronic Learning and Library Information System) is the portal to the library's electronic collections, books, and media resources. TRELIS includes the on-line catalog, 43 electronic periodical indexes, full-text databases and Reference e-books. The Library is wireless with twenty-four computer workstations/laptops for TRELIS located throughout and twenty-four laptops in the Library classroom. All have access to printers located in the Information Commons and the Learning Commons. TRELIS can be searched from any building on campus through the campus network. Remote access to TRELIS is available through a proxy server. To access the proxy server, students must have a Rosemont email address and password. Students use their student id to borrow physical materials from the Library.

Librarians and staff are available to instruct students in the use of TRELIS and in other information technologies and in locating information via the Internet.

Personal librarians are available for first year students. Students can send reference requests via email to the reference desk as well as contact a librarian by phone. Other services include interlibrary loan from libraries throughout the United States, and individual or course related instruction. For further information, go to <http://www.rosemont.edu/library/index.php>.

Library hours during the Fall and Spring semesters are:

Monday, Tuesday, Wednesday 8:30 a.m. to 2:00 a.m.

Thursday 8:30 a.m. to 11:00 p.m.

Friday 8:30 a.m. to 6:00 p.m.

Saturday 1:00 p.m. to 6:00 p.m.

Sunday 1:00 p.m. to 10:00 p.m.

Summer, holiday, and vacation hours as well as hours during midterms and final exams vary and will be posted online (<http://www.rosemont.edu/library/hours.php>)

Students may borrow materials from the libraries of Villanova University, Arcadia University, Cabrini College, Chestnut Hill College, Holy Family University, Immaculata University, Gwynedd Mercy College, and Neumann University upon presentation of their Rosemont I.D. card. Library fines owed to one institution's library will be honored by the other as outstanding financial obligations which must be paid before registration permits, and transcripts or the issuing of a diploma.

The library does not charge daily overdue fines for regular materials, but a second overdue notice will result in a non-cancelable service charge of \$1.00 per item. If a book or other item is not returned, the borrower will be charged a minimum of \$50.00 for replacement and processing costs. Reserve and inter-library loan materials carry their own overdue fines which are posted in the library.

Remote Access to Library Databases: <http://www.rosemont.edu/about/library/index.php>

- Click on Online Resources and then click on Electronic Databases.
- Locate and click on the database you wish to use. (Databases are listed in alphabetical order.)
- Log in using a valid Rosemont College email username and password.
- Only one login is required to access all of the databases until the browser window is closed. Please be sure that cookies are enabled in your browser.
- You may need to modify or reconfigure your firewall to allow unrestricted access to the rosemont.edu domain.
- In a corporate environment, please contact your network administrator to review firewall restrictions that may block access.
- For further technical assistance, please contact helpdesk@rosemont.edu.

Wellness Center

Ms. Helen Cline, RN, *Director of the Wellness Center*

The Wellness Center's mission is to enhance and support students' college experience. Our goal is to modify or remove any health-related barriers to learning, promote optimal level of wellness and enable students to become informed health care consumers. We offer counseling on health-related concerns, routine medical care by a registered nurse and the College physician. The physician is available by phone when the Wellness Center is open and has office hours once a week on campus.

Upon admission all incoming students must provide:

- Copy of their immunization records
- A recent physical exam from their primary physician
- Completed Meningitis Vaccine Report, required by the Commonwealth of Pennsylvania. Students may sign a waiver to defer the vaccine, but we strongly urge students to protect themselves from this rare but life-threatening disease

Students have the right to expect all aspects of their health will be treated as confidential. Access to student records is limited to the Wellness staff and medical personal involved in the student's care.

In case of a life threatening emergency or rare instances of imminent risk of harm to self or others, pertinent medical information is shared with emergency care providers and the Dean of Student Life.

The Wellness center does not provide students with written excuses for class absences due to illness or injury. Students are responsible for communicating with their professors and their employers if they are absent from class or work. Under certain circumstances, the Wellness Center will document an absence and notify the Dean's staff. The Dean's staff will then notify the professors. This occurs when the student has a contagious illness, a serious injury or hospitalization.

Routine services of the Wellness Center are available to all Rosemont students and are covered by the General Fee. Special services, such as lab tests, prescription medications, ambulance and hospital costs must be paid separately by the students.

Rosemont students are required to carry personal health insurance. Insurance may be provided by family health insurance plans or individual student health insurance plans. Information on Rosemont College's health insurance plan is available in the Office of Student Life. It is the responsibility of the student to obtain and maintain such coverage. If a student's family has private coverage, s/he may waive enrollment in the Rosemont College sponsored plan by completing a "Waiver Form." Without completion of an Insurance Waiver and a copy of the student's health insurance card, students will automatically be enrolled in the College plan and billed accordingly.

Academic Offices

Academic Deans

Dean Paulette Hutchinson, *Academic Dean – Undergraduate College*

Dean Karen Geiger, *Interim Academic Dean – School of Graduate and Professional Studies*

Mrs. April Higgins, *Office Manager and Assistant to the Academic Deans*

The Academic Deans, members of the faculty, are the educational and administrative officers directly responsible, under the Provost, for the academic programs of the Undergraduate College and the Schools of Graduate and Professional Studies.

The Academic Deans recommend to the Provost and the President individuals for teaching and academic support positions, and recommend faculty for promotion, tenure, reappointment, and sabbatical leave. The Academic Deans are responsible for the quality of the academic programs, and, in conjunction with division chairs, is responsible for maintaining quality teaching. They are also responsible for the academic budgeting process.

Office of the Registrar

Mx. Keely Cutts, *Registrar*

Ms. Mary Grasmeyer, *Transcript/Transfer Credit Processing Coordinator*

Ms. Patricia Barr, *Student Services Coordinator*

Ms. Amy Berrios, *Coordinator of Reporting and Assessment*

The Office of the Registrar is responsible for maintaining the academic records of all current students and alumni; producing and distributing the Master Schedule of Course Offerings; conducting registration procedures; and compiling student statistical information. Specific functions of the Registrar's Office include: verifications of student attendance (both current and alumni); updating and generating academic records; issuing transcripts upon students' written requests; processing course registrations and Drop/Add; preparing and distributing the final exam schedule each semester; processing interinstitutional program data; ordering diplomas; preparing the graduation program; assigning classrooms for all the courses; reporting enrollment for VA benefits purposes.

Student Academic Success Center (SASC)

Dr. Anne Coleman, *Associate Academic Dean – Undergraduate College*

Dr. Arlicia Miller, *Coordinator of Advising and Student Academic Success and Special Programs Coordinator*

Ms. Christy Leigh, *Coordinator of Advising and Student Academic Success and ADA Coordinator*

Mrs. Grace Lennon, *Administrative Assistant to the Director of the SASC/Office Manager*

The Student Academic Success Center's mission is to assist Rosemont's students in achieving academic success through advising, tutoring, writing Success in person and online, and guidance with academic policies and procedures.

What the SASC provides

- Assistance with pre-registration and schedule alterations.
- Advising about General Education requirements, academic policies (e.g. summer courses, transfer credits) and general information about majors.
- Tutoring in all subjects including a writing support center.
- A quiet study environment combined with the resources needed for academic success.
- ADA accommodations and support.
- Facilitation of communication with faculty members on issues such as testing accommodations, tutoring requests, and academic policies.

- Academic Coaching
- Workshops on academic support topics such as time management, test taking strategies and notetaking skills, faculty communication.

Location and Hours

- **Location:** Room 115 of the Science Building (Ground Floor)
- **Hours of Operation:** Monday – Thursday: 9:00am to 9:00pm; Friday: 9:00am to 5:00pm
- **Phone:** 610-527-0200, ext. 2328
- **Email:** SASC@rosemont.edu

Disability Resources

In accordance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 as amended by the American with Disabilities Act Amendments Act of 2008, the Student Academic Success Center (SASC) provides reasonable accommodations to students with documented disabilities to ensure equitable access to educational programs and services at Rosemont College.

Under the law, a disability is defined as an impairment that substantially limits one or more major life functions. To request accommodations, students must register with the SASC, which includes providing appropriate documentation. To verify the disability and its severity, and to determine appropriate accommodations, the SASC Disability Resources Coordinator reviews the student’s self-report, supporting documentation, and the program requirements for which the student is enrolled. All documentation is reviewed on a case-by-case basis, and accommodations are determined through a collaborative process.

It should be noted that the law does not require that students with disabilities be given either special advantages or the “best” accommodations, nor does it compel the College to provide accommodations which impose an undue burden on the institution.

Registering for Accommodations

To receive disability accommodations for the first time at Rosemont College, you must register with the [Student Academic Success Center](#) by submitting documentation and completing the steps below.

1. Complete and return the student self-report questionnaire
2. Submit documentation* of your disability
3. Once steps one and two have been completed, our Disability Resources Coordinator will review your documentation and will schedule an in-person appointment.

Steps 1 and 2 should be completed by the respective priority deadlines below. Documentation submitted after the priority deadlines will be reviewed in a timely manner; however, the decision-making implementation may not be guaranteed by the beginning of the semester. Please note that accommodations are not granted retroactively.

Academic Priority Deadlines

- **For Fall 2019 – July 15, 2019**
- **For Spring 2020 – December 1, 2019**
- **For Summer 2020 – April 1, 2020**

* Students may submit their Individualized Educational Program (IEP), 504 plans, and/or history of services that were previously received as supplemental information (a written report from a certified school psychologist, physician, psychiatrist, or psychologist).

Submitting evidence of a diagnosis alone may not meet the standard of a disabling condition or be sufficient to warrant accommodations. All accommodation recommendations must be logically related to the student’s functional limitations based on evidence from the clinical evaluation.

If the documentation that has been submitted does not contain enough information to determine appropriate accommodations, the student will be contacted. Final decision of appropriate accommodations will be determined by the Disability Resources Coordinator.

Definitions

Disability: A person with a “disability” is defined as a person who has or is regarded as having any permanent mental or physical condition that substantially impairs or restricts one or more major life activities. Such activities include as performing normal tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A disability is not a temporary condition (e.g., a broken arm) which will end at some point.

Reasonable Accommodation: Reasonable accommodation refers to modifications in the learning environment that would enable a student with disability to enjoy equal opportunity. Accommodations may also include some modification to the physical environment.

The Office of Leadership and Engagement

Ms. Jessica Burns, *Director of Leadership and Engagement*

Ms. Elizabeth Cunningham, *Assistant Coordinator of Leadership and Engagement*

The Office of Leadership and Engagement at Rosemont College, aims to enhance the overall experience of the students through the development of, experience with, and participation in social, cultural, intellectual, recreational, leadership, and governance programs and activities. Through such programs and activities, the office strives to meet the needs of Rosemont College's diverse student population. Additionally, the Office of Leadership and Engagement supports the continuous efforts of students to build a receptive, inclusive, and communicative campus community – with the Student Life Division and other areas of Rosemont College's community.

In accordance with our mission, the Director works in conjunction with other offices on campus, as well as other local institutions, to coordinate events on-and off-campus. Examples of on-campus events are performances in the Rotwitt Theater, Family Weekend, movie nights, parties/dances, Founders' Day, lectures/forums, and the Holiday Evening. Off-campus events might include volunteer opportunities, museum trips, Philadelphia events, local coffeehouse outings, trip to New York City, and other local colleges' activities. More current information about the Office of Leadership and Engagement is available at www.rosemont.edu.

The Director of Leadership and Engagement also serves as advisor for the Student Government Association (SGA) and the Rosemont Activities Council (RAC). The Director develops and facilitates leadership training for student leaders – in such forms as on-campus workshops, Leadership Weekend, and intercollegiate leadership training.

Located on the lower level of the Hirsh Community Center (HCC), the Office of Leadership and Engagement also supervises postings of club and department events on campus. The Office of Leadership and Engagement supports and encourages students to be active participants in all kinds of events and activities on and off campus, and to make full use of facilities provided by the College thus becoming strong, active, and dedicated leaders in the Rosemont College community.

The Office of Leadership & Engagement also oversees the facilitation of approved travel on and off campus for both registered organizations and faculty. Any travel involving students off campus such as educational field trips, retreats, day trips, etc. should be addressed to the Office of Leadership & Engagement for Dean of Students approval. For more information and access to the travel waiver and approval form, please contact activities@rosemont.edu

SOAR (Student Orientation at Rosemont)

Rosemont extends a welcome to new students at the beginning of each academic semester. In the fall, Welcome Week activities are followed by programs which focus on various aspects of personal and academic adjustment to college.

SOAR weekend is an exciting time as new students become part of the Rosemont campus life and its traditions. Current College practices and procedures are reviewed and interesting aspects of Rosemont's past are highlighted. New students meet one another and begin building friendships in their Orientation groups. Upper-class students serve as the Raven Peer Leaders (RPLs). They guide these groups throughout Orientation activities. Their selection and training by the Student Life Division begins in the preceding spring. The Director of Leadership and Engagement in close coordination with student life professionals and other administrators and faculty plan the SOAR Program.

Student Activity Event

When planning an event, the Director of Leadership and Engagement should be consulted regarding appropriate paperwork. The following forms are located in Appendix C and on the website and can be obtained in the Leadership and Engagement Office and on the College's website:

- Event Registration Form
- Large Event Hosting Guidelines
- Large Event Approval Form
- Venue Reservation Form and Guidelines

Student Activity Fee

The fee is charged by the College specifically to support student government, athletics, activities and some publications, and to stimulate programs by clubs and organizations.

A portion of the Student Activity Fee is allocated by the Student Government Association Executive Committee with approval of the Director of Leadership and Engagement. All matriculated and/or full-time students (carrying 12 or more credits) pay the full fee each fall for the academic year. Part-time matriculated students (carrying ten credits or less per semester) shall pay one half of the fee.

The Student Activity Fee may not be used by student organizations to pay for alcoholic beverages or for personal expenses of students unrelated to authorize expenditures. Organizations must document all bills to be paid by the SGA Vice President-Finance in accordance with proper accounting procedures. Officers and sponsors of student organizations will be held responsible by SGA for incurring debts beyond financial resources, or for misappropriation of funds and clubs and organizations must submit financial reports monthly. The accounting journals are audited semi-annually by a C.P.A. See SGA Constitution at the end of this booklet for additional details.

Campus Event Policies

Event Registration

Before any Rosemont College recognized club can hold an event on or off campus, they must submit an Event Registration to the Student Government Association Executive Board.

Event registrations are to be submitted online through the Office of Leadership & Engagement. This form provides the Student Government and administration at the college of the intent of a club/organization to host an event in the name of their group. ALL events sponsored by Student Government Association or Leadership & Engagement should be sponsored by a college sponsored group or department.

Event registrations will only be reviewed by the Student Government Association if the event date is **more** than two weeks out. Any group intending to hold an event starting after 8pm or expecting 30+ guests must submit an event proposal no less than three (3) weeks out and following the Late Night/Large Event Policy.

Late Night/Large Event Policy

Any group event labeled as strictly social that has the potential of being a large event (30+ guests) or taking place after 8pm on the weekend must abide by the Late Night/Large Event Policy. Any event open to off campus guests also fall under this policy.

General Information

All approved Late Night/Large events must fulfill all requirements of selected party level. If you plan to advertise for the event, please complete the Marketing Request Form online and include all mediums of advertising.

- The Club event coordinator and event staff must meet with the Director of Leadership & Engagement to discuss the event plan.
- Public Safety and Residence Life (if applicable) will be made aware of your event to allow for the proper accommodations.

Event Staff

At least one (1) staff/faculty member is required for any Late Night/Large event that requires intake of cash or is not taking place in a residence hall space is required to be present at check-in and remain in close proximity to the event. Pending the event size, the number of event staff may increase or decrease. Club Advisors are the primary event staff, however, Student Life may staff if needed.

- Administrators on Duty (AOD) may also act as a “last resort” event presence; however, it must be approved by the Office of Residence Life at least 1 week in advance.

Event Locations

All Approved Late Night/Large Events must take place in a Student Life or College Relations space. This includes:

- HCC Community Room
- Residence Hall Lounges & Basements
- Commuter Lounge
- Rotwitt Theater
- Lawrence Auditorium
- Connelly Green
- Cardinal Dining Hall

Off Campus Guests

Any event open to off campus guests must be designated in the SGA Event Proposal form when submitted for approval.

Events taking place in a Residence Hall space must adhere to the following:

- All off campus guests MUST be signed in by a resident student of the college at the front desk.
- All off campus guests are expected to abide by the Rosemont College Code of Conduct. In the event of an incident, the Rosemont College Student will be held responsible.
- A separate sign in sheet must be kept outside of Residence Hall records.
- No guests under the age of 18 are permitted to enter the event.
- The event must abide by the Residence Life section of the Code of Conduct as well as the general Code of Conduct.
- **Note:** During the Fall 2020 semester, no non-Rosemont guests will be allowed in the residence halls at any time.

Events taking place in a Non-Residence Hall area must adhere to the following:

- Event staff assigned to the event are required to run event sign-in
- All Off Campus guests MUST be signed in by a Rosemont College Student with proper government-issued identification.
- All Off Campus guests are expected to abide by the Rosemont College Code of Conduct. In the event of an incident, the Rosemont College Student will be held responsible.
- No guests under the age of 18 are permitted to enter the event.

Event Levels

All Late Night/Large Events must identify with 1 of 3 event levels when seeking approval. This provides the necessary offices a general idea of what kind of event and turnout you are expecting.

Level	Guests Expected	Event Staff Needed
1	30 – 60 guests	1 faculty/staff required
2	61 – 80 guests	2 faculty staff required
3	80+ guests	3 faculty/staff required

Guest Sign in Sheets and wristbands are required for all Late Night/Large Events at Rosemont College.

Loitering

ABSOLUTELY no loitering is permitted outside of the building before, during, or after a Rosemont College event. All exits are FINAL. No one who has been asked to leave the event by the Event Staff or security personnel is to be allowed back in under any circumstances.

Smoking, Alcohol, Drugs

Per the College's Code of Conduct, Students and visitors may not smoke indoors, including at any Rosemont College event. All smoking must take place at least 50 feet from the building. Residence Life policy states that smoking must take place at least 50 feet from residence halls.

No one may consume alcohol or drugs before entering an event or bring or consume alcohol or other drugs in the event.

The use of smoke machines (juuls, e- cigarettes, vapes, etc.) are not permitted because they activate the smoke detectors and fire alarms.

Any events happening outdoors must designate a smoking area during the event planning process.

Alcohol Limits

All club sponsored events are required to remain dry (no alcohol). Departmental events such as Spring Formal, 100 Days party and Senior Week or any other events deemed appropriate may serve alcohol. Students under 21 must not be served alcohol.

Guests at wet events must be served no more than 4 drinks at any party. (One drink, per hour per person of legal drinking age is permitted for a maximum of 4 hours.) Each guest over the age of 21 must receive a drink bracelet through the event staff with 3 “drink tabs.” The detachable tabs and bracelet itself are good for 4 drinks.

Common source containers (other than kegs) are not permitted.

All alcohol must be served by Dining Services staff.

Event Host Responsibilities

The following are the responsibilities that event hosts must take on at an event. Please be aware that the only people permitted to act as event hosts are those who are listed on the Large Event Approval form as event hosts.

Before the event:

1. Group hosting the event must meet with the Director of Leadership and Engagement at least 21 days prior to the event (3 weeks). They must present details on the event including times, set-up plans, relevant details (approximate number of guests, etc.) and security measures.
2. Any guest attending the event who is not a Rosemont College student
3. The Request for Public Safety Officers form (which can be found in the Public Safety Office) should be presented to the Director of Leadership and Engagement once signed. The Director of Public Safety reserves the right to make any stipulations s/he feels appropriate at that time. This would include, but is not limited to, outside security measures such as off duty police officers.
4. The Office of Leadership & Engagement requires a minimum of one Rosemont College staff or faculty member to serve as the Event Staff at all student sponsored events. The responsibility of obtaining an Event Staff is that of the sponsoring group.

Event Staff are expected to provide supervision, ensuring that student sponsors and event workers understand their responsibilities and tend to their duties. Student sponsors and Event Staff should work closely and communicate regularly throughout the evening.

Event Staff are authorized to intervene in any situation that warrants intervention and may, in consultation with Residence Life or Campus Safety, decide to terminate an event if necessary.

Event Staff are expected to:

1. Be in attendance for the duration of the student sponsored event.
2. Ensure that College policies and event procedures are followed. Advise students, security and other staff as necessary.
3. Assist with any problems or emergencies that might arise.

Event Staff are required for all College-sponsored events (i.e. – club events, conferences, etc.) on and off-campus. All clubs providing demonstrations or doing experiments must have their advisor present. If an event does not have event staff, the event shall not be approved and will be cancelled.

During the event:

Set up for the event must be completed 20 minutes prior to the event. This includes a guest sign in table (required), coat arrangements, ID check (required), general room set-up, etc. Failure to do so may result in suspension of the group's hosting privileges.

ALL guests for a Rosemont event must have a valid form of ID to enter. No exceptions will be made.

The following are accepted forms of ID; driver's license, state-issued ID card, school ID, military ID, and passport. Rosemont College reserves the right to ask for back up identification or refusal of admittance if the ID is deemed not valid. All fake IDs presented will be confiscated and the person presenting the false identification will be held accountable under the Rosemont Code of Conduct and may be subject to punishment by local law enforcement authorities.

Event hosts must make sure that student volunteers understand the role they are to play at the event and should check in with them throughout the event.

Those of age (21 or older) will be given wristbands at the ID check point. Anyone seen consuming alcohol without a wristband will be removed from the event and will be held accountable under the Rosemont Code of Conduct and/or local law enforcement authorities.

Any alcohol served must be in clear plastic cup. All beverages alcoholic or otherwise must be kept inside. No one will be permitted to have cups and or beverages outside of the event location (parking lot, porch areas, etc.).

After the event:

Any damage done to the facilities will be the responsibility of the host group. Rosemont College Facilities will bill the host group for the amount of the damages.

All guests and students must vacate the premises immediately after the event. Only students and volunteers assisting in the clean-up will be permitted to stay. The responsible College representative will determine who is permitted to remain.

Failure to meet any of these guidelines or deadlines will result in immediate cancellation of the event. Rosemont College reserves the right to close any event in violation of these guidelines or that is a security risk, this would include but is not limited to attendance control measures. In addition, we reserve the right to ban any individual from Rosemont College events.

Guest responsibilities

- All guests must be a member or a guest of a member of the college.
- Rosemont students are not permitted to bring no more than 2 guests.
- Guests must abide by the College policies, Late Night/Large Event Guidelines, and Pennsylvania state law.
- Guests must behave responsibly, keeping in mind their own personal safety and the safety of others.
- Guests must cooperate with the requests of event hosts and College personnel to ensure that order and student well-being are maintained.

Substitutions

Should a student scheduled to host an event not be able to work the event, the main host must inform the Director of Leadership and Engagement by 24 hours before the party. It is the responsibility of the main event host to make sure the substitution meets all qualifications and is aware of the responsibilities involved.

Substitutions can be emailed to the Office of Leadership and Engagement.

Page Break **Student Organizations, Clubs, and Interest Groups**

Correspondence and Contracts by Students or Student Organizations

Neither individual students nor student organizations may make commitments on behalf of the College, sponsor contests, or conduct other activities with outside entities without prior approval of the Director of Leadership and Engagement. College letterhead may not be used by individual students or by student organizations. Approved contacts (letters, flyers, etc.) of this kind must be reviewed and approved by the Leadership and Engagement Office. No student is permitted to allow her/his name to be placed on an outside contract nor sign a contract from an outside vendor/agent.

Fundraising by Student Organizations

Any student organization seeking to raise funds on campus must seek approval from the Director of Leadership and Engagement. Approval will not be given for projects which conflict with fundraising by the College. Such funds become a part of the budget for the organization and must be properly accounted for.

Budgeted Clubs

Each Rosemont College student club or organization which has been approved as a budgeted student organization must elect officers each spring, develop a program of activities for the following year, and submit a budget. Clubs and organizations are expected to sponsor activities consistent with their stated purpose for members and the College as a whole throughout the year. Each organization's elected president must attend scheduled meetings of the Program Board and coordinate planning with other organizations and the College Calendar. The treasurer for each organization must keep accurate financial records for the organization and respect the principles of good accounting established by the SGA Vice President-Finance for auditing purposes. Each organization must have an advisor from the faculty, staff, or administration to assist in the planning, to oversee and support the activities, and to provide continuity to officers from year to year.

CLUBS AND ORGANIZATIONS THAT FAIL TO ELECT OFFICERS AND/OR THAT FAIL TO PRESENT A PROGRAM OF ACTIVITIES FOR THE YEAR, INCLUDING A BUDGET PROPOSAL IN EARLY SEPTEMBER TO SGA WILL BE CONSIDERED INACTIVE AND NOT ELIGIBLE FOR FUNDING THROUGH SGA UNTIL REACTIVATED BY SGA. SGA GUIDELINES ARE AVAILABLE FROM THE DIRECTOR OF LEADERSHIP AND ENGAGEMENT.

Every organization should undertake fund-raising to support its own activities during the year, with approval from the Director of Leadership and Engagement. The Student Activity Fee is not intended to provide full funding of all student organizations, events, publications, and activities during the year. A modest admission charge by the sponsoring organization may be necessary to help cover costs for some activities. Organizations are encouraged to work with the Director of Leadership and Engagement and SGA's Executive VP of Finance to develop realistic budgets.

Club Meetings and Programs

It may be difficult for clubs and organizations to schedule meetings and programs at a time when all interested students and other members of the College community can attend. Some meetings and programs should take place during the daytime so that commuting students, faculty, and administrators are able to attend. Some organizations and committees arrange to meet during lunch in Cardinal Hall or the Club Room, located in the Alumnae Hall, can be used by clubs and organizations through the Leadership and Engagement Office.

Leaders of organizations scheduling activities should clear times and dates with the Director of Leadership and Engagement.

Clubs and organizations present an Involvement Fair early in the fall semester to acquaint new students with student organizations and activities.

Page Break

Student Organizations, Clubs and Interest Groups Currently Active on Rosemont's Campus

Student Government Association (SGA)

Coordinates the ongoing process of government in student life and represents the students by being responsive to their needs and initiating change.

Raven Peer Leaders

The purpose of the RPLs is to serve as a role model and source of support and information for the incoming student. RPLs play a major role in facilitating the adjustment of new students and their families/supporters to the Rosemont College community.

Rosemont Activities Council (RAC)

Provides social, informational, and educational programs to the Rosemont community. Membership is open to all students with an eligible GPA of 2.5 cumulative.

Association of Latino Professionals for America (ALPFA)

Professional organization created to support and guide Latinx students through professional networking opportunities.

Black Student Union (BSU)

BSU aims to support the African American student in his/her transition to Rosemont College by providing fellowship and establishing educational opportunities for cultural understanding that will contribute to a healthy and unified community.

Book Club

Aims to nurture students with the love of reading during the school year.

Business Networking Society

In conjunction with the Business department, students are given the opportunity to network with alumni and professional connections while building necessary skills and knowledge associated to business management.

College Democrats

The purpose of the College Democrats is to seek and promote democratic values and progressive change both on out campus and in the greater community. The club works to register students to vote, mobilize activists, and engage in their local and state governments.

College Republicans

The purpose of the College Republicans club of Rosemont is to make known and promote the principles of the Republican Party amongst club members; to encourage and assist in the organization and active functioning of the Republican party and local, state, and national levels.

Feminists of Rosemont (F.O.R.)

F.O.R. aims to provide a sense of unity and community on campus, and to give minority students a chance to have their problems and ideas heard. F.O.R. wishes to grow safe, supportive spaces on campus for women and people of all genders, and to challenge sexism and open discussion about other issues such as race, class, religion, ethnicity, gender identity and expression, and sexuality. All members will have a voice.

Graphic Design Club

Student-led organization providing an outlet and ability to develop digital, professional and . creative works.

International Club

The international club is not only an invitation to welcome various cultures but also a place to be active on campus. The club specifically serves the purpose to host popular events and to promote student community on campus. Through events, students will learn about various cultures around the world.

Jest and Gesture

Provides students with the opportunity to perform, direct, write, and serve in backstage positions in improvised and scripted theatrical performances on stage and in film throughout the year.

The Petaltones

An organization of students, faculty, staff, and administration that is dedicated to staging concerts of popular music. The band performs rock and roll, R&B, jazz, standards, folk, gospel, and country music

People Against Unwanted Sexual Experiences (PAUSE)

Student led club to providing advocacy on towards unwanted sexual experiences. The group provides programming to support education on related issues as well as support for those affected by these experiences.

Pre-Health Club

Devoted to providing the resources required to facilitate a successful career in the field of health care.

Pre-Law Society

Offers information and programs of interest to students who plan to become lawyers.

Queer & Allied (Q&A)

(Q&A) aims to provide allies of the LGBTQ+ community a safe space to talk about social issues, do community service and plan campus events.

Rosemont Student Athlete Advisory Council (RSAAC)

The Rosemont Student-Athlete Advisory Committee (RSAAC) is an organization whose main objective is to create a gateway for student-athletes of the college to take part in researching, planning, and executing ways to actively serve the surrounding community. It also stands as a voice for any feedback any student-athlete may have for the institution. Not only does the organization look to serve the internal Rosemont College community, it also focuses heavily on ways to connect with and serve the surrounding "Main Line" area. By being active members in these communities, student-athletes are able to develop a sense of influence, which in turn develops them as leaders.

Thorn: Art & Literary Magazine

Provides a creative outlet for Rosemont students to exhibit their literary and artistic work. Thorn publishes an annual book with student, faculty and staff submissions, available free to all students.

Yoga (Ohm) Club

Provide students with the opportunity to learn how to develop their own healthy lifestyle through the practice of yoga. The yoga club focuses on teaching different yoga techniques and "flows" that can improve both the physical, mental, and emotional well-being of the club members during the stress of academics and sports seasons.

****Students wishing to start a new club/student organization should contact the Office of Leadership and Engagement and follow the procedures listed below.****

The Student Government Association

All matriculated students at Rosemont are automatically members of the student government and eligible to vote in student elections. The Student Government Association (SGA) represents student opinion and shares in the College governance system. The SGA meets bi-weekly to review student opinion and concerns, to plan events, to appoint student representatives, and to suggest changes in policy to appropriate college offices and committees.

The SGA is composed of five officers elected at-large (Executive Board President, Executive Vice President of Engagement, Executive Vice President of Development, Executive Vice President of Finance, and Executive Vice President of Communications & PR, as well as the appointed members of the general Senate. Each member of senate is selected by the Executive Board after submitting a student petition displaying peer support with a minimum of 10 individual signatures as well as successfully complete a group interview with the Executive Board in September.

The SGA Executive Board, which meets weekly, is responsible for the activities of SGA Committees and selection of various student representatives, the allocation and supervision of the SGA budgets (based on the Student Activity Fee),

and the sponsoring of a number of special events each year. Members of the SGA Executive Board include the five at-large officers, the Dean of Students, and the Director of Leadership and Engagement as liaison members.

Each First Year class elects 1-2 officers annually to the General Senate to represent the class, which conducts class meetings at least once a month and meets regularly to coordinate activities of their class and support general senate discussions and events. The First Year Class Council are elected in the September.

Anyone can and is encouraged to run for a position on Student Government Association general Senate or First Year Council. Eligible candidates must hold a 3.0 GPA and be in good judicial standing with the college.

Changes in the policies of student government are made by student referenda to recommendations of appropriate bodies. Procedural changes may be made by the elected bodies in consultation with appropriate administrators.

All SGA General Board meetings are open to the campus community and are held every other week. Times and locations vary from semester to semester, so please contact a member of SGA or the Director of Leadership & Engagement for updated meeting information. Any non-elected member of the SGA is not permitted to vote in any elections, however, they are able to provide a point of discussion during the appropriate time in the General Board meeting.

SGA Standing Committees

The following on-going committees have been established by SGA to work in specific areas in cooperation with the officers elected by each class. The SGA Executive Board chairs individual committees containing class officers. The Executive Board will place members on committees by an as needed basis following the fall elections in September.

Program Board Committee

Each Class Board will provide one representative to attend Program Board meetings. These meetings are typically held once a month and provide all clubs and organizations an opportunity to share club news, events and ask questions.

Formal Committee

Each class board will provide one representative to attend formal committee meetings. Formal Committee is chaired by the President of Student Government Association or at the appointment of the Executive Board.

The chair and committee members work closely with the Office of Leadership & Engagement in the planning and implementation of the Annual Spring Formal. This participation includes meeting regularly, coordinating venue selection, ticket sales and decorating.

Food Committee

SGA members of the Food Committee will act as student representatives on a committee blended with Dining Services Staff and other appropriate constituents across campus. Members are expected to actively participate in meetings and engage in discussions on the wants and needs of students in regards to the food options and accessibility at Rosemont College.

The student contact for this committee will be the Vice President of Community Relations of Student Government Association or at the appointment of the Student Government Executive Board.

Guidelines for College Clubs and Organizations

Clubs and organizations at Rosemont reflect student interests. Students with a common interest may form a club by first conferring with the Director of Leadership and Engagement to determine if it qualifies for funding. Clubs eligible for funding then petition the Student Government Association for recognition as an approved club. An initial allocation before full funding is available the following academic year.

Criteria: Active Budgeted Clubs and Organizations

If you are a member of an existing club or organization, you must renew each semester to remain an active club or organization on campus. Please submit the following forms to allow continued recognition:

- Club Registration Form – Provided by the Office of L&E at the end of each semester.
- End of Semester Report – Due at the end of each semester.

Paperwork must be returned to the VP of Communications or Director of Leadership & Engagement by the publicized due date. Clubs that have not completed their paperwork will not be allowed to access their club funds, have a table at the Activities Fair or access to their club room.

It is important to renew at the end of each semester in order to review information regarding policies and procedures, get updated information regarding clubs, discuss plans for the upcoming semester, and answer any questions you may have. All clubs are encouraged to participate in all College events.

Each club must attend the Program Board meeting scheduled for the first Wednesday each month or at the discretion of the SGA Executive Board. Clubs missing Program Board for an unexcused reason will be subject to a fine.

Club Privileges & Expectations

As a recognized student club, you are entitled to the following advantages and privileges:

1. Use of Rosemont College's name and logo to identify institutional affiliation
2. Recruitment of members on campus
3. Use of college meeting rooms and facilities for meetings/events on campus
4. Participation in the Activities Fair at the beginning of the Fall semester
5. Publicizing activities and events on campus through flyers, bulletin boards, social media, sidewalk chalk, etc.
6. Use of Club resources and supplies including: club rooms, copy machine, arts & crafts closet, and sidewalk chalk, event props.
7. Ability to apply for a Student Government Association budget.
8. Hold monthly meetings for both the general membership of the club as well as the executive board.

Any College organization sponsoring an event is responsible for seeing that College policies and procedures are upheld. (Current guidelines are available in the Office of Leadership and Engagement.) Failure to do so may jeopardize status as an approved and budgeted organization.

Creation of New Clubs & Organizations

All student clubs and organizations must be recognized by Student Government Association in order to function as a registered club on campus. In order to be recognized by SGA, potential clubs must:

- Schedule a consultation meeting with the Director of Leadership & Engagement.
- Obtain signatures of 10 Rosemont College students interested in joining the club.
 - 4 of those members must commit to being on the Executive Board fulfilling the President, Vice President, Secretary and Treasurer roles.
- Confirm a club Advisor.
 - Advisor recognition is required before club is confirmed (through email to the Director of L&E).
- Submit the following documents:
 - New Student Club Registration Form
 - Club Constitution (Sample attached)
- Upon approval, new clubs are asked to submit Agreement forms for Club Rooms and acknowledgement of receipt of the Club handbook.

Bulletin Board Policy

The College reserves the right to regulate the flow of information on its bulletin boards. Certain areas have been designated for use by specific offices, residence halls, organizations or persons, which in turn shall supervise those notices. Bulletin boards that have been designated Activity Boards are in the Raven's Nest and 1st floors of Lawrence Hall and Good Counsel Hall. In All notices for posting in these areas must be approved and stamped by the Office of Student Life. The College does not accept responsibility for information appearing without authorization and reserves the right to remove unapproved postings.

Materials are to be posted on general bulletin boards only. Signs in the lower right hand corner of the board indicate either a "General" or "Reserved" board. Signs should be removed within 48 hours after the event to which it pertains and should not be posted on exterior or interior doors, signs, painted surfaces, wooden door frames, marble walls, windows, leaded glass, or other glass surfaces. Items improperly posted or not approved by the Office of Student Life will be removed. The cost for repairs to damage incurred by improper posting will be assessed to the sponsoring office, organization or individual.

“Chalking” requires specific permission from the Office of Leadership & Engagement, and may only be done in specified areas. It must be cleaned away promptly.

Use of Photography Policy

Federal Law and College Policies

Federal law and College policy, govern Rosemont’s use of photography that includes students. The federal law is the Family Educational Rights and Privacy Act (FERPA) and the College policy is this Use of Photography policy together with the College Photography Release.

FERPA: Family Educational Rights and Privacy Act

The federal law known as FERPA protects the confidentiality of certain information and records pertaining to students that the College maintains. Unless the student consents (or a FERPA exception applies), the College is prohibited from disclosing to third parties information from a student’s education records. FERPA permits the College to define several types of student information as “directory information,” which the College may disclose to third parties without the student’s consent unless the student has requested in writing that the College NOT disclose directory information about that student. Photographs of students are considered directory information so long as they are used only for College purposes.

Therefore, if a student has not requested that the College maintain the confidentiality of the student’s directory information, the College is not prohibited by FERPA from using and publishing photographs of the student solely for College-related purposes.

College Photography Release

This Use of Photography policy includes the College’s Photography Release. The Photography Release is used with subjects, such as staff, faculty, and alumni, who are not covered by FERPA. The Photography Release should also be used with students who are covered by FERPA but who the College will be using or promoting in a significant way in either a print or electronic medium (for example, on the Internet or in slide shows or videos). The Photography Release clarifies the rights and responsibilities of both the student and the College.

General Campus and Event Photography

As a general rule, it is not necessary to obtain a release for any individual or group photographed in a public venue or while attending a public event. This includes all public spaces across campus from exterior walkways, entry ways, atriums, sports fields and classrooms. Individuals have a very limited scope of privacy rights when they are in public spaces. Basically, persons can be photographed without their consent except when they have secluded themselves in places where they have a reasonable expectation of privacy (for example, in dressing rooms, restrooms, medical facilities, homes and residence hall rooms).

Please note that the College’s policy is to restrict the use of any photography to the representation, marketing, or promotion of College activities only. The College also commits to honor, to the extent practicable, any request to cease in the use of a photograph. This policy is intended to address the typical circumstances in which a question arises about the use of photography. If you have further questions, please direct them to Rosemont College’s Office of College Relations at 610-527-0200 ext. 2274.

Co-Curricular Awards

A number of awards are presented at either the annual Awards Luncheon on Founders’ Week at which time Rosemont students who have provided outstanding leadership and service are honored. Recognition is also given to students who have made significant contributions in sports, co-curricular activities, and special services to the College.

The following special awards are presented, as determined by a committee of students, faculty, and administrators chaired by the Dean of Students. Nominations are solicited from the campus community.

Cornelia Connelly Love in Action Award

The Love in Action Award is presented to an undergraduate student in recognition of his or her spiritual gifts and maturity that he or she has shared for the betterment of the Rosemont College Community and the greater community through his or her involvement with Campus Ministry and through his or her dedication to Cornelia Connelly's request to have a "love full of action" in all of their commitments and interactions.

Outstanding Service Award

This award is presented to the student who has performed outstanding service to Rosemont College and fellow students over several years in non-elected and/or elected positions in a variety of co-curricular activities. The recipient is given an award with a gift and her/his name is engraved on a permanent plaque.

Ethel C. Levenson Leadership Award for Juniors

Established in 1994 by the President in honor of Ethel Levenson, who served as Dean of Students, to be presented annually to the junior who has demonstrated leadership and service to her/his fellow students and the College over a three year period in appointed, elected or volunteer positions. A gift is presented to the recipient and her/his name is engraved on a permanent plaque.

Patti K. McClatchy Award

Established in 1977 by the family and friends of a Rosemont student who died after a courageous fight against cancer, this annual award is made to a junior or senior student. The recipient is judged to have made an outstanding contribution to classmates and to typify the spirit, courage, and generosity of Patti K. McClatchy. An award and gift are presented to the recipient and her/his name is engraved on a permanent plaque.

Dean of Students Award

The Dean of Students Award is presented to one student in each class (freshman, sophomore, junior, and senior) who has made significant contributions to the community and who exemplifies the College's mission and spirit as a community of learners dedicated to excellence and joy in the pursuit of knowledge. Nominees should be guided by one or more of the Rosemont College values:

- Trust in and reverence for the dignity of each person
- Diversity in human culture and experience
- Persistence and courage in the promoting justice with compassion
- Care for the Earth as our common home

Class Leadership Award

Established in 1997, the Class Leadership Award is presented annually to a first-year, sophomore, junior, and senior who has played a significant role in student government and/or has fostered class spirit, unity, and community responsibility. The name of the recipient is announced on Founders' Day, and is engraved on a permanent plaque.

Club of the Year Award

Established in 1986 this award is presented to the student club or organization which most exemplifies the Rosemont spirit through educational and social activities for club members and the Rosemont Community. The name of the recipient is announced on Founders' Day and is engraved on a permanent plaque. Club nominees must have been active and a recognized club for the duration of that academic year.

Club Advisor of the Year

Established in 2019, the Club Advisor of the Year award is given to an advisor who exemplifies the mission of the organization they oversee while providing tremendous support and guidance to the student club members.

Resident Assistant of the Year

The RA of the Year award is presented to a Resident Assistant who has demonstrated exceptional leadership and commitment to Residence Life.

Lifetime Achievement

The Lifetime Achievement award is presented to a Resident Assistant who has given 3 years of commitment and service to the Residence Life Staff.

Student Ambassador of the Year Award

The Student Ambassador of the Year Award is presented to a student, who demonstrates outstanding leadership and dedication to the Ambassador Program. The recipient, continuously communicates, takes initiative, and does not hesitate, when needed to go above and beyond basic job responsibilities. Consistently, portraying his/her passion for Rosemont, not only verbally, but through action, the Student Ambassador of the Year embodies the mission and the vision of Rosemont College.

Outstanding Tutor Award

The Outstanding Tutor Award is presented each year to the undergraduate student who works diligently and closely with their fellow classmates to assist in their academic success.

Public Safety

Mr. Matthew Baker, *Director of Public Safety*

Captain Ilir Coni

SGT Vince Nichols

SGT Esmeralda Jean-Baptiste

CPL James Huffman

Officer Nichole Johnson

Officer Kaliyah Pitts

Officer Arthur Johnson

Officer Julian Weightman

Officer William Guthrie

Officer Qadiyr Sabur

Introduction

The Department of Public Safety has primary responsibility for safety and security on campus. The office is located on the lower level of Kaul Hall. The Department is composed of employees who patrol the campus, secure buildings, and assist members of the College community as needed. Services are provided 24/7. The department is staffed by a Director and uniformed supervisors and officers.

Safety is a shared responsibility and we ask that students join us in making our campus, as well as our local community, a safe and joyful place. Working together we will make the Rosemont community a safe one for living and learning. The Director welcomes your comments, suggestions, and ideas for making Rosemont College an even safer environment.

The Director's office is located on the ground floor of the Kaul Hall ; telephone number is 610-527-0200, x2556 or email at matthew.baker@rosemont.edu.

Emergency Telephone Numbers

Reporting Criminal Activity or Emergencies

On Campus

- Dial x2555 from any college phone line.
- Dial 610-527-1038 from a cell phone or other phone.
- Blue light phones are located at the entrances to campus on Curwen and Wendover Roads.
- Phones are located on the front building entrances and hallways in all buildings.

Off Campus

- Dial 911.

When calling, stay calm and carefully explain the problem and location to the officer. Do not hang up until told to do so.

To Report Any Fire: The Fire Dept. (911) and notify Dept. of Public Safety, x2555

The Department of Public Safety may be reached 24 hours a day by dialing x2555 from any College phone or (610)527-1038 from an outside phone.

Medical Emergencies

In case of illness or accident the nearest student or staff person should call Public Safety, x2555, or (610) 527-1038 (outside line). Public Safety will contact the Director of the Wellness Center for assistance if incident is during Wellness Center hours. If transport to the hospital is required, Public Safety will contact the ambulance service to request transport. Students are responsible for any costs incurred for ambulance service. Parents, guardian, and/or emergency contacts will be notified in the event of an emergency transport, life-threatening circumstances, or where the student is prevented from making a rational and informed decision.

Emergency Procedures

Emergency Response Procedures

Rosemont College's Emergency Operations Plan (EOP) is a set of emergency procedures to assist Rosemont College in managing and responding to any emergency that may arise. Students are expected to take personal responsibility for following the policies and procedures of Rosemont College and in the event of an emergency act in accordance with instructions given them by the College's Public Safety, college officials and Emergency Operations Plan.

There are emergency response flip charts posted throughout the campus listing emergency situations and response procedures.

Important emergency alerts, notifications and updates are sent to all registered devices, including cell phone (via SMS/texting); email account (work, home, college); smartphone/PDA. This opt-in service requires registration at <https://rosemont.omnilert.net/subscriber.php>

Fire drills are conducted at least two (2) times during the school year in residence halls.

Fire Drill Procedure

Fire drills are held by the College in accordance with regulations of the Fire Department. Rosemont College is served by the Bryn Mawr Fire Company. In the event that the fire alarms ring, the following procedure should be followed immediately:

1. Students are to leave the building immediately by the nearest exit in an orderly fashion and in silence.
2. The faculty member or residence hall staff person on duty will be the last person to leave the building. Faculty members should close the door to the classroom and the passage. Staff will close doors to offices.
3. No one should take time to close windows or to turn off lights. Time is of the essence.
4. No one is to assemble in parking areas or in driveways since that might impede the fire equipment. Assemble on the nearest grassy area to the building.
5. After the class or group has assembled outside the building in one location, attendance should be taken by the responsible person. All students must be accounted for.
6. The responsible faculty or staff member is to immediately notify Public Safety and/or fire personnel on the premises of the name(s) and most likely location of any person(s) who is not immediately accounted for.
7. Once the area has been cleared by the Fire Department and/or Public Safety, a signal will be given, students will be instructed to file back into the building.
8. Each student, faculty and staff member is responsible to know the proper fire exits for all buildings, the location of fire alarm boxes and fire extinguishers.

Students who fail to immediately exit the building when the fire alarm sounds will be fined.

Security & Safety Procedures

All campus building, except residence halls are closed at 10:00 pm during the school year. Students having a valid reason to enter a campus building after those buildings have been locked must be accompanied by another student. The student must obtain written approval from a faculty/staff member and have prior approval from the Director of Public Safety. Students should call the Public Safety Department (x2555) and present a valid Rosemont ID. The Officer will log the names of the students, the time entered, and time leaving the building. Students should call and let the officer know when they are leaving the building.

Each residence hall is equipped with a card access system. Students living in the residence halls use their I.D. cards to access their building. This is an access control system, not a security system. Access to individual rooms is controlled by combination locks. Rear entrances are outfitted with door alarms, that when activated, notify the entire building that someone has used an unauthorized entrance/exit. Students should call Public Safety when door alarms are activated.

Traffic on campus is restricted in the evening year round. The entrances to campus on Montgomery Avenue and Curwen Road are closed at 8:00 p.m. The entrance on Wendover Road remains open at all times. The Lawrence Hall exit gate is locked at 10:00 pm during the school year. All gates are opened between 6:30 - 7:00 a.m. year round.

The Lower Merion police can be contacted via 911, or if it is not an emergency, in person at 71 E. Lancaster Ave., Ardmore, PA at (610) 642-4200.

Community Resources

Victim Services Center of Montgomery County

(Comprehensive Victim Service Agency, Sexual Assault Program)

18 West Airy Street

Norristown, PA 19401

Office: (610) 277-0932

Hotline: 1 (888) 521-0983

Website: www.vscmontcopa.org

The Women's Center of Montgomery County

24 hour Hot Line- 1-800-773-2424

Bryn Mawr Office- 610-525-1427

Women Organized Against Rape (WOAR)

One Penn Center

1617 John F Kennedy Blvd.

Suite 1100

Philadelphia, PA 19103

24 hour Hot Line- 215-985-3333

Annual Security Report – Notice of Availability

Rosemont's Annual Security and Fire Safety Report is published and distributed by the Department of Public Safety. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Rosemont College and on public property within or immediately adjacent to and accessible from, the campus. The report also includes a Fire Safety Report and institutional policies concerning campus security, such as sexual assault and other matters.

You can obtain a paper copy of this report by contacting the Director of Public Safety, 1400 Montgomery Ave, Rosemont, PA 19010 or by accessing the Public Safety web site www.rosemont.edu/publicsafety

Snow Closing Procedure

When hazardous snow conditions prevail, cancellation of Rosemont classes will be announced through local radio/TV communication and/or through the College's main number (610) 527-0200 as well as the E2Campus alert system, and email. Do not call the Public Safety Office. When morning classes are affected, such an announcement will be made as soon as a decision is reached.

The College code number used by the radio stations in making their announcement is MONTGOMERY COUNTY 342. After 4:00 p.m. the code number is 2342. School of Professional Studies and Graduate students should call (610) 527-0200 for instructions. Stations carrying the announcements of school closings due to snow include KYW, WCAU, WIP, and WPEN. The Villanova snow emergency closing number is 528.

These announcements will be posted on the College website.

Identification Cards

All Rosemont students are required to have a valid identification card to enable them to use the College library, for admission to campus buildings and events, and for presentation on request to College staff or Public Safety at any time. An ID card must be presented by residents on entry to the Dining Hall.

An identification card is made for every new student by the Department of Public Safety. The card serves for the entire time the student is officially enrolled at the College. There is a \$25.00 charge for the initial card and a \$20.00 replacement fee will be charged if the card is lost or stolen.

Rosemont College identification cards are the exclusive property of Rosemont College. Rosemont College assigns student(s) an identification card to be used for College related activities, such as purchasing food and entering the library, and for safety related matters such as accessing residence halls. A Rosemont student may not give or allow another student and/or person to use their identification card. The misuse of Rosemont College identification card is a serious matter and a student will be subject to disciplinary procedures and/or possible legal action if warranted. Students should report the loss or theft of identification cards immediately to the Public Safety Office located on the ground floor of Kaul Hall. Students must return the ID card to the Office of Student Life upon permanent withdrawal from the College before appropriate refunds will be made or deposits returned.

Lost & Found

Personal items which are found in campus buildings will be taken to the Public Safety Office to be held. Items not claimed after thirty days will be considered abandoned and become the property of the College. The College is not responsible for stolen personal items. Students are advised to have their own insurance coverage. The local police may be called to investigate suspected thefts.

Parking

All students who intend to keep a car or park one regularly on campus must register their car with the Public Safety Office. Permits are issued between the hours of 9:00 a.m. and 5:00 p.m. on weekdays. Students are required to present a valid Driver's license, automobile registration, and insurance documentation in order to receive this permit. Permits must be displayed at all times by adhering the decal to the driver's side, rear side window.

There is no charge for parking registration, but parking on campus is limited and permits will be issued on a first come-first served basis. Parking Regulations are posted on the Rosemont College website under Public Safety. Students and their guests with cars are expected to know and abide by the regulations. The College is not responsible for thefts from vehicles or damage done while parked or driving on campus.

Parking citations must be paid within one week of the date issued or a \$2.00 penalty will be added for each week it remains unpaid. If a parking or traffic citation is deemed unjust, there is an appeal process to be followed which is found on the Rosemont College website under Public Safety. Students who wish to appeal their citation must do so within one week of receiving the citation and the appeal form can be found online on the College website under Public Safety. The Department of Public Safety will render a decision to the Dean of Students. All questions related to parking should be taken to the Public Safety Office in Kaul Hall. If fines are not paid, grades and/or transcripts will be withheld by the College at the end of each semester.

Missing Students Policy

The Higher Education Act requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedure. Rosemont College takes student safety very seriously. The following policy and procedure have been established to assist in locating Rosemont College students who live in on-campus housing, who, based on the facts and circumstances known to Rosemont College have been determined to be missing.

This policy is published in the Student Handbook to inform all students as to the process for notification of how Rosemont College notifies individuals of an alleged missing person.

If the Department of Public Safety and/or the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean of Students will contact the parent or guardian and may need to contact another emergency contact person that is also listed on the emergency form, if deemed necessary.

The Department of Public Safety upon notification of a missing student will conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who they may be with or where they may be, vehicle description, and the physical and mental well-being of the individual will be obtained.

The Department of Public Safety will conduct a quick, but thorough search of the campus buildings and parking lots using the student's class schedule. They will also check access card logs to determine the last time the ID card was used.

The Department of Public Safety may also request assistance from the Residence Life Staff or others to assist in a search on campus. Other communication sources and social networks may be utilized to attempt to locate the alleged missing person. They may issue an ID card photograph to assist in the identification of the missing student. After a search has been conducted with negative results or within 24 hours of being made aware that a student is missing, the Department of Public Safety will notify the local law enforcement agency.

The Dean of Students and/or Director of Public Safety will notify the President of the College of any missing student.

Residence Life Information and Policies

Dean Ben Huelskamp, *Assistant Dean/Director of Residence Life*

Mr. Ian Jackson, *Assistant Director of Residence Life*

Mr. Joe Johnson, *Residence Life Assistant*

Ms. Abigail Varnado, *Residence Director for Kaul Hall*

Ms. Anna Warriner, *Residence Director for Heffernan Hall*

Rosemont College is committed to the philosophy that the residential experience is beneficial to the formal instructional program, as well as student development. Currently adequate housing is available for all full-time matriculated Rosemont students who wish to live on campus. Should this not be the case in any given semester, some students whose homes are within a reasonable distance may be required to commute. Under certain conditions, after signing their housing agreement for an academic year, requests for special permission to live off campus may be granted by the Assistant Dean/Director of Residence Life. Students who move off campus without receiving permission from the Assistant Dean/Director of Residence Life will still be obligated to pay for room and board.

Staff

Assistant Dean/Director of Residence Life

The Assistant Dean/Director of Residence Life is the College's senior housing officer and is responsible for all aspects of residence life and residential community standards/ judicial affairs. The Assistant Dean/Director additionally oversees all housing operations and supervises a residence life staff of one Assistant Director, two Residence Directors, two Graduate Resident Assistants, and 12-16 paraprofessional Resident Assistants. The Assistant Dean/Director works closely with the residence life staff, maintenance and housekeeping departments, Public Safety and the Dean of Students in creating a comprehensive living and learning environment. The Assistant Dean/Director is also responsible for the selection and training of Residence Life Professional Staff and Resident Assistants. In consultation with the Dean of Students, the Assistant Dean serves as the senior judicial officer for the College.

Assistant Director of Residence Life

Reporting to the Assistant Dean/Director of Residence Life, the Assistant Director of Residence Life is responsible for assisting the Director in implementing a theory-based student development program utilizing the College and Department's strategic plan and initiatives. As a key member of the central office administration the Assistant Director will directly manage all aspects of the Resident Assistant program including staff development, training, and student programs. This person will help provide leadership to a growing residential population of students through the above mentioned supervision.

Residence Director (RD)

The Residence Directors are live-in residence life professionals and administrators at the College. The RDs are responsible for supervising the student staff members, monitoring the facilities of each residence hall, and providing support and guidance for the resident students. There is a professional Residence Life staff member on duty 24 hours a day, 7 days a week. The Residence Life staff members have offices in Kaul and Heffernan Halls. The office hours are posted. RDs are responsible for the two larger buildings—Kaul and Heffernan—while the Assistant Director assumes responsibility for Gracemere, Connelly, and Mayfield.

Graduate Resident Assistants (GRA)

The Graduate Resident Assistants function as a hybrid of an undergraduate RA (see description below) and a professional staff member. The GRA is a live in professional that aids in the 24-hour duty rotation, but is also responsible for the residents on their floor and in their building. Only students accepted into a Rosemont graduate program are eligible for this position

Resident Assistants (RA)

The Resident Assistants are student leaders who coordinate educational programs and fun activities. There are four Resident Assistants on duty every night to assist in monitoring the safety and security of the buildings.

There is an RA located on most floors of each residence hall. It is the responsibility of the RA to plan activities/programs that foster an atmosphere of community within the hall that will in turn enhance the lives of the residents. The RA is expected to be available to students and to encourage them to become an active member of the residence hall community.

In addition, the RA facilitates the development of a positive and safe living environment. The RA assists the Assistant Director and the RDs in providing for the safety of each individual resident through specific procedures such as fire drills, incident reports, assigned duty days/weekends, and hall openings and closings.

Living on Campus

Eligibility

Rosemont College provides students with on campus housing on a space available basis and does not guarantee that housing will be available for all class years. Students eligible to receive on campus housing must be enrolled on a full-time basis (12 credits for undergraduates or 9 credits for graduate students). Requests for exceptions will be considered on a case-by-case basis.

Room Assignments

Room assignments are the exclusive responsibility of the Office of Residence Life. Students may not change assignments without authorization. Those wishing to make a room change should contact Residence Life to obtain information about appropriate procedures for doing so. Students who make unauthorized room changes are subject to fines and disciplinary action, and must resume their original assignments pending adjudication of their offense.

No room may be reserved as a single room unless designated as such by the Office of Residence Life. Residents pay an additional fee for a designated single room. Should vacancies occur in halls during the semester, residents may be required to consolidate to those vacancies by moving together. **The Office of Residence Life reserves the right to change or modify a student's housing assignment as necessary.**

Returning Students

Each spring, students who desire to live on campus the following year must participate in the housing selection process. Detailed information is distributed to students via email early in the spring semester.

All returning resident students are required to complete an application and to secure housing for the following year. A student who cancels housing after securing a space will be charged a broken contract fee.

New Students

Accepted and deposit paid new students can apply for housing by completing a Housing Application and Preference Form. Once received by the Office of Residence Life, a housing assignment will be made. All enrolled and deposited students by June 15 will be equally considered for housing assignments.

Housing Agreement

All students must sign a Housing Agreement before occupying an on-campus room assignment. In signing the agreement, students commit to occupying the space they have been assigned on or after the date specified by Residence

Life and to vacate their assignment within 24 hours after their last examination, graduation, suspension, withdrawal or other termination. Failure to comply with the terms of the contract may result in a fine and disciplinary action.

Cancellation

Students who wish to move off campus must contact the Assistant Dean/Director. The Assistant Dean/Director of Residence Life will meet with the student to decide on approval of such a request. A student who cancels housing after July 1 (for the Fall semester) or November 1 (for the Spring semester), but before the first day of classes will incur a \$75 cancellation fee.

A student who cancels housing after the first day of classes of either semester will be refunded according to the following schedule:

1st/2nd Week of Class	80%
3rd Week of Class	50%
4th Week of Class	20%
After the 4th Week	0%

Guidelines for Residence Hall Living

Check-In and Check-Out

Residents will be issued their room combinations or key by a Residence Life staff member when they check-in. Prior to moving into a room, the Residence Life staff will inspect the room and then sign and date the Room Condition Report (RCR). The RCR will be provided to the student to sign and date as well.

When vacating the residence halls, the resident must follow all closing procedures established by the Residence Life Office:

Residents will have the option of completing a supervised checkout or an express checkout.

- Supervised Checkout – The resident along with their AD/RD will inspect the room and note any damage. The resident may offer explanations for any damage and contest charges for damage. This inspection must be scheduled by the resident based on the schedule of the responsible AD/RD. At the conclusion of the inspection, the AD/RD and the student will sign the check-out form posted on the student's door.
- Express Checkout – The student may opt for an express checkout by signing the appropriate section of the checkout form posted on their door. An express checkout does not require a room inspection and the student waives the right to contest any damage found in their room.

The Assistant Dean/Director and the Assistant Director will make a final inspection of all rooms and assess charges as necessary. RA's do not assess charges. The RCR will again be signed and dated by the Assistant Dean/Director or the Assistant Director.

Failure to check out at the end of the academic year (including failure to complete the checkout form) will result in a \$50.00 fine.

During break periods, all residents will be expected to check out of the halls. All residents must follow the instructions distributed by the Office of Residence Life. Failure to follow the instructions will result in a fine up to \$100.

Housing for Breaks

Residents are expected to vacate the halls at the designated times for hall closing and may return to the halls at the designated time for opening. At the close of each semester, residents are required to vacate the halls within 24 hours of their last exam. Students who need to stay longer must request an extension via an online form sent to residents by the Assistant Dean/Director.

The residence halls will be closed for Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Easter Break. Only those students who have obtained authorization from the Assistant Dean/Director of Residence Life may be permitted to remain on campus during college breaks.

Students are typically only granted housing over breaks for College athletics (per a request from the Athletics Director), as RAs working for the College over break, international students, and students whose permanent address is 250 miles or more away from campus. Other requests are rarely granted.

All students will receive a link to a form prior to break; students wishing to have permission to remain during a particular break must complete and submit form by the designated deadline.

Students will receive approval to stay from the Assistant Dean/Director of Residence Life. **The College reserves the right to temporarily assign students staying for a break to a different building and room for the duration of the break.**

The College reserves the right to assess a per night charge to those students who receive permission to stay in the residence halls during a break.

There is no visitation permitted for those residents authorized to remain on campus over breaks. Food service during breaks is very limited, if offered at all.

Failure to comply with any of the policies regarding break housing (above) or violating the Code of Conduct while on campus during a break will result in immediate loss of break housing for the remainder of the break. Such violations may also impact the ability of the student to receive approval for break housing in the future.

Summer Housing

A significantly limited amount of housing may be available for undergraduate and graduate students during the summer months and housing is based on availability and is not guaranteed each year. Only students serving as summer student assistants and students taking classes on campus during Summer Session One will be allowed to stay on campus for the summer. Fees are set each year in late winter and are payable in full prior to May 10. No housing is provided for Summer Session Two.

Students will normally not be given their current room or the room they selected for future housing. They will be assigned a room for the summer and all belongings must be kept in that room only.

It is the policy of Rosemont College to not house students from other colleges/universities, local interns, and other people unaffiliated with the College in College residence halls at any time including during the summer.

Room Changes

No room changes may be made during the first fourteen days of the semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their Resident Assistant or AD/RD for assistance. All requests for changes must be submitted in writing via email to the AD/RD of the building. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned to them by the Office of Residence Life must immediately move back to their originally assigned room and may be subjected to disciplinary action.

Open Room Change

Open room change is the period of time in which students may switch rooms without a formal mediation process. The Room Change Form is available online and the link will be sent out during the open room change period. The Office of Residence Life maintains a list of current vacancies. It is the responsibility of the student to contact the people in these rooms, visit with them and decide whether or not to live there. When the request is approved, the student will receive notification from the Office of Residence Life granting permission for the move. Students must wait until they have received proper notification from the Office of Residence Life so that proper paperwork and notification can occur.

No one may force someone to move out of his or her room and it is unacceptable to ask someone to move more than once.

Room Entry

Rosemont College reserves the right to enter and inspect residence hall rooms without prior permission from residents, to conduct repairs, for health and safety inspections, to protect and maintain the College property, for the health and safety of students, and/or when necessary to aid the College in its responsibility of maintaining discipline and an appropriate educational environment.

Health and Safety Inspections

Resident Assistants and other College personnel are authorized to enter student rooms during fire drills to determine that appropriate evacuation procedures have been followed, and periodically throughout the academic year to insure compliance with fire safety policies and minimum standards of sanitation and hygiene.

Maintenance

Room entry for purposes of maintenance will occur at the request of resident(s) of the room or at the request of Residence Life, or if a condition has been determined to exist that could either a) result in damage to the room or its content or b) negatively impact health, safety and/or quality of life of other residents.

Emergencies

An emergency situation is one in which immediate entry into a residence hall room is necessary to a) ensure the health and safety of the residents of that room or other rooms and, b) to address a condition that may result in significant damage to the College property or the property of other residents.

Violation of Policies

Entry can be made to a student's room if a staff member or other College official has reason to believe that a violation of College policy or civil law is occurring, to locate persons or missing property, and/or to determine whether uninvited or unauthorized individuals are present in the room. (For more information see the Visitation and Guest Policy)

Room Searches

In the event of a possible violation, members of Residence Life and Public Safety are permitted to conduct a search with verbal approval from the Administrator on Duty (a Residence Life professional staff member). Any resident who is not present at the time a search is conducted will receive a follow-up email from the Administrator on Duty detailing when and why a search was conducted and, if applicable, any items that were confiscated.

College officials, including residence life staff are permitted to confiscate items that violate the student code of conduct, state, local and/or federal law. Such items include:

- Water beds and tanning beds
- Personal electric heaters/space heaters
- Cooking appliances, including but not limited to hotplates, toaster or toaster ovens, indoor grills (e.g. George Forman grills)
- Air conditioners, unless approved by the Deans of Students. See Air Conditioner Policy
- Electric blankets
- High-intensity lamps, such as halogen lamps
- "Lava lamps"
- Spider and octopus lamps
- Non-UL standard approved extension cords
- Burning or burnt candles or incense
- Alcohol bottles (empty or full) if the resident student is under 21 years of age
- Empty alcohol bottles regardless of the age of the resident(s)
- Illegal drugs or drug paraphernalia
- Pets
- Weapons

Care of Rooms

Reasonable care of College property and furniture is expected of all students. Property provided by the College is to remain in student rooms; no furniture may be moved into the hallways. Mattresses may not be removed or placed on the floor. In the interest of safety, neither the use of cinder blocks nor beds to be lofted unless done by the college staff with approved college materials are permitted.

Animals and Pets

Due to the nature of living in community with other people with varying needs, preferences, and desires, students are not permitted to keep animals of any kind in their residence hall rooms. Students seeking to bring a service animal to campus, pursuant to the Americans with Disabilities Act (ADA), or a comfort animal, pursuant to the Fair Housing Act (FHA), should contact the Assistant Dean/Director of Residence Life BEFORE bringing the animal to campus.

Room Decorations

Students are encouraged to decorate their rooms in a way that makes them feel comfortable. In addition to the list of prohibited items under the fire safety section, there are other rules that govern the decoration of Residence Hall Rules. Students may not display racist, sexist, homophobic, violent, or other threatening items including flags in their windows or the exterior of their doors.

Nothing may be placed on or hung from ceilings. Violators will have these possessions confiscated and will be subject to disciplinary action.

Bunk Beds

A limited number of bunk beds are available in the residence halls. Bunk beds may not be reserved; if a resident desires to unbunk a set of bunk beds, s/he may file a work order with their RA. Facility Services will switch beds in rooms if both sets of room occupants agree and both live on the same floor.

Room Damage

For the residents' protection, Room Condition Reports (RCR) are completed before check-in. Residents are responsible for anything done in the room which alters pre-existing room conditions. No resident may paint, wallpaper, or affix a border or nail to any part of her/his room. No objects may be pasted, nailed, or otherwise affixed to the walls. Residents are expected to clean their own rooms and maintain appropriate standards of cleanliness.

Consistent failure to do so will result in disciplinary action. Mandatory health inspections may be scheduled in such instances.

Each student who resides on campus must pay a damage deposit. The amount is currently \$150.00, however, as with all fees, the amount is subject to change. This deposit is held until the student withdraws or graduates from the College. Students are held responsible for any damages to their room that occurred during their occupancy. Damages to a specific living area or its furnishings, such as a room and/or suite, is assessed and charged equally to all residents assigned to that room and/or suite.

Students who commit accidental damage should notify their RA immediately and expect to pay restitution for the costs that the College incurs in completing the repair. Students who commit acts of vandalism will incur the costs for repair and replacement for the damaged items, and will be referred for disciplinary action.

Residents found to have excessive room damage during regularly scheduled health and safety inspections, or those whose end of occupancy damage assessment is deemed to be excessive will be referred for disciplinary action.

Care of Common Areas

The residence halls have lounges and study areas available for the general use of the residents. Lounge and public area furniture may not be moved into rooms or suites for personal use, or taken outside. Students found with common area furniture will be assessed a fine of no less than \$50 and referred for disciplinary action. Furniture may not be permanently altered or renovated.

Common Area Damage and Vandalism

Damages that occur in common areas will be billed to all students of the area if no one person(s) is found responsible. Common Area Damage Alerts will be posted to notify students when such damages occur.

The Office of Residence Life reserves the right to charge students a minimum fee per person for common area damage regardless of the actual cost of repair or replacement. **In the event that the damage cannot be assigned to specific individuals, all residents of the respective floor, wing, or building will be fined.**

Personal Property

All residents of Rosemont College are responsible for their belongings. The College cannot accept responsibility for articles that are lost, stolen, or damaged at any time. As a result, any item belonging to a student found anywhere within a residence hall (other than that student's individual room) will be confiscated. **Students are encouraged to secure renter's insurance prior to moving on-campus.**

Air Conditioner Policy

A request for air conditioning with appropriate medical documentation must be submitted to the Dean of Students. Documentation from the physician providing care is required indicating a need for air conditioning and must include the diagnosis, treatment plan, and any additional information that would support the need for this intervention. All requests will be reviewed on a case-by-case basis for approval. The student will be responsible for the purchase of the window unit. For further questions contact the Office of Residence Life.

Charges and Fines

The following list is a general billing charges for resident students. Some charges may also be accompanied by a judicial hearing (See the Code of Conduct). Due to the varied nature of our buildings, charges may vary, so some of these amounts are estimates. Appeals must be submitted in writing to the Assistant Dean/Director of Residence Life, within 5 business days of the charges being levied on the account. Appeals will be heard only if the student has complied with all procedures. Once a student submits a written appeal, the student will be notified of the decision between 7-10 business days. Some of the more common fines and charges include:

Improper/Unauthorized Check-In	\$50.00
Improper/Failure to Check-Out	\$50.00
Removal/exchange of furniture (minimum)	\$25.00
Combination lock change	\$35.00
Unauthorized room change/switch	\$100.00
Improper trash disposal	\$25.00
Failure to correct improper trash disposal situation	\$25.00/day
Room/Common Area cleaning (minimum)	\$25.00
Unauthorized animals on campus	\$100.00/day
Unauthorized presence on campus during breaks	\$100.00/day
Failure to evacuate during a fire alarm	\$500

Work Orders

All members of the Rosemont community can submit non-emergency work orders via the Rosemont website. Emergency facilities issues should be called into Public Safety (x2555 or 610-527-1038). Emergencies include:

- Lack of water
- Lack of hot/cold water
- Flooding
- Lack of heat in the winter
- Any circumstance which impacts health or safety

The following steps outline the process of submitting a work order from start to finish:

Step 1: Go to www.rosemont.edu



Step 2: Go to “About” and click “Facilities”



Step 3: Then click “Facilities Work Order”

changing times the campus have. We welcon

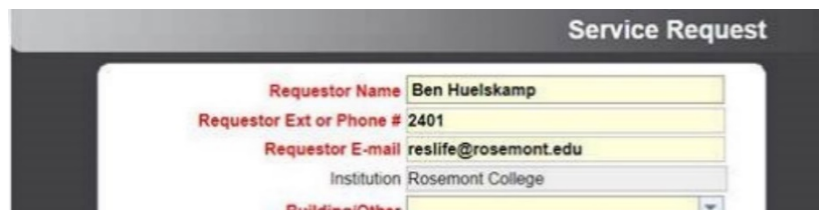
- [Facilities Work Order](#)
- [Campus Rental Information](#)

Step 4: Enter your name and phone number



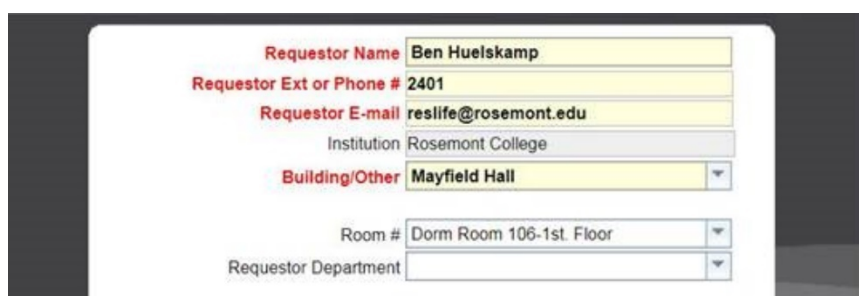
Requestor Name Ben Huelskamp
Requestor Ext or Phone # 555-555-5555

Step 5: In the email box enter: reslife@rosemont.edu (this way our office will see and can follow-up on your work order)



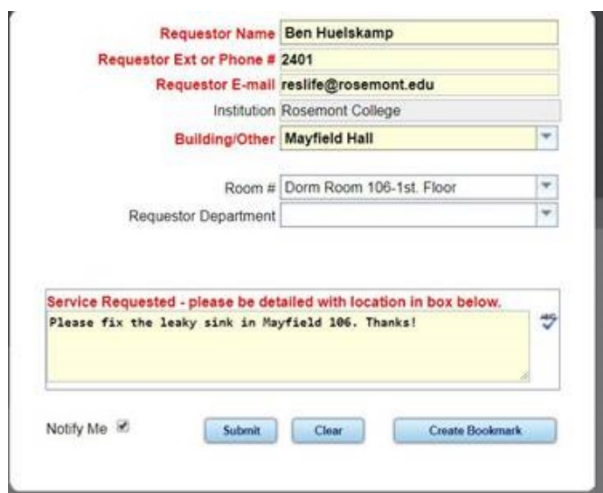
Requestor Name Ben Huelskamp
Requestor Ext or Phone # 2401
Requestor E-mail reslife@rosemont.edu
Institution Rosemont College
Building/Other

Step 6: Enter your Building and Room (you do not need to list a department)



Requestor Name Ben Huelskamp
Requestor Ext or Phone # 2401
Requestor E-mail reslife@rosemont.edu
Institution Rosemont College
Building/Other Mayfield Hall
Room # Dorm Room 106-1st. Floor
Requestor Department

Step 7: Enter the work that needs to be done or the problem in the box. **Always** list your building and room again in this box.



Requestor Name Ben Huelskamp
Requestor Ext or Phone # 2401
Requestor E-mail reslife@rosemont.edu
Institution Rosemont College
Building/Other Mayfield Hall
Room # Dorm Room 106-1st. Floor
Requestor Department

Service Requested - please be detailed with location in box below.
Please fix the leaky sink in Mayfield 106. Thanks!

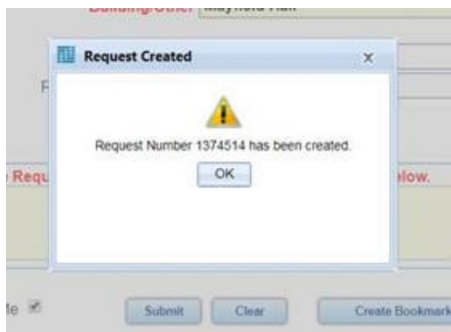
Notify Me Submit Clear Create Bookmark

Step 8: Make sure the “Notify Me” box is checked and then click “Submit.”



Notify Me Submit Clear Create Bookmark

Step 9: A window like this (below) will appear confirming that your work order was submitted.



Campus Guest Policy for Fall Semester 2020

In an effort to safeguard the health and well-being of the Rosemont College campus community, the following policies will apply for the Fall Semester 2020:

Campus Access

The Wendover Road entrance will serve as the single point of entry to campus. It will be staffed 24 hours per day, 7 days per week by the Office of Public Safety. All students and employees entering campus should be prepared to show their Rosemont College ID at entry. All guests, as registered by the procedures outlined below, should be prepared to show photo ID at entry. Individuals who have not been registered for a visit in accord with the procedures below will not be permitted entry to campus. All guests will be required to sign a Visitor Waiver at entry to campus. If they do not have one, guests will be provided a cloth mask at entry to campus. Guests will be provided with a temporary badge that must be worn during the entirety of their campus visit.

Guest of Faculty and Staff Members

All faculty and staff members are encouraged to utilize Zoom and other technologies as an alternative to in-person campus visits in order to interact with those outside of the College community. However, staff and faculty members are permitted to invite and interact with guests on campus, provided that those in-person interactions are necessary to the faculty or staff member's role at the College. Social visits by colleagues, friends, and family members are not permitted. Faculty and staff members must register the name, cell phone number, company name (if applicable), of their guest(s), as well as the purpose of the visit and the date and time of their visit with Matt Baker, Director of Public Safety, via email at matthew.baker@rosemont.edu 24 hours in advance of the visit. While on campus, guests must comply with the College's social distancing guidelines and must wear masks. All College vendors are considered guests, under this policy.

Guests of Students

With the exception of one designated family member, students are not permitted to have guests on campus. Each student's designated family member must be identified by August 31 via (ONLINE FORM). If a family situation necessitates the changing of the individual designated, the student is responsible for communicating that to Troy Chiddick, Dean of Students, by emailing deanofstudents@rosemont.edu. On-campus visits by a designated family member must be scheduled 24 hours in advance through the Office of Residence Life by emailing reslife@rosemont.edu. Weekend visits must be scheduled by 5 pm on Fridays. Students must register the name of their designated family member, as well as the date and time of their visit. Visits are permitted between the hours of 9 am to 8 pm, 7 days per week. Visits are not to exceed 2 hours in length. Designated family members are not permitted to enter the Residence Halls, and are encouraged to visit outdoors or in the Community Center's common spaces or Dining Hall, the Library, or in other buildings on campus. All designated family members must abide by the College's social distancing guidelines and must wear masks while on campus. Except under emergency circumstances, as determined by the Offices of Public Safety, Human Resources, or Student Life, no exceptions to this policy will be permitted.

Rosemont College Code of Conduct

Section 1: Introduction

Rosemont College is a community in the Catholic intellectual tradition founded on the principles and values of the Society of the Holy Child Jesus and its founder Cornelia Connelly. As a community, Rosemont is committed to ensuring the health, safety, acceptance, and success of each of its students, faculty, staff, and administrators. This document outlines one of the ways that Rosemont goes about creating and maintaining that community. These standards are not simply rules which are followed or broken; they are the means by which the people of Rosemont College hold each other accountable. As such each student is accountable not only to these standards, but also to their maintenance. Once a student is accepted as a member of the College community, they are responsible to uphold the standards outlined in this document. As such, students should be familiar with this document. These specific regulations should not be viewed as a comprehensive code of desirable conduct; rather they describe the minimum standards.

Section 2: Prohibited Conduct

The behaviors listed in this section violate the Rosemont Code of Conduct. This list is not exhaustive but is intended to describe general types of behavior that may result in disciplinary action. These codes apply both to student behavior which occurs on campus or at College sponsored events as well as those occurring off-campus. Prohibited behavior includes not only completed actions, but also attempted violations of the Code. The College reserves the right to update and/or revise this document as the needed and appropriate. Students will be advised of any changes and expected to comply with those changes as soon as they receive notification.

A student who withdraws from the College shall not be exempted from disciplinary proceedings for behavioral infractions which took place prior to withdrawal. Campus disciplinary procedures shall be followed with the accused student receiving due notice of hearing. Any resulting sanction of suspension or dismissal will be noted on the undergraduate or graduate academic transcript, as well as the student's conduct record.

Good Samaritan/Medical Amnesty concerning Alcohol and Drugs

Rosemont College wishes to ensure that students at medical risk as a result of alcohol or substance abuse will receive prompt and appropriate medical attention. Rosemont College strongly encourages students to call Public Safety for medical assistance for themselves or for other individuals who are dangerously under the influence of alcohol and drugs. For this reason, no student seeking medical attention for themselves (or another) for intoxication or overdose shall be formally sanctioned for the illegal use or possession of alcohol or other drugs when other college policies have not been violated in conjunction with the intoxication or overdose. This medical amnesty policy will be granted to both the intoxicated student and to the student seeking medical assistance for the intoxicated student. However, the intoxicated student may be required to participate in an educational intervention, including but not limited to: screenings with members of the Counseling Center, parental notification, certified agency or treatment center, etc. The appropriate intervention is at the discretion of the Assistant Dean/Director of Residence Life in consultation with the Dean of Students and the Director of the Counseling Center.

Section 2: The Code of Conduct

1. Abuse of the Student Conduct System

- 1.1. Knowingly instituting a conduct proceeding without cause (filing a false report)
- 1.2. Attempting to discourage an individual's proper participation in or use of the conduct process
- 1.3. Attempting to influence the impartiality of a member of the College's conduct system prior to or during conduct proceedings

2. Alcohol Policy

Consistent with the law of the Commonwealth of Pennsylvania, individuals under the age of 21 years are prohibited from using, possessing, or distributing alcoholic beverages. Individuals over the age of 21 may use and possess alcohol as permitted by the law and College regulations. Open containers and public intoxication are prohibited. Students who are irresponsible in their use of alcohol or who provide alcohol to minors will be subject to this code regardless of the student's age. This applies to both on campus and off-campus behavior.

Rosemont College adheres to and enforces all federal, state, and local legislation concerning alcohol. For additional information regarding Alcohol Beverage Control Laws see <http://www.lcb.state.pa.us/plcb/>.

Violations of the Alcohol Policy will be addressed as prescribed by federal, state and local laws, by College policies, and by regulations described in the Community Code of Conduct.

No alcohol may be consumed in academic buildings, Athletics facilities and Dining facilities, or on College grounds, except at "alcohol approved" social functions. An alcohol approved social function is one where the Alcohol Use Registration Form is filled out and approved by the Dean of Students Office.

All Rosemont College students who live in residence and their guests are subject to the law of the Commonwealth of Pennsylvania and Rosemont College's policy regarding possession and consumption of alcohol, as well as specific policies governing the Residence Halls.

Residence Halls are defined as: Kaul, Mayfield, Connelly, Heffernan, and Gracemere Honors House including the outdoors areas. Kaul Hall is categorized as a "freshmen designated space" for all residents regardless of age.

- 2.1. A person under 21 years of age may not possess or consume alcoholic beverages at any time on Rosemont College's campus
- 2.2. Possession or consumption of alcohol is prohibited in all rooms where a student is under the age of 21
- 2.3. Being in the presence of alcohol while under the age of 21 is prohibited
- 2.4. Empty alcohol containers, including empty liquor bottles, wine bottles and/or beer cans/bottles are prohibited in rooms where any student is under the age of 21
- 2.5. No room may possess more than 12, 12oz cans/bottles of beer per resident (including empty cans)
- 2.6. No room may possess more than one, 750mL bottle of wine or one, 750mL bottle of liquor per resident (including empty bottles)
- 2.7. Drinking games (e.g. beer pong) and other activities that promote the irresponsible use of alcohol are prohibited
- 2.8. Kegs and beer balls, whether empty or full, tapped or untapped, are prohibited.
- 2.9. Carrying open containers of alcoholic beverages or consuming them in any public area of the campus is prohibited. This includes movement between residence hall rooms with an alcoholic beverage.
- 2.10. Alcoholic beverages are never permitted in freshmen-designated areas (regardless of the age of the individual or their status as a student or guest of a student)
- 2.11. Altering a driver's license or other government ID to purchase alcohol is prohibited
- 2.12. It is prohibited for any person to purchase, procure, or give alcohol to anyone under 21 years of age
- 2.13. Driving under the influence of alcohol on College property is prohibited

3. Drugs

Rosemont College is concerned with illegal and unauthorized drug use and views it as detrimental to the achievement of institutional and individual goals and inconsistent with the proper functioning of an academic community. Persons involved in this type of activity, either on or off Rosemont campus, are subject to disciplinary action. Drugs, paraphernalia, and the names of those involved may be turned over to the proper authorities. The College will not shield students from possible legal consequences of drug possession and use.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), possessing, using, or distributing a controlled substance or dangerous drug, or any drug unlawful to possess (e.g. marijuana), except as expressly permitted by law, is illegal and a violation of Rosemont Code of Conduct. Drug paraphernalia including, but not limited to: bong, water pipes, or hypodermic needles that are not specifically required for the administration of prescribed medications are not allowed on campus. Use of legal medication outside the parameters of medical authorization is prohibited and prescription drugs on campus must have an authentic medical prescription.

The following behaviors are prohibited:

- 3.1. Possession or use of marijuana
- 3.2. Possession or use of illegal drugs other than marijuana
- 3.3. Possession with the intent of distributing or selling drugs (including marijuana and prescription drugs)
- 3.4. Selling or distributing drugs (including marijuana and prescription drugs)
- 3.5. Being in the presence of illegal drugs
- 3.6. Possession of prescription drugs without a prescription
- 3.7. Possession of drug paraphernalia
- 3.8. Driving while under the influence of illegal drugs (including marijuana)
- 3.9. Misuse of any substance (aerosols, glue, etc.) for the purpose of getting high

4. Tobacco, Nicotine, and Smoking

Effective July 1, 2020, Pennsylvania law restricts the purchase and possession of all tobacco and nicotine products to adults 21 years of age and older. This law includes the use of any device for the purpose of smoking, which, under this policy “smoking” includes cigarettes, cigars, pipes, hookah, e-cigarettes, vape, and other similar smoking devices.

- 4.1. A person under 21 years of age may not possess, consume, or smoke substances containing tobacco or nicotine at any time on Rosemont College’s campus
- 4.2. Possession or consumption of any substance containing tobacco or nicotine is prohibited in all rooms where a student is under the age of 21
- 4.3. Being in the presence of any substance containing tobacco or nicotine while under the age of 21 is prohibited
- 4.4. Using any device for the purpose of smoking a substance containing tobacco or nicotine while under the age of 21 is prohibited
- 4.5. Smoking is prohibited in all College buildings, including campus residence halls
- 4.6. Smoking is prohibited outdoors within 30 feet of exterior ventilation intakes
- 4.7. Smoking is prohibited outdoors within 10 feet of building entrances and open windows

5. Discrimination and Bias-Related Behavior

5.1. Violations of College policy are considered to be of a unique nature when characterized by a bias towards the personal characteristics of other individuals. When violations of College policy are committed and it can be shown that these violations had the purpose of substantially interfering with an individual’s academic or work performance or created an intimidating, hostile, or demeaning educational or employment environment.

5.2. Rosemont College is dedicated to educating students of diverse racial and ethnic origins and to fostering broad appreciation for cultural and ancestral diversity. Discrimination against a person on the basis of race, disability, age, sex, color, creed, religion, sexual orientation, or national origin is against the law and the College’s Code of Conduct. Rosemont College finds such conduct offensive and encourages students who feel that their rights as members of the

community might have been restricted to seek the assistance of the Dean of Students, the Assistant Dean/Director of Residence Life, and/or the Director of Public Safety. Students who engage in acts of discrimination are subject to the full range of sanctions outlined in the Rosemont Code of Conduct.

6. Mature Civility

- 6.1. Failure to maintain a mature level of civility
- 6.2. Engaging in food fights
- 6.3. Disruptive or disrespectful behavior

7. Visitation in the Residence Halls and Guests

- 7.1. Residential students are responsible for their guests and their guests' actions at all times. Rosemont students whose guests violate the Code of Conduct will be held accountable in place of their guests.
- 7.2. Guests must have photo ID and guest pass with them at all times when on campus and produce their ID when requested by College officials.
- 7.3. Overnight guests must be 16 years of age or older. Hosts must submit a guest form no less than 24 hours prior to the guest's arrival. Exceptions will be considered at the discretion of the Office of Residential Life.
- 7.4. Rosemont students hosting overnight guests under the age of 18 will be required to submit a permission form to the Office of Residence Life no less than 24 hours before the guest arrives. The form must be signed by the guest's legal guardian. Exceptions will not be given to this policy and underage guests will be required to leave campus if their stay is not properly documented.
- 7.5. During the Fall 2020 semester, off-campus guests or overnight guests in general are prohibited

8. Dangerous Practices

- 8.1. No student shall engage in any activity which shall endanger the health, safety, well-being, or property of another member of the College community
- 8.2. **Dangerous or negligent use of a motor vehicle (including speeding) is prohibited**
- 8.3. The sale, possession, production, purchase, or use of any explosives, or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts
- 8.4. The sale, possession, production, purchase, or use of any fireworks or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts
- 8.5. The sale, possession, production, purchase, or use of any incendiary devices or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts
- 8.6. The sale, possession, production, purchase, or use of any weapons or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts

9. Destruction of Property

- 9.1. Intentionally, recklessly, or negligently destroying, defacing or tampering with College property or the property of another is prohibited. The nature and/or value of the damaged property is irrelevant to the consideration and/or violation of this standard.
- 9.2. **Attempting or conspiring to destroy, deface, or tamper with College property or the property of another is prohibited.**

10. Dishonesty

- 10.1. Furnishing or conspiring to furnish false information to the College by forgery, alteration, or misuse of, among other things, College documents or records
- 10.2. Furnishing or conspiring to furnish to the College or its representatives, including but not limited to College Administrators, a written or oral false statement

11. Disorderly Conduct and Noise

11.1 Behaviors which are disruptive to the life of the College community or which disregard the rights of members of the community are prohibited

11.2. Unruly gatherings are prohibited

11.3. Excessive noise at any time or noise which violates residential quiet hours (10pm to 8am) is prohibited

12. Electronic Communication

12.1. Sending abusive, harassing, obscene or threatening messages through email, cell phone, social media, posting on the internet, or any other medium is prohibited

12.2. The use of any recording device to monitor behavior within a residence hall room or suite is prohibited without consent from all residents of the room or suite.

12.3. Students who engage in behavior that violates this Code of Conduct and place evidence of that behavior on a public website or other public medium may be held accountable by the College for their actions.

12.4. The Office of Information Technology and Resources maintains a variety of policies governing the use of College computing and communication resources that are fully outlined in the Student Handbook. Every member of the College community is bound by them and is expected to be familiar with them.

13. Failure to Comply and Interference with College Operations

13.1. Failure to identify oneself

13.2. Failure to comply with the written or verbal directions of duly authorized College personnel in performance of their official duties

13.3. Failure to comply with written or verbal directions of College faculty members (including teaching assistants, lab assistants, visiting lecturers, and others authorized to teach by the College and/or the instructor of record)

13.4. Failure to comply with classroom policies laid out in the syllabus for each course

13.5. Failure to comply with written or verbal directions of duly authorized peace officers and other community-based safety personnel (Lower Merion Police Department, fire, EMS, etc.) in performance of their official duties

13.6. Failure to comply with College policies in the Student Handbook and other College publication, including but not limited to the Dining Service Policy, Catalog, Public Safety Policies and Procedures, and Residence Hall Agreement

13.7. Failure to comply with or complete sanctions from a conduct hearing or Title IX proceeding

13.8. Intentional obstruction of teaching and/or research which occurs on College premises or at College sponsored or supervised events is prohibited

13.9. Intentional obstruction of the administration or operations of the College

14. Residence Hall Safety

14.1. Providing a combination or key to any residence hall room or suite to a guest or to a student not assigned to that room/suite.

14.2. Making copies of a residence hall or other College key without authorization

14.3. Entering a residence hall during a College break without express permission from Residence Life.

14.4. Staying overnight during a college break without express permission from Residence Life.

14.5. Failure to comply with an administrative directive or condition, including, but not limited to, a no contact order, building restriction, or time/place ban

15. Fire Safety

15.1. The intentional misuse of any fire alarm system; tampering with, misuse of, attempt to or conspiracy to misuse fire safety equipment (extinguishers, smoke detectors, alarms, or exit signs)

15.2. Propping or otherwise tampering with the proper operation of doors to any campus building, or exiting through “emergency exit only” doors in non-emergencies

15.3. Refusing to vacate buildings and other areas of College property when a fire alarm sounds and/or when directions to evacuate are issued by a College official or other lawful authority

16. Gambling

Students are expected to abide by the federal laws and the laws of the Commonwealth of Pennsylvania prohibiting illegal gambling.

16.1. Engaging in games of skill or chance without the approval of the Dean of Students and the Office of Leadership and Engagement is prohibited

16.2. Gambling for money or items of value is prohibited on the Rosemont College campus including blackjack, poker, craps, roulette, as well as any other card game, and other comparable games when they are played for money or any other thing of value, including prizes

17. Hazing

17.1. Hazing, in all its forms, is prohibited at Rosemont College

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

18. Indecent Conduct

18.1. Conduct which is lewd or indecent is prohibited

18.2. Public urination and/or defecation is prohibited

19. Identification

19.1. Students must carry an identification card issued by the College and present it when requested by a College official.

19.2. Tampering with or falsifying Rosemont College ID

19.3. Students may not lend their ID to other students for purposes of meal exchange, library usage, or residence hall access.

19.4. Possession of an identification card that falsely identifies a student by name, age, date of birth, or photograph as being 21 years of age or over (Fake ID)

20. Physical and Psychological Harm

- 20.1. Intentionally inflicting, attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same
- 20.2. Taking any action for the purpose of inflicting bodily harm
- 20.3. Taking any reckless, but not accidental, action that results in bodily harm or could result in bodily harm to any person
- 20.4. Any act that demeans, degrades, or disgraces any person

21. Sexual Misconduct and Intimate Partner Abuse

All forms of offenses, which are of a sexual nature, will be handled per Rosemont College's Sexual Misconduct Policy. Any allegations of abuse or other violence occurring between two people who are intimately engaged, were in the past intimately engaged, or are thought to be intimately engaged will be handled in a similar manner. Due to federal and commonwealth regulations, these incidences are handled directly by the College's Title IX Coordinator and Deputy Coordinators and are handled separate from the Student Conduct Process. Please refer to the Sexual Misconduct Policy beginning on page 87 of this publication for more information.

22. Stalking

- 22.1. A course of conduct by a stranger or acquaintance directed at a specific person that directly or indirectly distresses, intimidates, or threatens and places a reasonable person in fear
- 22.2. Using electronic media such as the internet, social media, blogs, websites, cell phones, or other similar platforms are used to pursue, intimidate, or threaten and place a reasonable person in fear.

23. Student Group Violations

- 23.1. Prohibited conduct by an officer of a group, club, or team done on behalf of that group, club, or team
- 23.2. Prohibited conduct by a group, club, or team

24. Theft

- 24.1. Theft of property, attempted theft of property, possession of stolen property, or conspiracy to steal
- 24.2. The appropriation of, attempt to appropriate, or conspiracy to appropriate College property for private use, including but not limited to such items as laboratory equipment, furniture, and/or library books
- 24.3. The unauthorized use of or attempted use of student identification, credit card, debit card, telephone card, check, authorization codes, or the like to purchase goods or services or to obtain property

Section 3: Student Conduct Procedures

Introduction

The Student Conduct system addresses charges that are brought against a student that allegedly violates the student code of conduct. The student conduct system utilizes a “preponderance of evidence” standard proof. A preponderance of evidence standard evaluates whether it is more likely than not that a violation has occurred.

Communication

Rosemont College email is the official means of communication between Student Conduct Administrators and students on all matters pertaining to the Student Conduct System.

Referrals

When an incident occurs and there are allegations that a student violated the code of conduct, a Student Conduct Referral may be filed by any College faculty, staff, and/or student. In most cases the referral is filed by a member of the Residence Life or Public Safety staffs in the form of an official incident report.

Individuals who wish to initiate a Student Conduct Referral must meet with the Assistant Dean/Director of Residence Life who will determine if the case has merit to move forward to a referral. Alternatively, students may submit a Student Incident Documentation form found on the Residence Life section of the Rosemont website:

<https://www.rosemont.edu/campus-life/residence-life/>.

If the case is deemed to have merit, then the Referring Party will be asked to put the allegations of misconduct in writing with sufficient detail to support a referral. Any charge should be submitted as soon as possible after the event takes place, preferably within the academic year in which the alleged infraction took place. While timeliness is preferable, there is no deadline by which a complaint must be filed as long as the referred party is a current student in the Undergraduate College at Rosemont.

Notification

If there is an allegation of misconduct that the Assistant Dean/Director has determined has merit, the Referred Party will:

- Be notified that a complaint has been filed against them via Rosemont College email;
- Have an opportunity to meet with a Student Conduct Administrator for a formal Conduct Hearing to review the Student Conduct Referral which includes the code violations
- Learn about the student conduct process and have questions answered;
- Give their perspective about the incident;
- Provide witness information, if applicable;

Following the hearing the Student Conduct Administrator will have up to seven (7) business days to issue a decision and assign applicable sanctions. Students will receive a conduct decision letter via their Rosemont College email.

Formal Conduct Hearings with a Student Conduct Administrator (SCA)

Formal Conduct Hearings are the cornerstone of the Rosemont Conduct System. Fundamentally, the hearing is an opportunity for any student who is alleged to have violated the Code of Conduct to respond to the allegation and present evidence in their defense. The Student Conduct System encourages student involvement in the conduct proceedings and relies on full and open discussion of cases with all parties concerned in order to render a fair judgment. The Student Conduct System is administrative in nature and, as such, is not considered a court of law where formal rules of process, procedure or technical rules of evidence apply. Referrals involving multiple students for the same incident will be resolved in a manner dictated by the SCA.

No student is required to attend a conduct hearing and lack of attendance will not be interpreted as an admission of responsibility. However, a student who does not attend their conduct hearing forfeits their right to provide a defense of their actions. The assigned SCA will reach out to a student twice to schedule a hearing. If the student does not respond the SCA will rule on the case as if the student did not attend a hearing.

A Rosemont College administrator will serve as the student conduct administrator (SCA) and hear the case privately. Though any Rosemont College administrator or faculty member may be assigned to serve as an SCA, the primary SCAs are as follows:

Dean of Students (as an appeals officer only)

Assistant Dean/Director of Residence Life (both an appeals officer and SCA)

Assistant Director of Residence Life

Residence Directors (2)

Advisors

The student has the right to bring an advisor and witnesses to the hearing. Advisors are available only for the moral support of the student. An advisor may only speak or add to the hearing with the explicit permission of the SCA. Any Rosemont College student, faculty, staff, or administrator may serve as an advisor. Non-affiliates—including parents and guardians—may participate only with the permission of the assigned SCA. It is the protocol of the Office of Residence Life to not conduct hearings with lawyers present. Students and/or their hired counsel who insist on having counsel present will be referred to the Dean of Students.

Hearings are regarded as confidential and closed to all but the principals of the case, their witnesses, and their advisor. Within seven (7) business days of the hearing the student will be notified, in writing, of the final decision of the SCA and of the right to appeal in a conduct decision letter sent to the student's Rosemont College email.

Appeals

A student wishing to appeal a ruling must submit a formal, written appeal via the appeals form to either the Dean of Students or the Assistant Dean/Director of Residence Life, as noted in their decision letter, within seventy-two (72) hours of receiving the conduct decision letter.

Students may appeal on three grounds:

- New Information – New information is available now that was not available to the SCA when the SCA rendered a decision.
- Severity of Sanctions – In the opinion of the student the sanctions are too severe given the violation(s)
- Procedural Error – An error occurred at any point in the conduct process from the incident report or referral to the SCA's decision. The alleged error must have had a material effect on the outcome of the case.

The student's status at the College is not altered until the appeal decision is final. In certain cases, however, the Dean of Student's may determine that the student's presence is a threat to the College's community and uphold the sanction imposed by the SCA until the appeal is final.

Appeals are generally heard in the following manner:

- Cases heard by a Residence Director
 - Appeals to the Assistant Dean/Director
- Cases heard by the Assistant Director
 - Appeals to the Assistant Dean/Director or the Dean of Students
- Cases heard by the Assistant Dean/Director
 - Appeals to the Dean of Students

Sanctions and Interim Measures

A sanction is a requirement or status that is imposed as a result of either being found responsible for violating the Code of Conduct. The purpose of conduct sanctions is two-fold:

- First, they serve to hold students accountable for breaches of the Code of Conduct.
- Second, they are an opportunity for the student to reflect on their behavior and their place in the Rosemont community.

The goal of all sanctions—with the exception of dismissal—is to bring the student back into full community. The College has a responsibility to ensure that the community is both healthy and safe and to that end, in some cases, suspension or dismissal of a student is necessary.

Disciplinary sanctions shall be communicated to students in writing via Rosemont College email, which is the official means of communication between and students.

Sanctions are determined by the seriousness of the code violation and are not necessarily progressive. For example, a student with no prior disciplinary record may be assigned a sanction commensurate with the offense up to and including removal from residence, suspension or dismissal.

In some situations, the continued presence of one or more students on campus or in close proximity to each other presents a concern for their safety or the safety of the community, the Dean of Students or his designee may put in place interim measures until such a time that a conduct hearing may be held and a formal decision reached. Students are required to comply with interim measures immediately. Typical interim measures include relocating one or more students to a different floor or building, banning a student from one or more residence halls, or otherwise limiting the actions and movement of a student.

Sanctions

(this list is neither exhaustive nor all inclusive)

Letter of Warning – Lowest level sanction mostly used for very minor policy violations. Most students will only receive this sanction once and will subsequently receive probation.

Probation – A higher level sanction with consequences for student leadership and participation in intercollegiate athletics, probation is put in place from the date of the conduct decision letter until a date at least one month away. In most cases students who violate policy while on probation will either receive additional time on probation or receive a more stringent sanction.

BASICS – The Basic Alcohol Screening and Intervention for College Students (BASICS) program is an alcohol education program sponsored by the Rosemont Counseling Center for students who have been found responsible for violating the alcohol policy. The program consists of two meetings with a trained instructor and homework in between the meetings which are scheduled with the student.

BASICS Follow-Up – Students who have completed the BASICS program and are subsequently found responsible for additional alcohol violations are sanctioned to a follow-up version of BASICS. Following the same model of two classes, the program is tailored to a repeat violation.

Marijuana Education – Based on the BASICS model, the Rosemont Counseling Center has developed a separate marijuana education module for students found responsible for marijuana violations.

Recommended Counseling – In general, Rosemont College does not require students to seek counseling. However, certain cases may warrant a strong recommendation that the student seek counseling.

Parent/Guardian Notification – When students who are under the age of 21 are found responsible of an alcohol or drug violation, a letter is sent to their parent(s) or guardian(s). The letter, though general, is meant to alert the family of the violation and involve them as active partners in their student's holistic education.

Essay – A common educational sanction, the student will be directed to compose an essay on a set topic. While the response and composition is the student's choice, the essay cannot be used to rationalize or defend a student's violation of policy. Typically, essays are required to be between 250 and 750 words.

Statement of Purpose and Action – A more involved essay, the Statement of Purpose and Action involves active reflection of a student's values and two interviews with role models in the student's life. The statement is typically 750 to 1,200 words in length.

Formal Mentoring – In some circumstances the SCA will offer mentoring to a student as an educational sanction. Many formal mentoring situations begun in conduct cases have extended far beyond the case itself.

Deferred Suspension from Housing – Conduct that rises to a certain level or a pattern of behavior may result in the student being warned that similar behavior will more than likely result in the student being removed from on campus housing.

Suspension from Housing – Based on the severity of one incident or a pattern of behavior, a student may be suspended from housing for a certain length of time. Students suspended from housing are not issued refunds for their housing.

Directed Experience – In collaboration with the SCA, the student will be directed to complete some type of particular experience (community service, research, meeting, shadowing, etc.) related to the case. In most cases the student will also be required to write an essay regarding this experience.

Follow-Up Meeting with the Director of Public Safety – In situations where a student’s conduct has directly impacted or was directed towards a member of the Public Safety staff, the student will be required to meet with the Director of Public Safety. In most cases the student will also be required to write an essay regarding this meeting.

Place Restriction – Students may be restricted from a particular building, floor, or room on campus as the situation warrants. Other arrangements will need to be made if the student has a reason to access that space during their restriction.

Health and Safety Fine – When a student’s room is found in violation of health and safety standards the student will likely receive a fine of \$100 or less.

Disciplinary Fine – In some cases a student will receive a monetary fine in addition to other sanctions (these fines range from \$10 to \$500).

Restitution – When a student causes damage to College property they will be required to pay for the damages to be repaired or the item replaced. The specific charge is confirmed by the Director of Facilities and will be divided among the students involved.

Suspension from the College – In cases of severe violations of the Code of Conduct or in situations where the totality of a student’s conduct indicate a lack of improvement and a habitual disrespect for other community members, the student may be suspended from the College for a set period of time. A student suspended from the College will also be banned from campus during their suspension.

Other sanctions may be created and applied as the case may warrant and as may be best judged to assist the student in their growth and development.

Rosemont College – Sexual Misconduct Policy

Rosemont College is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees that are free from offensive and unwelcome conduct, actions and words directed at anyone, but especially because of one's membership in a protected class. Rosemont College prohibits discrimination, discriminatory harassment, and sexual harassment, including sexual violence and any type of sexual misconduct. Rosemont College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act). This policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this policy.

Rosemont College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

It is the practice of Rosemont College that immediate effective action is taken to eliminate any hostile environment, prevent its recurrence, and remedy the effects on the victim regarding any harassment that interferes with or limits a person's ability to participate in, or benefit from school, including all activities and services.

Rosemont College prohibits discrimination, which can include disparate treatment directed toward individuals or group of individuals based on race, ethnicity, sex, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, pregnancy, gender identity, status as a veteran, or other protected class, that adversely affects their employment or education.

Rosemont College also prohibits sexual misconduct in any form, including sexual assault or abuse, sexual harassment, sexual violence, stalking, dating violence, domestic violence and any other forms of unwelcome conduct of a sexual nature, all of which can be forms of sexual discrimination. Members of the Rosemont College community should be able to live, study, and work in an environment free from sexual misconduct.

All members of the administration, faculty, staff and students will be subject to Rosemont College's disciplinary process for violation of this policy. Persons engaged in prohibited conduct may also be subject to criminal and civil procedures at state and/or federal levels. Rosemont College is committed to fair and prompt procedures to investigate and adjudicate reports of sexual misconduct.

This policy applies to all Rosemont College officers, administrators, supervisors, faculty, staff, students, volunteers, outside contractors, vendors, visitors, and applicants for employment or admission.

This policy applies to all on-campus and off-campus conduct. The College strongly encourages reports of prohibited conduct regardless of location. Even if the policy does not apply to the conduct because of its location, the College will take prompt action to provide for the safety and well-being of the complainant and the broader campus community.

PROBIHIBITED BEHAVIORS/CONDUCT

In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. Unacceptable behaviors/conduct includes but not limited to:

- Sexual Discrimination
- Sexual Misconduct
- Non-consensual Sexual Penetration – commonly known as rape
- Non-consensual Sexual Contact
- Sexual Exploitation
- Sexual Assault and Sexual Battery
- Sexual Harassment
- Intimate Relationship Violence – Domestic and Dating Violence
- Stalking
- Retaliation
- Inappropriate Conduct Related to Sex, Gender Identity, or Gender Expression

DEFINITIONS

Sexual Harassment is defined as any unwelcome conduct of a sexual nature. Conduct is considered "unwelcome" if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct can occur in various forms including name calling, graphic/written statements, physically threatening, harmful, and humiliating. The conduct need not include intent to harm, specific target or be repeated. And too, failure to complain does not equal welcomeness and welcoming some conduct does not welcome all conduct.

Sexual harassment can include unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or sexual violence. Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration the totality of the circumstances, including whether it denies or limits the person's ability to participate in or to receive benefits, services, or opportunities in the College's programs and has the purpose or effect of unreasonably interfering with an individual's personal, educational or work experience or creating an intimidating, hostile or offensive work environment.

Under this policy, sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise in salary by submitting to sexual advances. The suggestion or the advance need not be direct or explicit; it can be implied from the conduct, circumstances and relationships of the persons involved. Sexual harassment can also consist of persistent, unwelcome attempts to change a professional or academic relationship to a personal one. It can range from unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault.

Examples could include, but are not limited to, unwelcome sexual advances; repeated and unwelcome sexually-oriented bullying, teasing, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; gender harassment/stereotyping; derogatory or demeaning comments about women or men in general, whether sexual or not; leering, touching, pinching, or brushing against another's body; or displaying objects or pictures, including electronic images, which are sexual in nature and which create a hostile or offensive work, education or living environment.

Gender-based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, nonconformity with gender stereotypes, sexual orientation, and gender combined with another protected class.

Discrimination is any conduct that subjects an individual to disparate treatment on the basis of gender identity, gender expression, pregnancy, marital status, sexual orientation.

Sexual Misconduct is a term used to encompass a variety of behaviors described below. Sexual misconduct may be committed by anyone, including but not limited to, an intimate partner, friend, an acquaintance, supervisor, a faculty member, administrator or staff member, or a stranger. Anyone can be a victim or perpetrator of sexual misconduct, regardless of their sex, sexual orientation or gender identity. Sexual misconduct can occur when the perpetrator and victim are different sexes or same sex. Sexual misconduct can involve conduct that occurs on campus, off-campus, or via electronic means, including online, by social media, or by text.

Sexual Assault is a severe form of sexual harassment. Sexual assault is actual or attempted sexual contact with another person without that person's consent, including but not limited to, physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability.

Sexual Battery is any intentional sexual contact, however slight, with any object, without consent. Sexual contact includes contact above or beneath clothing with the breasts, buttocks, genitals, or areas directly adjacent to the genitals (for instance, the inner thigh); touching another with any of these body parts, making another touch someone or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

Non-consensual sexual contact means any sexual touching, with any object, woman upon another person without consent or making any person touch you or them in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another's clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts) or causing another to have indecent contact with them.

Non-consensual sexual intercourse means any sexual intercourse (anal, oral or vaginal), with any object, upon another person without consent. It is defined as engaging in sexual intercourse (oral, anal or vaginal) with another person without that person's consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is incapable of denying or giving consent.

Sexual Exploitation is taking non-consensual or abusive sexual advantage of another person for the benefit or advantage of anyone other than the exploited party. Examples of sexual exploitation include, but are not limited to, the following:

- Causing or attempting to cause the incapacitation of another person to gain a sexual advantage
- Prostituting another person
- Non-consensual streaming, sharing, or recording of audio, video or photography of any type or distribution of such
- Engaging in sexual activity in the presence of a non-consenting third party
- Exposing genitals to a non-consenting individual (including sending pictures, video, etc.) or in a public area
- Watching others when they are naked or engaged in sexual activity without their consent
- Knowingly transmitting a sexually transmitted infection/disease to another individual without their consent
- Stealing of clothing
- Other behavior that goes beyond the boundaries of consent

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Statutory Rape is defined a sexual intercourse with a person who is under the statutory age of consent.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual contact. When a person makes clear that they do not want to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, (iv) the duration of the pressure, and (v) the relative positions within the College community of those involved.

Dating Violence is defined as physical, emotional, psychological, or sexual abuse committed against a person a) who is or has been in a social relationship of a romantic or intimate nature with the victim and b) where the existence of such relationship shall be determined based on a consideration of (i) the length of the relationship, (ii) the type of relationship and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence is crimes of violence (physical, emotional, psychological, or sexual abuse) committed by an intimate partner on the other intimate partner. Intimate partner means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship. Dating relationship means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement, but does not include a causal relationship or an ordinary association between persons in a business or social context.

Stalking is defined as engaging in a course of conduct or repeatedly communicating to another person, repeatedly committing acts to another person, or repeatedly following the other person without proper authority, in a manner which exhibit an intent to place that person in reasonable fear of bodily injury or to cause substantial emotional stress to that person.

Retaliation means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint raising concerns under this policy, participating in an investigation under this policy or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including violence, threats or intimidation.

Consent is an affirmative decision to engage willingly in mutually acceptable sexual activity given by clear words or actions. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Consent **cannot** be any of the following:

- Inferred from silence, the absence of a “no”, or lack of protest or resistance.
- Obtained from a person who is asleep or otherwise mentally or physically incapacitated, and this condition was known or reasonably should have been known by the other individual(s) involved in the incident.
- Obtained from a person who is incapacitated by intoxicants such as alcohol, drugs, or medication, and this condition was known or reasonably should have been known by the other individual(s) involved in the incident. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how: of the sexual interaction). Note: a person may still be conscious but lack the capacity to consent to a sexual act(s).
- Obtained by threat or force.
- Obtained through coercion.
- Obtained through an unreasonable belief in affirmative consent that arose from an individual’s own intoxication, recklessness, or failure to determine affirmative consent.

Incapacitation is the inability to make informed, rational judgments and decisions. If alcohol or drugs are involved, incapacitation may be assessed by evaluating how the substance has affected a person’s decision-making capacity, awareness, and ability to make informed judgments. The impact of alcohol and drugs varies from person to person; however, warning signs of possible incapacitation include slurred speech, unsteady gait, impaired coordination, inability to perform personal tasks such as undressing, inability to maintain eye contact, vomiting, and emotional volatility. The perspective of a reasonable person will be considered in the College’s determination of whether a person knew, or reasonably should have known under the circumstances, whether the other party was incapacitated. Being intoxicated or incapacitated does not diminish one’s responsibility to obtain consent and will not be an excuse for sexual misconduct.

Complainant means the person who allegedly has experienced the prohibited conduct, regardless of whether that individual makes a complaint or desires disciplinary action. A complainant may be a student, employee, faculty member, volunteer, vendor, visitor, or guest regardless of their sex, sexual orientation, or gender identity.

Respondent is someone alleged to have been involved in an incident of prohibited conduct.

Preponderance of the evidence standard means that a decision of responsibility for a policy violation will be made on whether it is more likely than not that the respondent violated the policy on the totality of information gathered during the investigation.

REPORTING SEXUAL MISCONDUCT

Any person who believes they have been a victim of, have witnessed or otherwise wish to report any incident of sexual misconduct including sexual harassment should contact the Title IX Coordinator, Jane Federowicz (office: Main Building, Room 205; jfederowicz@rosemont.edu; phone: 2610-527-0200, x2242) by calling, writing, or coming into the office to report in person.

If you are the victim of a sexual assault, dating violence, domestic violence or stalking get to a safe place and ask for help, tell someone:

Call **911** and/or
Department of Public Safety by dialing **x2555** from any campus phone or
610-527-1038 from any other phone

The initial concern of the College is for the well-being and safety of the victim and the community. If there is reason to believe that an assailant is at large who poses an immediate threat to the community, the Title IX Coordinator and the Director of Public Safety will take action to protect the campus. In doing so, they will reveal no information which might identify the victim. After seeing to the well-being of the student reporting the alleged assault and to the immediate security of the campus, the College will investigate the charge that has been reported.

The College does not have a timeframe for reporting sexual misconduct. Reports can be submitted at any time following an incident, although the College’s ability to take any action may be negatively affected by the length of time between the alleged incident and the report.

All members of the faculty, administration, supervisors, coaches, Public Safety officers, RA’s, and Residence Life staff who have information regarding, are witness to, or become aware by any means of any form of discrimination, sexual harassment, sexual misconduct and/or inappropriate sexual behavior that occurs on campus or at a College related activity, are required to report the incident immediately (see below regarding Responsible Employees). All other employees are strongly encouraged to report such incidents. Reports may be made directly to either the Title IX Coordinator or a Title IX Deputy Coordinator.

Title IX Coordinator and Deputy Coordinator Information

TITLE IX COORDINATOR	Jane Federowicz Assistant Vice President for Human Resources	Room 205 Main Building	jfederowicz@rosemont.edu	610-527-0200 x2242
TITLE IX DEPUTY COORDINATOR	Matthew Baker Director of Public Safety	Kaul Hall Lower Level	matthew.baker@rosemont.edu	610-527-0200 x2556
TITLE IX DEPUTY COORDINATOR	Troy Chiddick Dean of Students	Hirsh Community Center	tchiddick@rosemont.edu	610-527-0200 x2400
TITLE IX DEPUTY COORDINATOR	Joseph Pavlow Athletic Director	Alumnae Hall Upper Level	joseph.pavlow@rosemont.edu	610-527-0200 X4265

Responsible Employees

A “Responsible Employee” is a College employee who has the mandated responsibility of reporting sexual harassment and misconduct to the Title IX Coordinator. All members of the faculty, administration, supervisors, coaches, Public Safety officers, RA’s, and Residence Life staff are Responsible Employees.

When a victim tells a Responsible Employee about an incident of sexual misconduct/violence, the victim has the right to expect Rosemont College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual misconduct /violence shared by the victim including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling Rosemont College’s response to the report. A Responsible Employee should not share information with law enforcement without the victim’s consent.

Before a victim reveals any information to a Responsible Employee, the Responsible Employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that Rosemont College will consider the request, but cannot guarantee that Rosemont College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking. An individual may report the incident without disclosing their name, identifying the Responding Person, or requesting any action. Depending on the extent of information available, the College's ability to respond to an anonymous report may be limited. To submit an anonymous report, go to the College's website www.rosemont.edu, click on the Public Safety tab and then click on the Online Crime and Sexual Misconduct Report tab.

Sexual Assault Amnesty Policy

The health and safety of every student at Rosemont College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to College officials.

A bystander acting in good faith or a reporting individual (complainant) acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials, Public Safety, and/or law enforcement will not be subject to the College's code of conduct action for violations or alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, or sexual assault.

Timely Warnings

When an incident of sexual misconduct that is reported to the College involves an alleged crime that constitutes a possible ongoing or continuing threat to the campus community, the College will evaluate each incident on a case-by-case basis to determine if a timely warning notice will be distributed to the community in a manner consistent with the requirements of the Clery Act. If a timely warning is issued to the campus community due to a report of intimate partner violence and abuse, sexual assault, sexual battery, sexual exploitation or stalking, the College will not release the name of identifying information about the complainant.

How Rosemont College Will Weigh the Request for Confidentiality

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Rosemont College must weigh that request against Rosemont College's obligation to provide a safe, non-discriminatory environment for all students and staff, including the victim.

If Rosemont College honors the request for confidentiality, a victim must understand that Rosemont College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when Rosemont College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. Rosemont College has designated the following individual to evaluate requests for confidentiality once a Responsible Employee is on notice of alleged sexual violence:

Jane Federowicz - Assistant Vice President for Human Resources/ Title IX Coordinator

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
- Whether there have been other sexual violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether Rosemont College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead Rosemont College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, Rosemont College will likely respect the victim's request for confidentiality.

If Rosemont College determines that it cannot maintain a victim's confidentiality, Rosemont College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling Rosemont College's response.

If Rosemont College determines that it can respect a victim's request for confidentiality, Rosemont College will also take immediate action as necessary to protect and assist the victim.

Local Law Enforcement

Notwithstanding the victim's ability to file/report a complaint with Rosemont College, the victim may also file a report with local law enforcement. College Title IX Coordinator, Director of Public Safety or Dean of Students will assist the victim in reporting the alleged offense to the local police if the victim requests such assistance. In addition, the importance of preserving evidence for proof of a criminal offense is conveyed to the victim at the time of first reporting. Although the College strongly encourages all member of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement.

College action against violators of this policy does not in any way preclude the possibility of criminal action by civil authorities, should the victim wish to pursue this course of action.

Medical Attention/Preservation of Evidence

For your safety and well-being, immediate medical attention is encouraged. In the case of rape or sexual assault, getting immediate medical attention is crucial so you can be evaluated for physical damage as well as collect any physical evidence. To keep evidence viable, do not change clothes, bathe, shower, use the restroom or cleanse in any way prior to your examination. If you have physical injuries, have them photographed with a date stamp on the photo. Try to memorize details and record those details. Getting medical attention does not require you to report to anyone. Get medical attention immediately. You should be evaluated for injury and sexually transmitted diseases. You do not have to report the rape; however, the medical staff can collect physical evidence should you choose to press charges later.

Preserving Information

Complainants, respondents, and witnesses should consider whether there is information to gather that might be helpful to investigator(s) and should preserve relevant items. For example, receipts, text messages, pictures, videos, emails, Facebook posts or messages, Snapchats, or other social media posts may be helpful during an investigation or hearing. It may be helpful not to delete this information and preserve it for later. Also, complainants, respondents, and witnesses are encouraged to write down a list of possible witnesses to submit to investigator(s).

Protection from Abuse (PFA) and Sexual Violence Protection (SVPO) Orders

A Protection from Abuse Order is a civil order that provides protection from harm by family or household members, sexual or intimate partners, or someone with whom you have a child in common. A Sexual Violence Protection Order is similar to a PFA and offers civil protection to any victim of sexual violence who is a risk of harm from their perpetrator. PFA's and SVPO's are issued by a judge. The local police or Victim Services Center of Montgomery County can provide further information on these protection orders and assist in obtaining one. Rosemont College will honor any official PFA's or SVPO's issued. Copies of such orders should be given to the Director of Public Safety.

Office for Civil Rights

An individual to whom this policy applies may also file a complaint with the Office for Civil Rights (OCR); however, Rosemont College encourages you, but does not require you, to first file/report any sexual misconduct complaint with any of the Rosemont College parties named herein. For more information and/or to file a complaint with OCR: Philadelphia Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107. Telephone: 215-656-8541 Email: CR.Philadelphia@ed.gov

On-Campus Counseling Services

Rosemont Counseling Center	Chapel – Lower Level	610-527-0200, x2416	Employees & Students
Rosemont Wellness Center	Alumnae Hall	610-527-0200, x2420	Employees & Students

In the event of an emergency and the Counseling and Wellness Centers are closed, contact Public Safety at x2555 or go to the Bryn Mawr Hospital Emergency Room.

The Counseling Center at Rosemont College is committed to promoting the personal growth and development of our students and to assisting them in overcoming obstacles that may interfere with their academic success. The Center offers a safe atmosphere for students to discuss any personal concerns or difficulties. All services are voluntary, confidential, and free of charge to all students.

Individuals who work or volunteer in the Counseling Department, 610-527-0200, x2417 can generally talk to a victim without revealing any personally identifying information about an incident to Rosemont College. A victim can seek assistance and support from these individuals without triggering a Rosemont College investigation that could reveal the victim's identity or that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator.

This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off-campus so the Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

A victim who speaks to a professional or non-professional counselor must understand that, if the victim wants to maintain confidentiality, Rosemont College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors' will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the

College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors will provide the victim with assistance if the victim wishes to do so.

Confidential Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the College Community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Rosemont College unless the victim requests the disclosure and signs a consent or waiver form. All services are voluntary, confidential, and free of charge to all students and staff.

Rosemont College has entered into an agreement with Victim Services Center of Montgomery County to provide confidential counseling and support services for victims of sexual abuse.

Off-campus Resources and Support

Employee Assistance Program (EAP) through Guardian (WorkLife Matters)		800-386-7055 www.ibhworklife.com	Employees only
Nurse Navigator Program through ConnectCare3		877-223-2350 www.connectcare3.com info@connectcare3.com	Employees only
Bryn Mawr Hospital Behavioral Health	130 South Bryn Mawr Ave. Bryn Mawr, PA 19010	1-888-CARE-898 (1-888-227-3898)	Employees & Students
Bryn Mawr Hospital (for medical treatment)	130 South Bryn Mawr Ave. Bryn Mawr, PA 19010	484-337-3000	Employees & Students
Suicide and Crisis Intervention Hotline		215-686-4420	Employees & Students
WOAR (Women Organized Against Rape)	One Penn Center 1617 John F Kennedy Blvd. Suite 1100 Philadelphia, PA 19103	24 hour Hot Line: 215-985-3333 Website: www.woar.org	Employees & Students
The Women's Center of Montgomery County	14 S. Bryn Mawr Ave Bryn Mawr, PA 19010	24 hour Hot Line: 1-800-773-2424 Bryn Mawr Office: 610-525-1427 Website: www.wcmontco.org	Employees & Students
Victim Services Center of Montgomery County	325 Swede St., 2nd Floor Norristown, PA 19401	24 hour Hot Line: 610-277-5200 610-277-0932 Website: www.victimservicescenter.org	Employees & Students
Mazzoni Center LGBTQ Health & Well-Being	Medical Center: 1348 Bainbridge Street Philadelphia, PA 19147	215-563-0652 Website: www.mazzonicenter.org	Employees & Students

VICTIM'S RIGHTS

Rosemont College is committed to providing options, support, and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking. All victims of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime of violation occurs on or off campus:

- To be informed of the College's sexual misconduct and harassment policy;
- To be treated with respect, dignity, and sensitivity throughout the process;
- To be informed of available resources including counseling both on and off campus and how to access these resources;
- To an advisor or support person of your choosing for guidance through the investigation and/or appeal process;
- To be informed of the options to notify law enforcement and the option to be assisted by campus authorities in notifying such authorities;
- To a campus no-contact order against another student who has engaged in or threatens to engage in behavior that presents a danger to the welfare of the complaining student;
- The right to notification of and options for, and available assistance in, changing academic and living situations, work situations, if so requested by the survivor and if such changes are reasonably available;
- The availability of interim measures;
- The right to a thorough, prompt, and equitable investigation and resolution of a complaint;
- To an outcome based solely on the preponderance of evidence that is credible, relevant, and without prejudice;
- The right to be informed of the outcome and sanction of any disciplinary decision/hearing, without condition;
- The right to appeal the investigation finding and sanction;
- The right to be free from retaliation by the institution, the accused and/or respondent, and/or their friends, family and acquaintances within the jurisdiction of the College, as a result of filing a report and/or your involvement in an investigation;
- To a college response to any retaliation or harassment you experience based on your involvement in an investigation.

Rosemont College will provide written notice of these rights when a student or employee reports their victimization.

RESPONDENT RIGHTS

If you have been named in a complaint of sexual misconduct, discrimination, or harassment, you have the right to expect:

- The right to provide full response to the allegations;
- To be informed of the College's sexual misconduct and harassment policy;
- To be treated with respect, dignity, and sensitivity throughout the process;
- To be informed of available resources including counseling both on and off campus and how to access these resources;
- To an advisor or support person of your choosing for guidance through the investigation and/or appeal process;
- To be provided with a written notice of investigation and the nature of the complaint filed against you;
- The right to a thorough, prompt, and equitable investigation and resolution of a complaint;
- To an outcome based solely on the preponderance of evidence that is credible, relevant, and without prejudice;
- The right to be informed in writing of the outcome and sanction of any disciplinary decision/hearing, without condition;
- The right to appeal the investigation finding and sanction;
- The right to be free from retaliation by the institution, the accused and/or respondent, and/or their friends, family and acquaintances within the jurisdiction of the College, as a result of filing a report and/or your involvement in an investigation;

- To a college response to any retaliation or harassment you experience based on your involvement in an investigation.

Role of a Support Person

A support person is an individual who may accompany a respondent or complainant during the investigation process, such as any meetings with the Title IX Coordinator, investigator(s), or appeals officers, including interviews, hearings, and any meeting related to the appeals process. A student may only have one support person with them during a meeting or other proceeding; however, that person does not need to be the same individual throughout an entire investigation process. Complainants and respondents may have any individual of their choosing serve as a support person. A support person may not speak on behalf of the individual they are supporting in the investigation, appeal hearing or other part of the process, including answering or asking questions for them. A support person's participation in the process must not interfere with the investigation or hearing. The Title IX Coordinator, investigator(s), hearing officers, and appeals officers have the authority to determine what constitutes appropriate behavior of a support person and to take reasonable steps to ensure compliance with this policy, which may include removing a support person from a meeting, hearing, or process.

RESOLUTION PROCESS

Whether through an informal or formal process, which shall be conducted by Rosemont College employees (Title IX Coordinator, Deputy Coordinator and/or Investigators), Rosemont College will provide a prompt, fair and impartial investigation and resolution. If extenuating circumstances will delay the proceedings, the College will inform both the complainant and respondent of the circumstances.

Initial Assessment

When a report is made, the Title IX Coordinator will conduct a preliminary assessment to determine whether the alleged conduct, as presented by the report, would present a potential violation of this policy and whether further action is warranted based on the alleged conduct. After receiving a report of alleged sexual misconduct, the Title IX Coordinator will contact the complainant to explain their opportunities and resources under this policy, reporting options on and off campus, interim and supportive measures as applicable, and appropriate referrals, as well as to invite the complainant to an in-person meeting. The first meeting is called intake. At intake, the Title IX Coordinator and/or investigator(s) will gather information about the incident and assess the need for interim action.

Interim Measures and Remedies

Rosemont College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. Rosemont College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Upon receipt of a report, the College will provide reasonable and appropriate interim measures designed to eliminate the alleged hostile environment and protect the Parties involved. The College will make reasonable efforts to communicate with the Parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the College, and regardless of whether the crime is reported to local law enforcement.

The Title IX Coordinator and the Dean of Students are available to coordinate efforts to meet the victim's needs. If requested and appropriate, the Title IX Coordinator, the Director of Public Safety, and the Dean of Students will assist with safety concerns, discussions with significant others, or accommodations such as alternative class assignment or working arrangement, transportation assistance and/or escort, administrative no-contact orders, safety and security services, and other assistance if requested and reasonably available.

A Complainant or Respondent may request a No Contact Order or other protection, or the College may choose to impose interim measures at its discretion to ensure the safety of all Parties, the broader College community, and/or the integrity of the process.

The College will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

Interim measures including written information will be implemented:

- Rosemont College will assess the immediate safety needs of the complainant;
- Will provide contact information as well as assist with contacting the local police if complainant requests;
- Provide medical services and/or assist with obtaining medical attention;
- Will provide complainant with information and referrals to on and off campus counseling, victim advocacy and legal assistance;
- Will assist with visa/immigration and student financial aid issues;
- Will provide a copy of the Sexual Misconduct policy and will inform the complainant regarding timeframes for inquiry, investigation and resolution;
- Will provide a copy of Survivor Bill of Rights;
- Will inform the complainant of the outcome of the investigation/hearing and whether or not the accused will be administratively charged;
- Will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Potential remedies, which may be applied include but not limited to:

- Access to counseling services and assistance in setting up initial appointment, both on and off-campus;
- Imposition of campus "No Contact Order";
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Change in class schedule, including the ability to take an "incomplete," or drop a course without penalty;
- Change in work schedule or job assignment;
- Financial aid related services;
- Change in or suspension of on-campus housing;
- Change of office space;
- Limit an individual's access to campus, certain College facilities or activities pending resolution of the matter;
- Providing an escort to ensure safe movement between classes and activities;
- Providing academic support services, such as tutoring;
- Voluntary leave of absence;
- Interim suspension or College-imposed leave;
- Any other remedy that can be tailored to the involved individuals to reasonably achieve the goals of this Policy.

These accommodations/protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Interim measures remain in place until the case has been investigated and resolved or until lifted by the appropriate College official or designee.

Interim Suspension

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal College functions, the College may place a student or impose leave for an employee. Pending resolution of the report, the individual may be denied access to the campus, campus facilities, and/or all other College activities or privileges for which the student/employee might otherwise be eligible, as the College determines appropriate. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited timeframe.

Informal Process

Rosemont College has adopted an informal process through which harassment and discrimination complaints may be resolved promptly and discreetly, often through communication, education, and/or mutual agreement. The Reporting party can end the informal process at any time and begin the formal resolution process. The goal of informal resolution is to resolve concerns at the earliest stage possible, with the cooperation of the parties involved.

Efforts for early resolution will be flexible and encompass a full range of possible outcomes, including, but not limited to addressing the Responding party, participating in mediation (which may be ended at any time by either party in favor of the formal process), or arranging a remedy for the Reporting party and/or agreement by the Responding party to accept a disciplinary sanction. The informal resolution process could include by way of example: separating the parties; referring the parties to counseling; conducting targeted educational and training programs; or providing remedies for the individual harmed by the alleged discrimination.

Mediation will not be used to resolve alleged sexual assault complaints.

If the matter is resolved informally to the satisfaction of all parties, the Title IX Coordinator will maintain a record of the complaint and its resolution.

If informal resolution is not possible, the Title IX Coordinator will proceed to formal resolution of the complaint.

Investigation

Reporting a sexual assault may help to prevent another assault. Reporting the incident does not mean the victim must proceed with a prosecution.

The Reporting party (complainant) should submit a signed, written statement, including the Reporting Party's name, signature, contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and any documents or information that is relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the Reporting party is strongly encouraged to file a written complaint.

When a Responsible Employee has knowledge of or receives a complaint of sexual misconduct, the individual receiving the complaint shall immediately notify the Title IX Coordinator. Once an oral or written complaint is filed with the Title IX Coordinator the complaint will be assessed, and if warranted, will be assigned for investigation to a Title IX Investigator.

In the event the Title IX Coordinator finds an investigation may not be warranted, he/she may also dismiss the complaint if the facts alleged in the complaint, even if taken as true, do not constitute prohibited harassment or discrimination; the complaint fails to allege any facts that suggest prohibited harassment or discrimination occurred; or the appropriate resolution or remedy has already been achieved or has been offered and rejected.

If it is determined that a complaint will not be investigated, the Title IX Coordinator will send the Reporting party a notification letter explaining the reason for the dismissal and informing the Reporting party that, within fifteen (15) business days of the notification, he or she may appeal the decision not to proceed with a complaint investigation to the Title IX Hearing Panel or the Vice President for Finance and Administration. The written appeal must explain why the decision to dismiss the complaint was in error. The Hearing Board or Vice President for Finance and Administration will respond within twenty (20) business days of receipt of the appeal. The Rosemont College Hearing Panel or Vice President for Finance and Administration's decision is final. If the decision to dismiss is overturned, the complaint is sent back to the Title IX Coordinator for investigation in accordance with the procedures outlined herein.

If the Title IX Coordinator finds an investigation is warranted, he/she will provide the Responding party with a copy of the complaint and allegations within ten (10) business days of the Title IX Coordinator's receipt of the oral/written complaint. If the Responding party cannot be located, attempts of notification will be documented. Responding party will have ten (10) business days to respond in writing. Responding party's statement must contain full and specific responses to each claim or complaint, admitting, denying or explaining the Reporting party's allegations. Responding party must sign his or her response, which will then be appended to the original complaint. If the Responding party fails to respond within time noted above, the Title IX Coordinator may proceed with investigation and determination of sanctions.

During the investigation, and depending on the nature of the allegations, the Title IX Investigator, in his or her discretion, may interview Reporting party, Responding party and/or witnesses; review written documentation and relevant policies; and take other necessary steps to thoroughly investigate the allegations. Interviews with the Reporting party and Responding party will occur separately. Rosemont College will ensure that both the Reporting party and Responding party are afforded equal opportunities to present relevant witnesses and other evidence.

Disclosure of facts to witnesses and parties is limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation are advised that maintaining confidentiality is essential to protect the integrity of the investigation.

Both the Reporting party and Responding party have the opportunity to be accompanied by a support person of their choice to any meeting or proceeding related to the incident.

During the investigation, the Title IX Investigator in communication with the Title IX Coordinators may take appropriate interim measures to ensure safety and non-retaliation for all parties.

Investigation Findings

Upon completion of the investigation, the Title IX Investigator will issue a written report to the Title IX Coordinator. The report shall include: a recommendation of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, and any relevant evidence. Factual conclusions shall be based upon a preponderance of the evidence standard (e.g., more likely than not).

The decision about whether there has been a violation of this Sexual Misconduct Policy will be made by the Title IX Coordinator. Determination and sanctions may be issued by the Title IX Coordinator or referred to a hearing panel.

Both the Reporting party (complainant) and Responding party (accused/respondent) shall be simultaneously informed in writing of:

- The outcome of the investigation and resulting sanctions;
- The procedures for the Responding party and the Reporting party to appeal the result of the proceeding;
- Any change to the results before it becomes final; and
- When such results become final.

The Responding party shall be informed of the findings and of actions taken or recommended to resolve the complaint and shall be notified generally of referrals and/or recommendations for disciplinary action.

Possible Disciplinary Sanctions

The purpose of disciplinary sanctions for violations of this policy is to educate students/employees about responsible behavior as members of the Rosemont College community, to maintain order, and to protect the rights of others. There is no set sanction for any of the offenses provided in this Policy. Sanctions will be determined individually and will reflect the nature and severity of the offense. Notwithstanding Rosemont College's right to impose a sanction under this Policy, students/employees may also be subject to penalties at the local, state, and federal level.

The College reserves the right to apply any sanction for a violation of this Policy including VAWA offenses of sexual assault, domestic violence, dating violence and stalking in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative and any student/employee found in violation of the same offense or a second offense of equal or greater magnitude may be suspended or expelled/terminated from the College. The failure to comply with an imposed sanction, as directed, can lead to the imposition of more severe sanctions, up to and including suspension or expulsion/termination. The identified sanctions represent a full range of sanctions which may be imposed against a student/employee found in violation of this Sexual Misconduct Policy.

- **Disciplinary Warning or Reprimand** - A disciplinary warning or reprimand is an official written statement of censure.
- **Letter of Apology to the Aggrieved Party** - A student/employee may be required to write a letter of apology to the aggrieved party.
- **Requirement to Seek Counseling** - The student/employee shall be required to provide evidence to the Title IX Coordinator of attendance and completion of counseling by a qualified professional.
- **Participation In, or Conducting, Special Workshops, Classes or Seminars** - A student/employee may be required to participate in, or to develop, and present special workshops or seminars related to a Title IX violation.
- **Research Assignments** - A student may be required to complete a research assignment on a topic related to the Title IX violation within a specified deadline.
- **Community Service** - A student/employee may be required to perform work assignments at the College or in the local community.
- **Parent Consultation** - Parent/guardian may be contacted when a student's behavior causes alarm, serious disruption, or is a health or safety concern.
- **Persona Non Gratis** - Prohibiting entry into a specific building on campus for a specific amount of time due to interference with the community.
- **Suspension or Termination of Residency** - Loss of on-campus housing, without refund, and/or dining privileges, permanently or for a specified period of time.
- **Fine** - A monetary sanction issued in the form of a charge.
- **No Contact Order** - Prohibits contact between students/employees when there exists a reasonable concern that physical or psychological harm may result from such contact.
- **Withholding of an Official Transcript** - May be imposed upon a student who fails to fulfill sanction requirements for a violation.
- **Delay in Awarding Degrees** - The College reserves the right to delay the awarding of any degree.
- **Hold on Registration or Re-Enrollment** - May be imposed on a student who has a Title IX case pending.
- **Restitution** - Restitution is reimbursement to compensate for personal injury, property damage, or misappropriation of College or other personal property. It may be in the form of money or services.
- **Disciplinary Probation** - Disciplinary probation may be imposed for a specified period of time.
- **Suspension** – Suspension from the College. Duration of suspension will be determined by the Title IX Coordinator or the Hearing Board.
- **Expulsion/Termination** – Expulsion/termination is the most severe sanction that the College may impose. Expulsion/termination is permanent dismissal from the College. In addition, the student is not eligible for readmission to the College, the employee is not eligible for rehire and students/employees will be permanently barred from Rosemont College property and from all College-sponsored events.

- Other sanctions as deemed appropriate by the Title IX Coordinator or Hearing Board.

Appeals Process

Either the Responding party or the Reporting party both have the opportunity to request an appeal of the decision and sanctions rendered by the Title IX Coordinator. The three grounds upon which an appeal of the decision or sanctions may be made are:

- **Material procedural error:** The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision. The appeal must specify the procedural provision that was violated and the impact of this violation; procedural or technical deviations will not be sufficient to sustain an appeal unless found to have denied the appealing party a fair process.
- **New material evidence:** The party has substantive new evidence that was not available to the investigator at the time of the decision and that may change the outcome of the decision. The new evidence must have been previously unknown or unavailable to the party and pertinent to the case. The appealing party must provide an explanation as to why the evidence was unknown or unavailable.
- **Inappropriate sanction:** The party feels that the severity of the sanction is inappropriate given the details of the case. In reviewing an appeal based on this ground, the Vice President for Finance and Administration does not replace the Title IX Coordinator's judgment with his or her own; he or she reviews the matter to determine whether the sanctions imposed are authorized under applicable policy and sufficient to preventing recurrence of similar conduct by the respondent or others and eliminating a hostile environment for the reporting party and the campus. Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

An appeal is not intended to be a new investigation. In most cases, an appeal is confined to a review of written documentation and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity to substitute judgement for that of the investigation team merely because of disagreement with the finding and/or recommended sanction. In any request for an appeal, the burden of proof lies with the party requesting the appeal.

The request for an appeal, including the grounds upon which the request is based, must be submitted in writing to the Vice President of Finance and Administration within five (5) business days following the date on the outcome letter. All appeals must be in writing and clearly cite the grounds for the appeal and the evidence supporting it. Each party will be notified if an appeal request will be considered and be provided the opportunity to respond. If an appeal is not filed within the five (5) business days, the decision of the Title IX Coordinator will be final.

The Hearing Board determines whether a change in decision is warranted. Both parties will be notified within twenty (20) business days, the date and time of the scheduled appeal hearing. The trained members of the Hearing Board will conduct the appeal meeting and will be conducted in an impartial manner. The Hearing Board will review the appeal; the investigative report, the Title IX Coordinator's rationale for the decision made and any testimony at the appeal hearing. The Hearing Board will make a final independent decision using the standard of preponderance of the evidence. The Hearing Board's decision is final. Appeals decisions will be rendered within ten (10) business days after the conclusion of the appeal hearing. Both parties will be notified in writing of appeal outcome.

The complainant and the respondent will be provided the same opportunities to have others present during any hearing board meeting, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Both the complainant and respondent have the right to have an advisor of their choosing to be present with them during the hearing. The advisor can be anyone the complainant and respondent choose, including a lawyer or family member. The complainant and respondent may speak privately with their advisor at any time during the process without disrupting the process. However, the advisor cannot speak on behalf of their advisee, actively participate in the process, or interrupt any proceedings. If the advisor violates any of these rules, they will be immediately removed from the process.

The hearing will be audio-recorded, but not the deliberations of the Hearing Panel. The audio recording is created for reference by the Hearing Panel during deliberations. Consent for recording will be obtained by participants before any recording is made.

FALSE REPORTS

The College takes the accuracy of information very seriously, as a report of prohibited conduct may have severe consequences. A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of prohibited conduct. However, when a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant may be subject to disciplinary action.

RETALIATION POLICY

Rosemont College prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Any person who believes they have been retaliated against for reporting and/or participating in the investigation/hearing process of any incident of sexual misconduct including sexual harassment should contact the Title IX Coordinator, Jane Federowicz

