



Dear Rosemont Student,

All of the members of the Division of Student Life are pleased to provide you with the *Student Life Handbook* for 2003-2005.

Within the pages of this handbook are policies and procedures of the College related to a wide variety of areas. In addition, you will find valuable information on many subjects. I urge you to both review the handbook shortly after you receive it and to use it as a reference throughout your time at Rosemont.

Rosemont is—as all colleges should be—a vibrant place. Positive change has occurred over the years and will no doubt continue to occur at our College. Therefore, in addition to being familiar with policies, procedures, and information in this handbook, you should check your College email and your mailbox daily. New information as well as updates of policies and procedures will be provided to you in this way. Thus, the handbook information may change over time. It is your responsibility to be familiar with updated policy and information.

Above all, no handbook—no matter how thorough or comprehensive—can substitute for the caring and dedicated people who serve Rosemont as administrators, faculty, and staff. If you have questions, problems or concerns, please do not hesitate to consult the appropriate persons on campus promptly.

I urge you to use this handbook as a source of information and a way to get involved in many aspects of campus life. Whether in student government, activities, clubs, athletics or any of the other opportunities available, being an active and contributing member of the Rosemont community will enhance both your personal college experience and that of the community as a whole.

All the members of the Division of Student Life join me in wishing you a successful college experience. We all look forward to supporting and working with you during your years at Rosemont.

Sincerely,

A handwritten signature in black ink that reads "Marilyn A. Moller".

Marilyn A. Moller
Vice President for Student Affairs and Dean of Students

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.

“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.

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 Days,” held each year in October, celebrate Rosemont College’s connection to Cornelia Connelly and the Society of the Holy Child Jesus.

“Founders’ Day,” 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. This day is a campus-wide celebration of Rosemont’s unique mission.

Throughout the year, workshops, lectures, discussion and reflection groups are sponsored so that 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.

STUDENT LIFE DIVISION MISSION STATEMENT

The Division of Student Life exists to support students individually and collectively and to complement the intellectual side of their college experience with a variety of services and supports which enable each student to succeed and to garner the maximum benefit from her Rosemont experience.

The Division of Student Life strives to provide opportunities for individuals to achieve a balance of the spiritual, intellectual, emotional, social, physical, and occupational realms 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.

DIVISION OF STUDENT LIFE DEPARTMENTS AND SERVICES

- Admissions
- Athletics
- Career Services
- Counseling Services
- Financial Aid
- Food Services
- International Student Services
- Rosemont Alcohol and Drug Awareness Resources (RADAR)
- Residential Life
- Student Activities
- Wellness Center

All of the above departments report directly to the Vice President for Student Affairs/Dean of Students. Detailed information about each of these departments is contained elsewhere in this handbook. The Office of Student Life is located in Lawrence Hall, just off of the Art Gallery. Students are encouraged to visit the office with questions or concerns or to call the office at ext. 2400.

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SECTION I: ROSEMONT COLLEGE

GENERAL INFORMATION FOR ALL STUDENTS

Business Hours

Administrative offices of the College are generally open during the academic year between 9:00 a.m. and 5:00 p.m. with additional late hours posted. The School of Continuing Studies and the Graduate School are open year round from 9:00 a.m. until 9:00 p.m. on Mondays through Thursdays. There is limited coverage in some offices during the lunch hour from noon until 1:00 p.m. Faculty members may be seen by appointment or during posted office hours. Consult the directory in this section for locations and telephone numbers of administrative offices.



FROM MID-JUNE UNTIL MID-AUGUST, COLLEGE OFFICES ARE OPEN FROM 8:30 A.M. TO 5:00 P.M. , MONDAY THRU THURSDAY. COLLEGE OFFICES ARE GENERALLY CLOSED ON FRIDAYS DURING THIS PERIOD.

Cable Television Service

Comcast Cable serves our campus. A representative will be available early in each semester. Students make arrangements directly with the company and are billed directly by them.

Campus Email

All Rosemont students are assigned a campus email address upon matriculation. This address is generally the student's first initial immediately followed by her entire last name followed by @rosemont.edu. For example, a student named Ann Example would have a Rosemont College email address of aexample@rosemont.edu.

The majority of communication to students from the Division of Student Life and from other major College offices is done via campus email. Students should check their campus email at least twice daily. There are a significant number of occasions when email is the only vehicle used to provide information to students. Therefore, since students are responsible for responding appropriately to such information, developing the habit of checking email twice daily is a crucial part of campus life.

Rosemont Mailing lists are to be used exclusively for the communication of College-related information that is pertinent to the members of the list.

Members of the College community may not use a college mailing list for the purpose of petitions, non-College related/generated announcements, political pronouncements, jokes, etc. Such mailings are all considered spam, and reduce the effectiveness of the mailing lists, as well as of the mail system itself.

IMPORTANT NOTE: Failure to check email or mailboxes is not an acceptable excuse for missing college deadlines.

Campus Safety

Safety is the responsibility of all members of the Rosemont community and all of us need to take an active role. We should park only in the designated parking areas which are well lighted during evening hours. Students walking or jogging after dark should seek a companion rather than going alone and should wear reflective clothing. It is your responsibility to alert the Department of Public Safety regarding suspicious persons on College property or in the vicinity of the College. Campus telephones (yellow) are on the outside of most buildings and at various sites around campus. The Department of Public Safety's number is ext. 2555. The outside security number is 610.527.1038. Non-emergency requests may be handled by dialing ext. 2555 or 1038.

Emergency Procedures, Fire Drills

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:

1. Students are to leave the building 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 which 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, and 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. When the signal is 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.

Emergency Procedures, Illness or Accidents

In case of accident or illness between 8:30 a.m. and 4:30 p.m., please contact the Wellness Center at ext. 2420. If additional assistance is required, contact Public Safety at ext. 2555.

For accidents or other emergencies in the residence halls before 8:30 a.m. or after 4:30 p.m., immediately contact the RA on duty, who will contact Public Safety as necessary.

In the event of a true emergency requiring immediate medical attention or the assistance of a Public Safety Officer, dial ext. 2555 from any campus phone.

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 staff or security at any time. An identification card must be presented by residents on entry to the Dining Hall.

This card also permits students access to the Grind and "T" in Alumnae Hall 24 hours per day, seven days a week. While these areas are open during the day, they are locked between 10:00 p.m. and 8:00 a.m. However, students may use their identification cards to gain access to these areas during those hours.

The identification card also allows students to use the libraries of Villanova University, Cabrini, and Eastern Colleges.

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 and a validation sticker is added each semester. There is a \$25.00 charge for the initial card and a \$10.00 replacement fee is charged if the card is lost or stolen.

Rosemont College identification cards are not transferable. MISUSE OF A COLLEGE IDENTIFICATION OR MEAL CARD IS A SERIOUS OFFENSE AND WILL BE SUBJECT TO DISCIPLINARY OR LEGAL ACTION. Students should report loss or theft to the Public Safety Office. A Student must return the identification card and meal card to Student Life Office upon withdrawal from residence and/or leaving the College permanently before appropriate refunds will be made or deposits returned.

An identification card is made for every new student. Students may never give or lend their card to anyone else. Restricted swipe access to residence halls and other areas on campus is a necessary security measure. Fines will be imposed upon any student who gives or lends her card to anyone else at any period.

Mail Service

All matriculated Rosemont students are assigned a private mailbox in the "T" by the Mailroom staff. Students should check their campus mailbox daily. While email is the primary communication vehicle, some individual communication as well as flyers about campus-wide activities, etc., will utilize the mail system. Regular mail can also be addressed to commuter and resident students at the College address to be put in their boxes.

Students may use the campus mail to communicate with each other, faculty, and administrative offices by depositing letters marked "Campus Mail" with sufficient name and location in boxes in the Mailroom or in the General Office in Good Counsel Hall.

New students must obtain either a combination or key for their mailboxes at the beginning of the school year from the staff of the Mailroom. There is no charge for use of the mailbox; however, a charge of \$5.00 will be made to replace lost, damaged, or unreturned keys, payable when the new key is issued.

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

Security Procedures

The security of Rosemont College, its students, and its property is entrusted to the Director of Public Safety. This office is located on the lower level of Cardinal Hall. A security force is employed to patrol the campus, to secure buildings, and to assist members of the College community as needed. Close contact is maintained between campus Security and the Lower Merion Police who patrol the campus at intervals.

Students having a valid reason to enter Lawrence Hall, in the evenings or on weekends after those buildings have been locked should be accompanied by another student. They should call the security officer (ext. 2555) and present a valid Rosemont identification. The security officer will log the names of the students, the time entered, and the time leaving the building. Students should call and let the security officer know when they are leaving the building.

The main entrance to the College is on Wendover Avenue. **ALL CARS ENTERING THE CAMPUS WHEN THERE IS AN OFFICER IN THE SECURITY GATEHOUSE MUST STOP TO IDENTIFY THEMSELVES, INCLUDING ROSEMONT STUDENTS AND THEIR GUESTS.**

Traffic on campus is restricted in the evening, on weekends, and during school holidays. The Lawrence Hall gate on Montgomery Avenue is closed at 10:00 p.m. The campus gate on Montgomery Avenue and the campus gate on Curwen Road are closed at 8:00 p.m. on weekdays. All gates are opened between 6:30-7:00 a.m. on weekdays. All traffic should use the entrance on Wendover Avenue on weekends and evenings.

Snow Closing Policy

When hazardous snow conditions prevail, cancellation of Rosemont classes will be announced through local radio/TV communication and/or through the College Switchboard SNOW telephone number 610.527.0200, ext. 9. Do not call the Public Safety Office. When morning classes are effected, such an announcement will be made as soon as a decision can be 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 Continuing Studies and Graduate students should call 610.526.2955 for instructions. Stations carrying the announcements of school closings due to snow include KYW, WCAU, WFIL, WIP, and WPEN.

Student Parking On Campus

All students who intend to keep a car or to park one regularly on campus must register their car with the Public Safety Office of Rosemont College between the hours of 9:00 a.m. 12:00 p.m. and 1:00 p.m. to 4:00 p.m. on week days. There is no charge for parking registration, but parking on campus is limited and permits will be issued on a first-come first-serve basis. Regulations will be issued with the permit. Students and their guests with cars are expected to know and abide by the regulations. The College is not responsible for damage to vehicles driving or parked on campus. First year residents are not permitted to bring cars to campus during their initial year.

Guests to the campus for a limited time may park behind Kaul Hall. **NO STUDENTS OR THEIR GUESTS MAY PARK IN THE LOT BEHIND LAWRENCE HALL EXCEPT DURING EVENINGS AND WEEK-END HOURS.** The limited visitor parking behind and in front of Lawrence Hall is for Admissions and official visitors to the College only. **TICKETS WILL BE ISSUED TO CARS ILLEGALLY PARKED IN NON-DESIGNATED AREAS OR IN THE MARKED FIRE LANE.** Cars may be towed or booted if the

circumstances warrant. Contact the Department of Public Safety (ext. 2555) for details. If towed, call PIZZI'S GETTY at 610.525.0494, 24 hours a day. Students are responsible for all these expenses.

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 appeals process to be followed (see Student Parking Appeals Board). All questions related to parking should be taken to the Public Safety Office in Cardinal Hall. If fines are not paid, grades and/or transcripts will be withheld by the College at the end of each semester. Appeals must be filed in writing within one week of the date of the ticket.

Telephone Service

The College switchboard is open weekdays during the academic year from 9:00 a.m. until 5:00 p.m. 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 your extension. In the event that an important message must be communicated to a student during a weekday, the Student Life Office (ext. 2400) will make every effort to locate the student. A Student Directory is published annually by the College. If you would prefer to be excluded from this book, you must notify the Office of Student Life in writing prior to September 1st.

SECTION I: ROSEMONT COLLEGE **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 34 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. The President of the College is a member *ex officio*.

Student Participation in College Governance

Student opinion at Rosemont is represented in the operation of the College in a number of ways. As an individual, 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 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 Women's College can be presented through SGA, the Residence Hall Association, or other appropriate college committees.

College Committees

Undergraduate Women's College Council

Representatives of all areas of the Rosemont College Undergraduate Women's College meet three times per semester. Members meet to review proposals, investigate concerns, and make recommendations to the President on substantive matters. Individual students with questions or concerns for the consideration of

College Council may make a signed “representation in writing” to any member of the Undergraduate Women’s College Council to be presented at meetings for consideration.

Curriculum Development and Assessment Committee

The function of the committee is to receive and propose curriculum initiatives, to consider and/or recommend proposals for change in general and in departmental undergraduate credit programs, and to serve as the group organizing and supervising the annual and the multi-year evaluation/assessment schedule for the academic programs in the College.

The Undergraduate Women’s College Council consists of the Academic Dean of the Undergraduate Women’s College who serves as chairperson, three (3) members of the administration appointed by the Academic Dean; four (4) members of the faculty; and four student representatives from the Student Government Association.

Academic Standards and Practices Committee

The function of the committee is to be responsible for the quality and integrity of the undergraduate academic program, to maintain and to implement the academic standards and practices for the College’s undergraduate programs; to establish academic guidelines for undergraduate admissions and financial aid, and to review special admissions cases.

Committees of The Board of Trustees

The following Trustee committees are of interest to students:

Academic Affairs Committee

This committee serves as a vehicle of communication between the Board and faculty on matters pertaining to academic programs and academic personnel policies. Two students and an alumna will participate as non-voting members. Other members of the committee are Trustees, the President, the Provost/Academic Dean, Dean of the School of Continuing Studies, Dean of the School of Graduate Studies, and four tenured faculty members. This committee meets twice each semester.

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 are two student members (the SGA President and one other student) as well as Trustees, the President, the Vice Presidents of Enrollment Management and Student Life, the Director of Campus Ministry, and a faculty member. This committee meets in October, December, February, and May.

SECTION I: ROSEMONT COLLEGE

HISTORY, SYMBOLS, AND TRADITIONAL EVENTS

HISTORY

The 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 Universities. From the beginning, Rosemont College was a collaborative effort among 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 whole 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 15 years Rosemont was able to build a gym (replaced in 1961 with Alumnae Hall), Connelly Hall, the Kistler Library, Mayfield Hall, and Good Counsel Hall. The 20th 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 1930’s there were debating, glee and literary clubs, a Jest and Gesture Society, and interclass plays and class social activities. In 1931, the Student newspaper, the *Rambler* was begun and in 1938 the yearbook, the *Cornelian*.

In the next 30 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 1970s saw students question traditional activities and customs, rediscover core values, and express them in their own personal style. Formal and increased cooperative arrangements with Villanova University have broadened the experiences of students of both institutions. Rosemont College, Cabrini College, and Eastern University also have cooperated fruitfully.

In 1979, Dorothy Brown 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 the School of Continuing Studies) began as a step-in, step-out degree completion program for men and women at both the graduate and undergraduate levels.

In July 2001, Dr. Ann M. Amore became the College's 12th President. Under her leadership, the years since have seen continuing growth and reinvigoration campus-wide. All three schools offer new majors, have increased enrollment, and renewed spirits of student involvement. Rosemont does indeed continue to "meet the wants of the age."

SYMBOLS

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 whose members 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 120/121, verse 1 "LEVAVI OCULOS MEOS IN MONTES." It reads, "I have lifted up my eyes to the mountains." Rosemont was incorporated in 1922 under the laws of the Commonwealth of Pennsylvania and empowered by its charter to grant degrees in Arts and Science. 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 the junior year. More recently, students have preferred to purchase the "official" gold rose ring but alternative fashion rings are also available. In order to purchase a ring the student must be a first semester junior and have a cumulative 2.0 grade point average.

College Colors

The College colors are burgundy and taupe. The traditional colors of rose and gray are also used for ceremonial occasions.

School Mascot

Before 1988, research does not indicate that Rosemont students formally adopted a mascot or team name, although the seniors were referred to as "old gray mares." Until the 1970s 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. An appropriate costume for the charming lady is now available for special days.

Athletic Team Nickname

In 1983, the athletic teams designated themselves as "The Ramblers," which means a climbing rose.

Alma Mater

- | | |
|--|--|
| (1) The silent paths of Rosemont
Down which her daughters go
Lead each to find the spirit
We've come so well to know
The wonder of our college days
Will live though we be gone
We'll praise our Alma Mater
To her we'll e'er belong. | (2) When all our days at Rosemont
Are memories of the past
We'll love her old traditions
The ones that bound us fast.
The wonder of our college days
Will live though we be gone,
We'll praise our Alma Mater
To her we'll e'er belong. |
|--|--|

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

TRADITIONAL EVENTS

The following events are part of the Rosemont heritage:

Orientation

Upon their arrival at Rosemont in late August, new students to Rosemont are oriented to the College in small groups led by student Orientation Counselors. A variety of informational, academic, and social activities are planned for incoming students.

Welcome Picnic

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

Family Weekend/Cap and Gown Ceremony

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. On Sunday, parents witness the solemn Cap and Gown Ceremony during which First Year students are initiated into the academic community.

Oktoberfest

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

Heritage Days

"Heritage Days", held each year in October, celebrate Rosemont College's connection to Cornelia Connelly and the Society of the Holy Child Jesus.

Holiday Evening

The Holiday Evening is planned and carried out by the Rosemont Activities Council during early December. It begins with the singing of carols around the College's Christmas tree on Alumnae Terrace.

The tree is then lit. Students and other members of the Rosemont community then share a holiday meal featuring foods of the various December holidays celebrated by our students (Christmas, Hanukkah, and Kwanza).

Finals Breakfast

During finals at the end of the first semester, administrators, faculty, and staff serve an evening 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 February, a formal dance for students in all four classes and their guests is held off campus.

Hundred 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. All classes are invited.

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 Convocation

This formal occasion features the reading and presentation of academic honors and awards obtained by students during the academic year. Class leadership awards are also presented. In addition, the Presidential Medal, the highest award given by the College, is presented to a member of the senior class.

Spring Luncheon

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

Junior Class Blessing

Also held on the Saturday of Academic Convocation, the Junior Class Blessing originated as a blessing of the class ring, however, in recent years it has evolved into a 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.

International Festival

Presented annually by the International Club, this celebration involves a sharing of the heritages of Rosemont's International Students. Wearing traditional costumes, students present music, dance, and other traditions from their native lands.

Founders' Day

On Founders' Day, classes are dismissed at noon, and the community comes together in a special liturgy. Following a picnic lunch on the green, there are games, athletic competitions, and other events.

In the evening, the Founders' Day Dinner is held. Service certificates and a number of other awards are presented. In addition, the Levenson, McClatchy, and service awards are presented to three outstanding Rosemont students.

Athletic Banquet

A new tradition at Rosemont, the Athletic Banquet is a celebration and recognition of the athletic accomplishments of our six varsity teams. Awards are presented and the achievements of the season are recounted.

Reading Day Picnic

Hosted by the Division 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 to enjoy a leisurely lunch on Connelly Green.

Senior Week

Between the last exam and 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 begins with a gala dance and 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 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 five 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 they established here.

SECTION I: ROSEMONT COLLEGE

DIRECTORY OF ADMINISTRATIVE OFFICES

Main Information Number	610.527.0200
Academic Affairs Office (Academic Dean)	ext. 2300
Activities Hotline	ext. 3100
Alumnae	ext. 2230
Athletics	ext. 2360
Admissions	ext. 2966
Assistant Academic Dean	ext. 2303
Business Office	ext. 2241
Campus Ministry	ext. 2412
Career Services	ext. 2405
Club Room	ext. 2427
College Grill	ext. 2259
College Store	ext. 2250
Commuter Lounge	ext. 2426
Computer Center	ext. 2366
Conwell Learning Center	ext. 2328
Counseling Center	ext. 2416
Dining Services	ext. 2255
Financial Aid	ext. 2221
General Office	ext. 2248
International Student Services	ext. 2215
Library	
- Reference Desk	ext. 2273
- Media Services	ext. 2278
- Circulation and Reserve	ext. 2271
Mailroom	ext. 2249
Public Safety	ext. 2554
Rosemont Alcohol and Drug Awareness Resource (RADAR)	ext. 2472
Residential Life	ext. 2401
Rosemont Alcohol and Drug Awareness Resources Program (R.A.D.A.R.)	ext. 2472
Registrar	ext. 2305
Student Activities	ext. 2425
Student Life Office (Dean of Students)	ext. 2975
Student Government	ext. 2421
Wellness Center	ext. 2420

SECTION I: ROSEMONT COLLEGE**WHO TO SEE ABOUT WHAT ON CAMPUS****TO REPORT ANY CRIMINAL ACTIVITY . . .**

Security, ext. 2555

TO REPORT ANY FIRE . . .

Call the Fire Dept. (911) and notify Dept. of Public Safety, ext. 2555

EMERGENCY INFORMATION

The Department of Public Safety may be reached 24 hours a day by dialing ext. 2555 from any College phone or 610.527.1038 from an outside phone.

OTHER INFORMATION

Academic Information

Absence from class	Assistant Academic Dean, ext. 2303
Academic Programs	Assistant Academic Dean, ext. 2303
Academic Advisors	Academic Dean, ext. 2300
Academic Flexibility	Assistant Academic Dean, ext. 2303
Course Changes, Authorization	Assistant Academic Dean, ext. 2303
Degree Requirements	Academic Dean, ext. 2300
Eastern University Courses	Assistant Academic Dean, ext. 2303
Independent Study Forms	Academic Dean, ext. 2300
Individualized Major	Academic Dean, ext. 2300
Villanova University Courses	Assistant Academic Dean, ext. 2303

Activities on Campus	Director of Student Activities, ext. 2425
Activities Hotline	ext. 3100
Alcohol and other Drug Concerns	Counseling Center, ext. 2416
Alcohol Policy/Approval	Dean of Students, ext.2400
Athletic Facilities	Director of Athletics, ext.2360
Audio Visual Services	Media Services, ext. 2278
Audit Forms	Assistant Academic Dean, ext. 2303

Book Store "T" ext. 2250

Cabrini College Courses	Assistant Academic Dean, ext. 2303
Campus Activities	Director of Student Activities, ext. 2425 or Student Life, ext. 2400
Campus Ministry	Campus Minister, ext. 2412
Career Services	Career Services, ext. 2406
Change of address/telephone	Registrar, ext. 2305
College Calendar	Student Life, ext. 2975

Commuting Students	Dean of Students, ext. 2400
Computer Courses	Director of Information Technology, ext. 2976
Copy Machines	Library, Circulation desk, ext. 2271
Counseling Center	Director of Counseling, ext. 2416
Disability Coordinator/Supports for Disabled Students	Dean of Students, ext. 2400
Education Certification	Director of Education Programs, ext. 2363
Employment Campus, Students	Financial Aid, ext. 2221
Final Exam Schedules	Registrar, ext. 2305, 2307
Financial Aid	Financial Aid, ext. 2221
Fulbright Program Information	Career Services, ext. 2405
Grade Reports	Registrar, ext. 2305, 2307
Graduate Fellowships/Scholarship	Career Services, ext. 2405
Intercollegiate Athletic Teams	Director of Athletics, ext. 2360
International Student Advisor	Director of International Services, ext. 2215
International Student Services	ext. 2215
Job Interviews, Placement	Career Services, ext. 2405
Job Listings	Career Services, ext. 2405
Judicial Procedures	Dean of Students, ext. 2400
Leave of Absence: Academic	Assistant Academic Dean, ext. 2303
Leave of Absence: Medical or all other reasons	Dean of Students, ext. 2400
Lost & Found	Public Safety, ext. 2554
Mail	
Intercampus	
Administrative Office	Office in Administrative Buildings
Faculty	Office Buildings
Students	Mailroom
United States	
In-coming	Campus Post Office, "T", ext. 2249
Out-going	General Office, ext. 2248
Maintenance & Repairs	
Residence Halls	Director of Residential Life, ext. 2401
General	Facilities, ext. 2151
News Releases	Public Relations, ext. 2967
Parking	Public Safety, ext. 2554
Pass/Fail	Assistant Academic Dean, ext. 2303
Personal Issues	Counseling Center, ext. 2416

Registration Procedures	Registrar, ext. 2305
Religious Activities	Campus Ministry, ext. 2411
Reservation of	
Campus facilities	Facilities Director, ext. 2983
Classroom Scheduling	Registrar, ext. 2305
Lawrence Conference Room	President's Office, ext. 2201
Lawrence Faculty Lounge	Faculty Affairs Chairperson
Room Changes	Director of Residential Life, ext. 2401
Schedule of Course Offerings	Registrar, ext. 2305
Schedule of Course Offerings:	
Villanova, Cabrini, Eastern	Registrar, ext. 2305
Sexual Harassment Policy	Vice President for Student Affairs/Dean of Students, ext. 2400
Social Action	Campus Ministry, ext. 2412
Social Policies	Dean of Students, ext. 2400
Student Loan Fund	Financial Aid, ext. 2221
Student Officers & Organization	Student Government Assoc., ext. 2421
Study Abroad	Academic Dean, ext. 2300
Summer Addresses	Registrar, ext. 2305
Testing	
Advance Placement Exam	Assistant Academic Dean, ext. 2303
Comprehensives	Academic Dean, ext. 2300
Exemption Exams	Assistant Academic Dean, ext. 2303
Final Exams, Schedule	Registrar, ext. 2305
Federal Government Tests	Career Services, ext. 2405
Admissions Tests (MCAT, LSAT, GRE, etc.)	Career Services, ext. 2406
National Teacher Exams/Praxis	Education Department, ext. 2363
Vocational Testing	Counseling Center, ext. 2416
Textbooks & Course Materials	College Store, ext. 2250
Transcripts, Records	Registrar, ext. 2305
Tuition & Fees Questions	Accounting, ext. 2243
Wellness Services	Wellness Center, ext. 2420
Withdrawal from College	
Academic Reasons	Assistant Academic Dean, ext. 2303
All Other Reasons	Dean of Students, ext. 2400
Withdrawal from Course	Academic Advisor



SECTION II: COLLEGE POLICIES AND PROCEDURES

POLICIES AND PROCEDURES: NON-ACADEMIC

Arranged in alphabetical order, the following policies and procedures of Rosemont College apply to every student.

It is expected that an atmosphere of mutual respect and concern for individual students permeate life on the campus. Students in turn are expected to respect the rights, principles, and obligations of the College, its employees and property, and to demonstrate responsible behavior on and off campus. Failure to abide by these

policies and procedures may result in academic dismissal and/or dismissal from the residence halls, disciplinary action by the College, and/or legal action. Students' rights to fair hearings, due process, and appeals of grievance are recognized by the College within its disciplinary procedures.

As needs and situations dictate, policies and procedures may be added to or changed. It is the responsibility of every Rosemont student to check email and her campus mailbox on a daily basis. Students are responsible for reading and abiding by policies and procedures communicated to them in either of these ways. This handbook is not intended to be a comprehensive compendium of every College policy and procedure. Rather, it should serve as a general guide and reference for students.

Residential students are also responsible for being familiar with and abiding by the policies and procedures outlined in the *Residential Life Handbook*.

AIDS Policy

The primary response to the epidemic of HIV infection is educational. The most important goals for institutions are increasing awareness and providing education to prevent further spread of the disease.

The American College Health Association recommends "that institutions not adopt blanket policies concerning people with AIDS or AIDS-related conditions, but instead follow flexible guidelines that derive from the best currently available medical facts about AIDS." Institutions are advised to "analyze and respond to each case as required by its own particular facts." Therefore, the principal philosophy which will guide the College's response to these issues is that each situation or concern must be addressed individually on a case-by-case basis as determined by the medical facts involved. The authority for case considerations rests with the President, the Dean of Students, the Director of the Wellness Center in consultation with the College physician and others as deemed necessary by the above group.

All College policies relating to HIV foster the same goals:

1. To provide a safe environment for all members of the College community;
2. To safeguard confidentiality and the personal rights of individuals with HIV;
3. To provide education, information, and counseling concerning the causes, effects, transmissibility and treatment of HIV;
4. To comply with the requirements of applicable federal laws, (Rehabilitation Act

of 1973 and Americans With Disabilities Act of 1992) as well as any state laws relating to HIV.

Students, parents, or other members of the Rosemont community seeking additional information on HIV/AIDS or related diseases should consult the Director of the Wellness Center or other campus resources.

Alcohol and Other Drugs Policy

Introduction

Rosemont College is concerned about underage and dangerous drinking practices as they impact upon a student's ability to succeed academically, as well as upon her quality of life in general.

Research at the national level indicates that students who report drinking five or more drinks in one sitting are twice as likely to have lower grade point averages, and they also reported being taken advantage of sexually more often. Additionally, students with more than average drinking patterns reported lower grade point averages, and poor test performance.

In accordance with the overall mission of Rosemont College, the Alcohol and Other Drug Policy has been developed to assist students in becoming persons capable of independent and reflective thoughts, and responsible action. It seeks to educate our students about existing laws regarding alcohol and other drugs in order to encourage them to make responsible decisions, and exercise sound judgement.

Rosemont College seeks to provide its students with the foundation to become responsible citizens committed to mutual respect, living harmoniously for the common good of society.

Alcohol Policy

The College observes Pennsylvania law which states that the sale, possession, or consumption of alcohol by persons under 21 years of age is illegal. It is also illegal to serve alcohol to minors.

In accordance with the Reauthorization of Higher Education Act of 1999, Rosemont College reserves the right to disclose to a parent/guardian of a student under the age of 21, information regarding her/his violation of any federal, state, or local law governing the use or possession of alcohol or drugs. Parents are always notified of alcohol offenses. Rosemont College reserves the right to remove from its property and take legal or disciplinary actions against persons whose behavior demonstrates inebriation or abuse of persons or property. Any such behavior will be deemed a "major" infraction and shall be treated in accordance with the disciplinary procedures below.

Policy

1. The following acts shall be deemed major infractions of Rosemont policies: public inebriation, disorderly conduct, exceeding the alcohol limit in a residence hall (consumption only permitted in individual rooms), 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), and use of false identification to purchase alcohol.

2. Individual students 21 and over are permitted to drink in moderation in private rooms occupied by a resident 21 years of age or over. Guests who are 21 or older are not permitted to possess alcohol if the resident they are visiting is not 21 years of age.

3. Students under 21 who are found with alcohol in their possession will have the alcohol confiscated and turned over to the Public Safety Department. Public Safety or the Residential Life staff member shall file an incident report listing the names of individuals involved in the incident, including guests. The incident report may be used as evidence in disciplinary action.
4. Students who are 21 and older may have alcohol in their rooms up to the following amounts: a six-pack of 12oz. beers, or a bottle of table wine (no more than 750 ml), or a four-pack of 12oz. wine coolers, or one and one half-pints of no more than 80 proof alcohol. Any amounts exceeding this total will be confiscated, turned over to Public Safety, and will be the subject of an incident report.
5. Rosemont College does not permit alcohol in hallways, lounges, lobby areas, public or recreational areas on campus unless prior written approval for the use in a specified location and at a specific College-sponsored event has been obtained from the Dean of Students a minimum of two weeks prior to the event. Students found in violation of this policy, regardless of their age, will have the alcohol confiscated by Public Safety or a Residential Life staff member and it may be used as evidence in disciplinary hearings.
6. Absolutely no kegs, beer balls, or other common sources of alcohol are permitted. Failure to abide by this aspect of the policy will be considered a major infraction and will result in significant disciplinary action being taken against all students involved in such a situation.

Procedures

1. After the incident report is filed, or the Residence Life Coordinator reports a violation of the alcohol policy, the matter is referred to the Dean of Students. The range of sanctions that can be imposed is as follows (please note: Failure to comply with any imposed sanction within appropriate time frame will automatically result in elevation to the next level of sanctioning):
 - a. For the first offense, there will be a \$50 fine and an automatic referral to the RADAR Coordinator no more than two weeks after the incident report is forwarded to the Dean of Students. The RADAR Coordinator will meet with the student for a policy review and informational session.
 - b. For a second offense, there is an automatic referral to outside counseling or resources. There is also a mandatory \$100.00 fine.
 - c. For a third offense, there will be a mandatory counseling session, and one or more of the following, depending on the severity of the student's actions: the student will sign a behavioral contract, pay a \$250.00 fine, and/or be suspended from the residence hall and/or have their parking privileges revoked.

- d. For a fourth offense or if the student does not comply with all terms of the behavioral contract, the student must meet with the Dean of Students and the RADAR Coordinator. At that time, the student will be informed that she must pay a fine of \$500.00 and that she may be expelled. The Dean of Students has the sole authority to recommend separation from the College as she deems appropriate after consideration of all circumstances. The student may appeal that decision in accordance with the procedures listed in this handbook.

2. A student may appeal decisions by the Dean of Students only in the case of a third or fourth offense. Students wishing to appeal will be provided with a copy of the appeal process upon request.

3. All offenses, and the discipline imposed, remain part of the student's record until graduation. Upon graduation, the disciplinary offenses are removed from the student's record.

Alcohol at Student Events

Student organizations wishing to serve alcohol at a sponsored event must secure permission from the Dean of Students, the Director of Student Activities, and the Director of Public Safety not less than three weeks prior to the event. Such permission is exceptional and will not be granted on a regular basis. Forms for this request are available from the Director of Student Activities and the Dean of Students.

Rosemont College Alcohol Policies apply to events sponsored by campus clubs or organizations and held off campus. Therefore, no open bars or unregulated serving or consumption of alcohol may occur at such events.

In accordance with the Reauthorization of the Higher Education Act of 1999, Rosemont College reserves the right to disclose to a parent of a student under the age of 21, information regarding her/his violation of any Federal, State, or local law governing the use or possession of alcohol or drugs.

Drug Policy

Pennsylvania law prohibits the unauthorized manufacture, sale, delivery, and possession of controlled substances. Penalties and sentences range from a misdemeanor to 30 days imprisonment to a maximum of 15 years imprisonment and a \$250,000.00 fine for the manufacture, delivery, or possession of a Schedule I or II controlled narcotic drug such as cocaine, PCP, and LSD.

Possession, sale, manufacture or use of illegal drugs, paraphernalia, or restricted substances on College property is strictly prohibited and will be subject to College disciplinary action and possible dismissal. The College reserves the right to report such actions to local authorities for further legal action.

Procedures

1. An incident report will be filed with Public Safety on any student found on campus with drugs, and Public Safety or the Residential Life Coordinators will refer the matter to the Dean of Students.

2. The Dean of Students may impose the following sanction (please note: Failure to comply with any imposed sanction within appropriate time frame will automatically result in elevation to the next level of sanctioning):

- a. For a first drug offense involving personal use, there will be a mandatory counseling session with RADAR and one or more of the following, depending on the Dean's assessment of the situation, may occur: the student will sign a behavioral contract, pay a \$100.00 fine, and/or be suspended from the residence hall.
- b. For a second drug offense involving personal use or if the student does not comply with all the terms of the behavioral contract, the student must meet with the Dean of Students and the RADAR Coordinator. At that time, the student will be informed that she must pay a fine of \$200.00 and that she may be expelled. The Dean of Students has the sole authority to recommend separation from the College, as she deems appropriate after consideration of all circumstances.

3. The student may appeal the decision of the Dean at either the first or second offense to the Board of Review, in accordance with the procedures listed in the Student Handbook.

4. All offenses, and the discipline imposed, remain part of the student's record until graduation. Upon graduation, the disciplinary offenses are removed from the student's record.

The sale of drugs or drug paraphanelia by a student or her guest is always treated as a major offense. It will result in suspension and/or dismissal. It will always be reported to the police.

For further information regarding alcohol and other drug concerns, please refer to the list below.

Rosemont College Resources

R.A.D.A.R.

105 Kaul Hall

610.527.0200 ext. 2472

The Counseling Center

2nd Floor Good Counsel

610.527.0200 ext. 2416

The Wellness Center

1st Floor Mayfield 105

610.527.0200 ext. 2420

Community Resources

Alcoholism Anonymous
215.574.6900

Alanon
215. 222.5244

Narcotics Anonymous
215.496.2826

Adult Children of Alcoholics
215.333.0444

Center for Addictive Disease
Main Line Health
401 Pilgrim Lane
Drexel Hill, PA 19026

Rehab After Work

To schedule appointments at any office, call 610.889.9939

Havertown Office: 525 West Chester Pike
Ste. 505
Falcon Center
Havertown, PA 19083

Paoli Office: 1440 Russell Road
Paoli, PA 19301

Malvern Institute
940 King Road
Malvern, PA 10355
610.647.0330

The College reserves the right to revise policy as deemed appropriate.

Animals on Campus

For reasons of health and safety no animals are allowed in any College building. No animals of any kind may be kept in residence halls. Faculty may make exceptions to this policy for research purposes within classrooms or approved areas. Such exceptions are never granted for the residence halls. There is a minimum \$100.00 fine for violation of this policy.

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 of specific offices, residence halls, organizations, or persons, which in turn shall supervise those notices. Bulletin boards which have been designated Activity Boards are located in the foyer of Cardinal Hall the "T", and the first floor of Lawrence Hall. 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.

Contracts

Students seeking to enter into contracts with outside organizations or individuals on behalf of Rosemont student organizations must have the contract counter-signed by the Dean of Students or the Director of Student Activities.

Correspondence 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 Dean of Students. 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 Student Life Office.

Disabled Students

Rosemont College accommodates students with disabilities who have satisfied admissions requirements for its various courses of study, in accordance with the requirements of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act.

The Policy is designed to give all such students an opportunity to succeed academically with the provision of “reasonable accommodation” as delineated in this legislation.

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 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.

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 it.

Disability Procedures

Students are responsible for disclosing their disability to the College in a timely manner and are required to provide current and appropriate documentation to substantiate the existence of the disabling condition.

Students who believe that they require accommodation under this policy should immediately contact the Vice President for Student Affairs/Dean of Students who serves as the Disability/504 Coordinator for the College. The Coordinator may be reached at 610.527.0200 ext. 2400. Students should be prepared to discuss the nature and extent of the disability and the specific accommodations that they feel are necessary. Written documentation to substantiate the disability is also required. Among the acceptable forms of documentation are:

- A 12th grade IEP;
- A written report from a certified school psychologist;
- A written report from a physician or psychologist;
- Such other documentation as the Disabilities Coordinator may deem appropriate

Once the necessary documentation has been received, the Coordinator will schedule a meeting with faculty members or other College staff as necessary. The purpose of the meeting will be to determine what accommodations are necessary and appropriate and the manner in which they will be provided.

The student will then be notified of the accommodations to be offered.

If all parties are in agreement, the Disabilities Coordinator will provide all parties with a written summary of the accommodations agreed to along with other relevant information.

If the student disagrees with the accommodations offered, she/he may access the grievance procedure as outlined in the full College Disabilities Policy, a copy of which will be made available to the student by the Coordinator.

Financial Aid

Rosemont College offers a wide variety of financial aid and support to students. This includes federal and state assistance, Rosemont College scholarships and grants, and a variety of other opportunities. Students are strongly encouraged to stay in contact with the Financial Aid Office (ext. 2220) throughout their college years.

Students who receive Federal or State aid are required to complete the FAFSA form and related documentation annually. Failure to do so will result in loss of such financial aid.

Financial Responsibility

Bills are sent to students prior to the beginning of each semester. Students are required to have settled all financial obligations with the College prior to the beginning of each semester. Any student whose bill has not been settled in full prior to the beginning of the semester will not be permitted to attend class. In addition, residential students who have not settled their bills in full will not be permitted to move into the residence halls.

Students are strongly encouraged to be in touch with the Office of Student Accounts well before the beginning of each semester to be certain their accounts are in order.

Fund-Raising by Student Organizations

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

Grind Reservation Policy

Any student group or member of the Rosemont Community who wishes to reserve the Grind for any reason must comply with the guidelines outlined below. Failure to comply with these guidelines may result in revocation of reservation privileges and/or cancellation of the event.

1. Obtain and sign a copy of the policy statement. The completed and signed copy must be presented to the Office of Student Activities at least 24 hours before the start of any program in the Grind.

2. Groups and organizations are responsible for the set up and clean up of the event. The Grind must be returned to the way it was before the event began, **NO EXCEPTIONS**. Full clean up must be done within 12 hours of the concluding time of the event. A diagram of the Grind set up will be provided to assist groups in this endeavor.

If the group should need any cleaning supplies, such as a broom or mop, they must notify the Office of Student Activities in advance so that arrangements can be made.

3. The group/student will assume full responsibility for any items of College property damaged or stolen during the event held.

4. The group/student reserving the Grind will meet with the Student Activities Director prior to the event. Names of persons responsible for the event, including those responsible for set up and clean up, must be provided at the time of this meeting.

5. No food, drink, or other items from the event may be left in the Grind after the event is over. All items must be disposed of properly or removed from the room. This includes flyers, posters, and all decorations. No alcoholic beverages are permitted unless prior written approval has been received from the Dean of Students and the Director of Student Activities.

6. If the group/student is expecting outside guests for the event or attendance of 35 or more people, they may be required to conform to the Large Event Guidelines (the Director of Student Activities will make this determination). Also, if the group/student is using the Grind after 10:00 p.m., they must secure permission from the Office of Student Activities prior to the event.

7. If the Grill and Dining Area (the "T") are used for the event, the group/student is responsible for that area as well. That area must look the same as it did prior to the event, **NO EXCEPTIONS**.

PLEASE NOTE: If the group/student does not comply with this policy, reservation privileges will be revoked for three months. In the event of a second violation, privileges will be suspended indefinitely.

ALL of these stipulations also apply if Cardinal Hall is used.

Identification Card

All students and guests must have valid identification available to present to properly authorized representatives of the College in pursuit of their duties. Improper use of identification is a serious offense. Guests in the residence halls must be legitimately registered.

Currently enrolled students at Rosemont must have a valid Rosemont identification card for the academic year. Upon withdrawal, all students must return this card and the used meal ticket to the Office of Student Life. No appropriate refunds or deposit returns will be made by the College until identification cards have been returned.

Under no circumstances may students give or lend their official Rosemont College identification card to anyone else. Violation of this policy will result in a \$50.00 fine for the first offense and subsequent disciplinary action for additional offenses.

Seniors should present their cards to the Office of Public Safety at the beginning of their senior year to have an additional designation placed on it. This is necessary in order for them to receive the additional visitation privileges accorded to seniors.

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 30 days will be considered abandoned and become the property of the College. Students wishing to advertise for the return of lost items should notify the Secretary of SGA for notice in *SGA Bulletin*. 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.

Notification of Change of Status

All students are required to notify the Student Life Office, the Office of the Assistant Academic Dean and the Registrar regarding changes of name because of marriage, address, or status at the College (matriculated, non-matriculated, resident, or non-resident). Failure to notify the appropriate offices may result in loss of registration status, residence, or appropriate refund.

Parking

A limited number of parking spaces are available on campus for registered vehicles in designated areas. A few specified spaces are for guests and persons with disabilities. Students must park in designated student parking areas only. Tickets will be given, fines levied, and towing authorized for offenses as appropriate. The fire lanes must remain clear at all times. Parking on campus is a privilege for students and it will be revoked for systematic violators.

Every student who has a car on campus must secure a parking permit from the Division of Public Safety. Students are required to present a valid driver's license, automobile registration, and insurance documentation in order to receive this permit. It must be renewed annually. Permits must be displayed at all times.

Students who receive citations (tickets) for parking violations should pay the fine promptly to the Division of Public Safety. Students who wish to appeal their citation must do so in writing (to the Division of Public Safety) within one week of receiving the citation. The Parking Board meets several times a year and reviews such appeals. Students have the right to appeal in person and should watch the campus email for notices of Parking Board meetings.

Party Policy/Student Social Events

Prior approval from the Director of Student Activities is required for all events on campus. Similar prior approval is required for all campus events sponsored by campus organizations or clubs.

Large Event Hosting Guidelines

1. Representatives of the group proposing to host the event/party must meet with the Director of Student Activities at least 21 days prior to the event. They must present details on the event including times, set-up plans, and relevant details (approximate number of guests, whether or not permission will be requested for alcohol to be served, security measures, etc.).
2. Representatives of the group must meet with the Director of Public Safety at least 14 days prior to the event. The Request for Officers Form (which can be found on the Rosemont website) should be presented at this time. The Director of Public Safety reserves the right to make any stipulations he feels appropriate at that time. This includes, but is not limited to, decisions regarding the number of campus and local police required for the event.
3. If the sponsoring organization intends to request permission for alcohol to be served, representatives of the group must meet with the Dean of Students not less than 14 days prior to the event. A Request For Alcohol Form must be completed and signed by the Dean of Students. Organizations must comply with all stipulations on the form and must assume financial responsibility for bartenders, bracelets, and other costs related to serving alcohol.
4. If the group hosting the party wishes to have visitation hours changed in any way following the event, representatives of the group must meet with the Director of Residence Life at least 14 days prior to the event to discuss this matter. The Director of Residence Life reserves the right to make stipulations as necessary.
5. Compliance with the Grind Reservation Policy is required. A copy of the Policy may be obtained in the Student Activities Office.
6. Set up for the event must be completed a minimum of 30 minutes prior to the event. This includes a guest sign-in table (required), coat arrangements, identification check (required), general room set-up, etc. Failure to do so may result in suspension of the group's hosting privileges.
7. ALL Guests for a Rosemont event/party are required to present a valid form of photo ID in order to enter. No exceptions will be made. The following are accepted forms of ID; drivers license, non-drivers license, school identification, military identification, or passport. Rosemont College reserves the right to require back-up identification or to refuse admittance if the identification is deemed not valid. All false identifications presented will be confiscated and the person presenting the false identification may be subject to prosecution by local law enforcement authorities. Persons presenting false identification will never be admitted to Rosemont events.
8. At events at which alcohol is being served, those aged 21 or older will be given wrist bracelets at the identification Check point. Anyone seen consuming alcohol without a bracelet will be removed from the event and subject to punishment by the school and/or local law enforcement authorities. Any alcohol served must be in clear plastic cups. All beverages (alcoholic or otherwise) must be kept inside the event. No one will be permitted to have cups and/or beverages outside of the event location (parking lot, patio areas, etc)

9. Any damage done to the facilities is the responsibility of the host group. Rosemont College Operations will bill the host group for the amount of any such damages.

10. The following items are prohibited from a Rosemont event; book bags or any other large bag, coats, bottles, outside beverages of any kind, firearms, knives (of any kind), narcotics, paraphernalia items, and/or any item that Rosemont College deems unsafe or inappropriate. Rosemont College reserves the right to confiscate any and all items deemed to be a safety hazard or to be inappropriate.

11. Rosemont College reserves the right to use any appropriate security measures necessary to insure the safety of its students, employees, and guests. This includes, but is not limited to, the use of metal detectors and/or searches.

12. The host group is responsible for all signage at the event. Required signage will include, but is not be limited to: a guest sign-in, identification check-in, no smoking, and no drinks outside. The Director of Student Activities reserves the right to add any appropriate signage.

13. There must be a representative of the College present at all large functions at all times (start to finish). This name must be submitted to and approved by the Dean of Students. This individual must be an employee of Rosemont College. This person may not be an employee of the Public Safety Department.

14. All guests and students must vacate the premises for a period of eight hours at the conclusion of 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.

15. Failure to comply with any of these guidelines or deadlines will result in immediate cancellation of the event. Rosemont College reserves the right to shut down any event which is in violation of these guidelines or that in the judgment of the College, presents an imminent danger. In addition, the College reserves the right to bar any individual from Rosemont College events.

16. The completed Party Approval Form, with all necessary signatures and attachments, must be presented to the Director of Student Activities not less than ten days in advance of the event. This form can be found in the Student Activities Office.

Personal Belongings

Students are responsible for their personal belongings in classrooms, residence halls, or on campus property. The College cannot accept responsibility for loss or damage at any time. Unclaimed articles become the property of the College after proper notification. It is strongly recommended that students obtain insurance for their personal possessions and not bring items of great value on campus.

In case of theft or damage, a student must notify the Director of Residential Life at once.

Required Leave of Absence Guidelines

1. The College reserves the right to require a Leave of Absence for Health Reasons. The Dean of Students, based on documented reports of behavior of the student as observed by members of the College community, may require a student to undergo a diagnostic evaluation by a physician designated by the College and/or the Director of the Counseling Center. The Dean of Students will alert the student's parent/guardian to the existence of a problem. In keeping with the results of her evaluation, the physician and/or the Dean of Students may recommend a Required Leave of Absence for Health Reasons at any time it is deemed reasonably necessary to protect the student, other students, members of the College community, or the interests and/or the College itself.

2. A Leave of Absence for Health Reasons may be required if any of the following situations arise:

- A. A student is a danger to herself or others because she attempts or threatens suicide or engages in any behavior which threatens or could cause bodily harm to herself or others.
- B. A student acts or threatens to act in a manner which would interfere with or disrupt the normal activities of others.
- C. A student refuses or is unable to cooperate with a recommended evaluation of treatment procedure and is thought to be in danger of significant physical or psychological deterioration.
- D. A student is thought to need treatment services which are beyond those available at the College, and there is the danger of significant further physical or psychological impairment.

3. Upon recommendation of a College-designated physician and/or the Director of the Counseling Center, the Dean of Students consults with the Provost/ Academic Dean and makes the final decision regarding approval of a Required Leave of Absence for Health Reasons. The nature of the situation may require the decision to be prompt and informal. The student will be given oral notification of the decision immediately and written notification within 72 hours. If the dependent student is required to leave, a parent or guardian will also be notified.

4. The student has the right upon request to meet with the Vice President for Student Affairs/Dean of Students, the College-designated physician, or the Director of the Counseling Center. The purpose of this meeting would be to discuss the factual basis of the incident or incidents related above.

5. The student has the right to appeal the decision of the Vice President for Student Affairs/Dean of Students regarding a required Leave of Absence to the President of the College. Such an appeal must be made in writing within 72 hours of the oral notification of such a required leave. The student has the right to submit independent evaluations to the President.

The required Leave of Absence will begin immediately upon the oral notification to the student by the Vice President for Student Affairs/Dean of Students. It will not be suspended during the course of the appeal.

6. The student may request a Voluntary Leave of Absence for Health Reasons in place of a Required Leave of Absence for Health Reasons within 30 days of the written notification of the decision.

7. When a student is given a required health leave during the course of a semester, any record of grades or registration for courses for that semester will be expunged from the student's record. Refund will be given for tuition, room, and board in accordance with guidelines from *College Catalogue*. Fees that may have been paid for the semester and any financial aid monies awarded to the student will be returned to the appropriate College or government source.

8. When a student on required health leave is ready to return to Rosemont College, she notifies the Vice President for Student Affairs/Dean of Students, in writing, of that intent. Such notification requires an accompanying written statement from the College physician or the Director of the Counseling Center, or both, validating that the student is ready to resumé studies at the College. The College physician or Director of the Counseling Center may make recommendations to the Vice President for Student Affairs/Dean of Students regarding conditions of return. The student will receive written notification of any conditions. The student's request to return must be submitted no later than July 1st for the fall semester or December 1st for the spring semester.

9. A student may be given a health leave for one semester or for two consecutive semesters. If she does not return to the College after that time, the status will be changed to a withdrawal.

Residency

Rosemont College is committed to the philosophy that the residential experience is beneficial to and compliments the formal instructional program as well as student development. Currently, adequate housing is available for all full-time matriculated Rosemont students. All students are required to live in College housing except those who are commuting from the homes of their parents or guardians; are married and residing with their spouse and/or children; or are over 23 years of age. Under certain conditions, requests for special permission to live off campus may be granted by the Dean of Students. Students who move off campus without receiving permission from the Dean of Students will still be obligated to pay for room and board.

Sales on Campus

Unauthorized sales of goods or services by off-campus organizations is prohibited. Students may not represent any organization on campus without approval of the Dean of Students. Outside groups seeking to sell items or raise funds in designated areas ("T" and the foyer of Cardinal Hall) may obtain permission from the Assistant Dean of Students or Director of Student Activities. A fee may be charged. In order to protect students from sales appeals, etc., such permission will be rare.

Sexual Assault Policy

Rosemont College attempts through its programs and policies to prevent sexual assault from occurring, however, the College recognizes that significant numbers of women throughout the nation are sexually

assaulted while at higher educational institutions. Rosemont commits itself to assisting any of its students who have experienced sexual assault in making timely emotional, psychological, and physical recovery and to respect the choices a student makes about this process.

For the purposes of this policy, sexual assault is defined as “any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent.”

Any student who believes that she has been sexually assaulted or that an act of sexual assault has taken place should notify the Residence Life staff, the Counseling Center, the nurse, the Public Safety Dept, or the Dean of Students.

The first concern of any official to whom an assault is reported will be the well-being of the student reporting the assault. In particular, the official will inform the student of both on- and off-campus resources and help the student to make contact with the resources she chooses. Confidentiality is a high priority.

The second concern of College officials is the safety of the community. If there is reason to believe that an assailant is at large who poses an immediate threat to the community, the Dean of Students and the Director of Public Safety will take action to protect the campus. In doing so they will reveal no information which might allow the student reporting the assault to be identified.

After seeing to the well-being of the student reporting the assault and to the immediate security of the campus, the Dean of Students and the Director of Public Safety will investigate the charge which has been brought. The Dean of Students is available to coordinate efforts to meet the student’s needs throughout the crisis. If requested, the Dean will assist with safety concerns, discussions with significant others, or changing academic and/or living arrangements.

Charges of sexual assault brought by a Rosemont student against a member of the student community will follow judicial procedures as indicated in the current *Student Handbook*. Charges of sexual assault brought by a student against a member of the faculty or staff will be sent to the President who will follow procedures established for each constituency to insure due process. An individual accused of sexual assault may be subject to prosecution under Pennsylvania Criminal Statutes. A victim is free to bring charges through the College system and the criminal system simultaneously; however, the two processes are separate and mutually exclusive.

The Offices of Student Activities, Residential Life, and the Women’s Center provide educational programs to promote awareness of rape, acquaintance rape, and other sex offenses. Such programs are also included in new student orientation. All members of the Rosemont College community share responsibility for creating and maintaining an environment which promotes the safety and mutual respect of each individual.

Sexual Harassment Policy

Legality

The Equal Employment Opportunity Commission (EEOC) in 1980 amended its guidelines on sex discrimination covered under Title VII of the amended Civil Rights Act of 1964 and under Title IX of the Education Amendments Act of 1972. These include guidelines on sex discrimination including sexual harassment. This legislation applies to college campuses.

Policy

For the purpose of Rosemont College Policy, "Sexual harassment" is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or academic standing or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile or offensive academic, living or work environment.

Examples of specific behaviors which would be considered harassment under these guidelines include:

- uninvited teasing, jokes, remarks, questions of a sexual nature
- uninvited pressure for dates or a sexual relationship or sexual favors
- sexually suggestive looks or gestures
- uninvited or persistent letters, phone calls, or giving materials of sexual nature
- uninvited and deliberate touching, leaning over, cornering, pinching
- actual or attempted sexual assault

The College regards such behavior as a violation of the standards of conduct required of all persons associated with this institution. Accordingly, those inflicting such behavior on others within the College setting are subject to institutional action.

Applicable Procedures

1. Any member of the College community who believes that he/she has been a victim of harassment as defined above may bring the matter to the attention of the appropriate administrator. Complaints by students should be brought to the Vice President for Student Affairs/Dean of Students.
2. The complainant should present the complaint as promptly as possible after the alleged harassment occurs.
3. Once the complainant agrees to go forward, an investigation will be conducted by appropriate College authorities. If the complaint is found to be valid, appropriate actions will be taken against the perpetrator. Confidentiality will be maintained in so far as is possible.

Smoking Policy

In the interest of providing a safe and healthy environment for faculty, employees, students and visitors, and in accordance with Chapter 90 (Health and Sanitation); Article X (Smoking) of the Township Code of Lower Merion, effective March 15, 1988, the following smoking policy has been adopted: Smoking is prohibited in all College buildings including auditoriums, hallways, restrooms, lounges, classrooms, public offices, conference rooms, and dining facilities. Residence halls are considered private homes and therefore smoking is permitted in private rooms and designated smoking lounges.

RHA and the Director of Residence Life, in consultation with the Dean of Students, will designate any lounges which are to be smoking lounges in residence halls prior to the annual housing lottery. Smoking is prohibited in all lounges which are not specifically designated as smoking lounges. In addition, certain floors in residence halls may be designated as non-smoking floors. When a floor is designated a non-smoking floor, smoking is prohibited in individual student rooms as well as in all other areas on that floor.

Smoking is permitted outdoors. Both smokers and non-smokers are asked to behave with respect toward each other. Anyone smoking in a prohibited area should first be asked to stop. Faculty and employees who are in non-compliance may be reported to their division chairperson or appropriate administrator. Students refusing to comply may be reported to the Dean of Students and will be subject to appropriate disciplinary procedures. All visitors are expected to comply.

Lower Merion Township imposes a \$300 fine for those in non-compliance.

Student Activity Fee

The fee is charged by the College specifically to support student government, athletics, activities, and some publications to stimulate programs by clubs and organizations. A portion of the Student Activity Fee is allocated by the Student Government Association Executive Committee with the approval of the Dean of Students. The payment policy is that all matriculated and/or full-time students (carrying 12 or more credits) shall pay the full fee each fall for the whole year. Part-time matriculated students (carrying nine credits or less per semester) shall pay one half of the fee. Part-time, non-matriculated continuing studies students do not pay 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 authorized expenditures. Organizations must document all bills to be paid by the SGA Vice President-Finance in accordance with proper accounting procedures. Officers of student organizations will be held responsible by SGA for incurring debts beyond financial resources or the misappropriation of funds and must submit financial reports monthly. The accounting journals are audited semi-annually by a C.P.A.

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 withdrawal as a student must be initiated with the Dean of Students and must include a personal interview and written notice. It is also necessary for any student withdrawing for academic reasons (resident or commuter) to meet with the Academic Dean or her designee for an interview. The Accounting Office will not consider withdrawal official until both procedures are completed. All College identification and property must be returned for the procedure is completed. In addition, residential students must undergo a full check-out procedure with an RA and have the RCR report signed off before the procedure will be considered complete. Transcripts may be withheld if a student leaves without completing the full withdrawal procedure.

SECTION II: COLLEGE POLICIES AND PROCEDURES

COLLEGE JUDICIAL PROCEDURES

An educational institution has the right to protect its purpose through setting the standards of conduct for its students. It also has the responsibility to insure that a student who violates or is alleged to have violated those standards shall have a fair hearing before disciplinary action is taken. The disciplinary process is considered intrinsic to the educational mission of Rosemont College through which students accept personal responsibility for their behavior and become aware of moral and ethical standards as they relate to academic integrity and living within a community.

Two separate judicial systems have been established by the College, one to deal with alleged infractions of academic integrity, and the other for non-academic misconduct by students. Judicial procedures for cases of academic misconduct are detailed in the Academic Section of this handbook. Procedures for non-academic misconduct/discipline (also called “social”) are detailed briefly below. Upon request, students wishing to take advantage of the appeal process where it is offered will be provided with additional information by the Dean of Students.

The judicial process for major infractions at Rosemont is not legalistic in intent or nature, though it incorporates the basic elements of due process within its procedures to protect a student’s rights to a fair hearing. All allegations of misconduct must be substantiated in writing before an official hearing takes place. Students charged with an offense must be notified in writing of the charges, be allowed to review the evidence, and question witnesses and present their own defense within a confidential hearing. An appeal procedure for major infractions exists. Students will be apprised of the steps to be taken should they wish to avail themselves of this process.

Levels of Misconduct in Non-Academic Matters

In consultation with legal counsel, Rosemont College has classified the following non-academic offenses as MAJOR and subject to hearings by the Dean of Students or her designee.

1. use, possession, or sale of illegal drugs or prohibited substance of any nature

2. tampering with safety equipment such as fire alarms, emergency exits, or security equipment
3. aiding and abetting the introduction into a College building of an unauthorized person or in violation of security procedures
4. possession of any incendiary devices such as explosives or firecrackers
5. possession of firearms or any other weapon
6. willful damage to or theft of personal or College property with a value above \$50 or possession of stolen property (Residence Coordinators hear single cases of less than \$50 value for resident students)
7. forgery, alteration or duplication of College documents, identification cards, records without specific authorization, or presentation of such altered documents or records for fraudulent purposes
8. violation of any Federal, State, or county law on campus or behavior off campus which has an adverse effect on the image of the College
9. violations of the Pennsylvania drinking law regarding consumption or possession of alcohol by minors (under age 21) or violation of College alcohol policies
10. failure to comply with the directives of the Dean of Students and/or other administrators or College staff acting in an official capacity.

These offenses are not to be deemed inclusive, and there may be occasions where other behavior not enumerated would constitute a serious offense if it jeopardizes the welfare of any student or member of the Rosemont community either educationally, physically, or socially.

Allegations of major non-academic offenses should be referred to the Dean of Students' Office which investigates the evidence and schedules hearings as appropriate.

Appeal Process

Should a student wish to appeal the decision of the Dean of Students, she must request that a Board of Review be convened. It should be clearly understood that at the Board of Review the Dean of Students will present the gathered evidence. The student will then have an opportunity to present any information she deems relevant.

The Board of Review is composed of the following members:

- One administrator selected by the President
- One faculty member selected by the Faculty Council
- Three students selected by the SGA Executive Board

The Dean of Students serves as chair of the Board of Review and does not vote.

The following matters (and only these) are eligible to be heard by the Board of Review:

1. An initial major offense of such seriousness that the Dean of Students has determined that suspension or expulsion are to be imposed
2. A second major offense as detailed above where suspension or expulsion may result
3. The discipline imposed is a result of repeated (at least three) minor infractions, where the student alleges that the discipline imposed is unfair

Students wishing to appeal a disciplinary decision by the Dean of Students must so notify the Dean of Students in writing within 48 hours of receipt of her disciplinary decision.

Minor Offenses (Heard by Residence Coordinators)

1. failure to comply with the instructions of a member of the residence hall staff or elected student leaders acting in an official capacity
2. violations of rules established by Residence Hall Council and approved by the Director of Residential Life
3. littering inside buildings and on campus
4. excessive noise in the residence halls or other college buildings
5. transfer of College property from one location to another without official authorization
6. failure to observe visitation policies
7. non-compliance with other College regulations or standards of conduct as designated by the Dean of Students or the Director of Residential Life.

Non-Academic Misconduct

Residence Coordinators as Hearing Officers

Violations of the Residence Hall Contract and administrative procedures relative to residence are handled by the Director of Residential Life. The Residence Hall Contract constitutes a contractual agreement between the student and the College and failure to uphold the contract may result in eviction from the residence hall and denial of future residence.

SECTION II: COLLEGE POLICIES AND PROCEDURES

EDUCATION RECORDS

Family Educational Rights and 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. The College’s policy is discussed in the section on “Release of Directory Information.”

Rosemont College considers students over 18 years of age to be independent adults and to be 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. Students would normally be asked by College officials to give consent for such contact in cases such as those listed below:

1. Unusual or aberrant behavior by the student
2. Self-destructive acts or patterns of behavior which are physically or emotionally destructive to the student or other persons
3. Involvement with police leading to legal action
4. Medical emergencies or accidents on or off campus deemed life threatening
5. Major unmet financial obligations to the College beyond apparent resources

Please note: The College reserves the right to make parental notification in emergency situations involving student health or safety.

SECTION III: STUDENT LIFE

STUDENT GOVERNMENT, ORGANIZATIONS, AND PUBLICATIONS

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 is the representative body which represents student opinion and shares in the College governance system. The Student Government Association (SGA) General meets monthly 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 six officers elected at-large (President, Vice President Academics, Vice President Activities, Vice President Finance, Vice President Commuters, Vice President Communications, and President/Officers of the four Class Councils). The SGA Executive Board which meets weekly is responsible for the activities of SGA Committees and the 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 include the six at-large officers, the Dean of Students, and the Director of Student Activities as liaison members.



Each class elects four officers annually to form the Class Council which conducts class meetings at least once a month and meets regularly to coordinate activities of their respective classes. The Class Council Officers are the President, Vice President, and Secretary/Treasurer. Upperclass officers are elected in the spring for the following year, while freshman officers are elected in September (see Appendix for SGA Constitution).

Changes in the first year structure and 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 (see Appendix B for the full Student Government Association Constitution).

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. SGA Executive invites nominations for chairpersons of the committees (self-nominations or by others), conducts interviews, and selects chairpersons.

SGA Committees Reporting to the SGA President

- Executive Committee

Chaired by the President, meets weekly to reflect on campus events and concerns, decide budgetary questions, to gather student opinion, and to suggest action and policy changes to the whole SGA and College Council.

- Elections Committee

Appointed by the SGA Executive Board in January to hold SGA elections in the spring and in the fall for First Year students' SGA elections (elections are conducted according to SGA Constitution guidelines).

- College Committees

Chaired by the SGA President, composed of the students selected by the in-coming SGA Executive in April from self-nominations to serve on College committees. The committee meets as necessary to share information and to discuss student views to be presented on College committees.

SGA Committees Reporting to the SGA Vice President - Academics

- Student Academic Committee

Chaired by Vice President-Academics, composed of Vice President-Academics from each class. The committee meets monthly to discuss student needs on academic policies and to present student concerns to the faculty and the Academic Dean and to advise SGA on academic matters.

Clubs, Organizations, and Interest Groups

Clubs and organizations at Rosemont reflect student interests. Students with a common interest may form a club by first conferring with the Dean of Students or the Director of Student Activities to determine if it qualifies for funding. Clubs eligible for funding then petition the Student Government Association for recognition as an approved club. In order to obtain approval, the group must present a written constitution, demonstrate a purpose in keeping with the educational mission of the College, including a program of proposed activities and a related budget. A signed membership list with a minimum of ten interested students with a faculty member, administrator, or staff member as moderator is necessary for clubs in formation. Their proposal is then discussed and voted upon by the SGA.

Within Rosemont's academic community, organized student clubs are provided the opportunity to apply for funding, thus giving tangible benefits for the clubs' activities. Funding does entail a level of institutional involvement which requires that groups comply with established standards for club activity. If groups wish access to benefits, they may be limited to both their purpose and their specific activities.

Students at Rosemont College exercise a full right to express points of view on the widest range of public and private concerns and to engage in the free exchange of ideas, subject only to traditional limits such as "time-place-manner." Discourse is central to the life of the College. For controversial issues, non-funded Interest Groups may be formed for purposes of free discussion and inquiry, rather than advocacy, as a part of the educational process. Interest Groups may hold meetings and post notices on campus, following rules and regulations for on-campus publicity. They should not misrepresent themselves as College-sponsored or College-funded when engaging in on- or off-campus activities. The recognition of Interest Groups in no way implies that the College necessarily endorses positions or points of view espoused privately or publicly by members of these groups. Members should represent themselves in ways that make this point clear. Interest Groups may not use the name of the College in their publicity nor indicate that they are sponsored or funded by the College.

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 purposes 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. It is recommended that each organization obtain an advisor from the faculty, staff, or administration to assist in planning, to support activities, and to provide continuity of officers from year to year.

NOTE: CLUBS AND ORGANIZATIONS WHICH FAIL TO ELECT OFFICERS AND/OR WHO 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 IN THE APPENDIX.

It is expected that each organization will undertake fund-raising to support its own activities during the year, with approval from the Director of Student Activities. 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 Student Activities and the Executive Vice President 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 in which all interested students and other members of the College community can attend. It is recommended that some meetings and programs take place during the daytime so that commuting students, faculty and administrators are able to attend, and at night to accommodate residents. Some organizations and committees arrange to meet during lunch in Cardinal Hall or the "T". The Club Room, located in the "T", can be used by clubs and organizations through the Student Activities Office. A private Conference Room off the dining room in Cardinal Hall is available for small group meetings, scheduled through the Director of Dining Services.

It is required that leaders of organizations schedule activities with clear times and dates with the Director of Student Activities.

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

Clubs and Organizations Currently Active on Campus

Alliance

Promotes education and awareness of Gay/Lesbian and bisexual issues through programming for the entire community

Amnesty International

Advocates non-violent resolutions to international and social issues

Art History

Promotes an appreciation for the arts through a study of artwork through the centuries by providing educational programming

Art Society

This club was created to help promote the discussion and enjoyment of the arts. Club members take trips to museums, host art openings and sponsor opportunities for members to broaden their knowledge of the arts

Best Buddies

Best Buddies is an international organization that pairs college students with people who have mental retardation to form friendships. The group encourages friends to meet with their buddies to do things together as individual pairs, as well as providing group activities so buddy pairs can mingle

Hillel

A Jewish student organization that is open to members of all religions, who are interested in learning about Judaism, celebrating Jewish holidays, and taking part in many fun events

International Club

This club is for any student interested in exploring, sharing, and promoting inter-cultural understanding. Members prepare an informational bulletin board for the chosen "Country of The Month," plan international movie nights and trips to local ethnic restaurants, and participate in campus activities promoting cultural diversity and awareness. The International club sponsors an annual Multicultural Festival in March or April, which features performances by Rosemont students and other members of the Rosemont community. International ethnic dishes are enjoyed at the reception after the festival.

Jest and Gesture

The drama club features Rosemont students in various performances during the year. Each fall the club sponsors and judges the Interclass Play Competition and stages a workshop of acting scenes. During the second semester, the club features its major production and its Spring Festival of Original Plays.

Latin American Students Association

This club is composed of Latin American students as well as other members of the Rosemont community. Its purpose is to promote community through fostering an understanding of the Latin American culture.

Middle East Peace Watch

This is an activist group that works to promote peace in the Middle East through promoting awareness and education regarding the issues surrounding the Middle East region and its political policies and practices.

Model United Nations

The objective of this organization is to generate interest and promote more practical understanding of the United Nations and world affairs. The club sponsors participation of Rosemont students in Model United Nations Conferences.

Muslim Student Association

This group is composed muslim students and other members of the Rosemont community. It promotes an understanding of the religion of Islam and its practices.

Organization of African American Students (OAAS)

The essential purpose of OAAS is to provide a valuable support group for African-American students that is conducive to a smooth transition and adjustment in the Rosemont community, and to promote cultural understanding in the community.

Rosemont Alcohol and Drug Awareness Resources (R.A.D.A.R.)

R.A.D.A.R. is a campus-wide alcohol and other drug prevention and education program stressing positive choices for healthy living. The R.A.D.A.R. Center is located in Kaul Hall, Room 105. The center contains a variety of educational pamphlets, books, and videos on substance use/abuse and other related topics. Office hours are posted.

R.A.D.A.R. sponsors social events on campus which are alcohol free, and has "Peer Educators." Peer Educators are trained to serve as resource people for the campus.

Rosemont Activities Council (RAC)

The Rosemont Activities Council (RAC), a student organization, works in conjunction with the Office of Student Activities to plan and implement a variety of events and activities on campus. RAC's Executive Board consists of a President, Vice President/Secretary, and seven team leaders. The teams include: Coffeehouse, Community Service, What's There To Do, Cultural, Public Relations, and Special Events. Applications for these selected positions are available in the spring and the one year term extends from May to April. The Executive Board works with the general council members and the Director of Student Activities to plan the events for the Activities Calendar. General membership is open to any student at Rosemont. RAC also collaborates with other campus organizations, ensuring that the needs and interests of the student body are met. RAC provides ample opportunity for the personal development of its members through leadership education and training sessions.

Rosemont College Pre-Health Professional Society

The Rosemont College Society of Pre-Health Professionals (RCPHP) is devoted to providing the resources required to facilitate a successful career in the field of health care. The organization strongly believes that health care is a universal issue with radiating influence, and should therefore be a global concern. As such the organization is doubly committed to heightening the awareness of not only its members, but the Rosemont community at large. Members organize blood drives, volunteer at local hospitals, and attend lectures on various health care issues.

Students for a Free Tibet

This group educates the campus community about the political and cultural situation in Tibet and provides a forum in which students can discuss those problems. The club also

supports any local, national, or international endeavors towards freedom in Tibet.

Triad (“Tours, Talks & Traditions”)

Provides supportive services to the Rosemont Admissions Office, including hosting campus tours, assisting at Campus Visit Days, housing guests, participating in phone-a-thon and letter writing campaigns for prospective students, and attending College Nights as student representatives.

Young Democrats Club

Cultivates a greater awareness of political issues of today, exposes young Democrats to their elected officials, and offers students the opportunities to get involved in politics on a broader scale.

Young Republicans Club

This group is made up of young Republican students and develops a greater understanding of politics and current issues.

Student Publications

The Cornelian

The College yearbook records the memories and events of the year in photographs and imaginative prose and poetry. The yearbook is published through the efforts of students of all classes, and new editors are selected in January of each year. The yearbook is published in August in order to include Commencement.

SGA Bulletin

SGA Bulletin is circulated throughout campus weekly. It is written by the SGA Executive Secretary and produced in the Office of Student Activities. All members of the College community contribute timely information to this important means of campus communication. The Director of Student Activities is their advisor. It is an on-line publication.

The Rambler

The Rambler, first published in 1931, is the campus newspaper published by students. As with any newspaper, its basic function is to report campus news, to capture the various views of campus life, and to spotlight them for on-campus as well as off campus audiences. *The Rambler* provides a means of communications between various segments of the campus population and offers experience in journalism. Faculty members moderate this publication.

The Thorn

The Thorn is a literary magazine or portfolio which provides students with the opportunity of seeing their original poetry, short stories, essays, and art work in published form. The purpose of the magazine is to reflect the thoughts and talents of Rosemont students. Every student is invited to submit her work and take part in the actual lay-out and production of *The Thorn*.

Students wishing to join any of these organizations should contact the Director of Student Activities for additional information and should monitor Rosemont bulletin boards, email, and campus mail for information.

SECTION III: STUDENT LIFE

ORIENTATION/NEW STUDENT PROGRAMS

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

Orientation Week is an exciting busy time as new students become part of Rosemont campus life and its traditions. Current College practices and procedures are reviewed as well as interesting segments of Rosemont's past. New students meet one another and begin building friendships in their Orientation groups. Upper-class students serve as the Orientation Counselors. They guide these groups throughout Orientation Activities. Their selection and training by the Student Life Division begins in the preceding spring.

The Orientation Program is planned by the Dean of Students in close cooperation with administrators and faculty.

SECTION III: STUDENT LIFE

CO-CURRICULAR AWARDS

A number of awards are presented at either the annual Awards Dinner on Founders' Day or at the Athletic Banquet 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.

Outstanding Service Award

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

Certificates of Service

Certificates of appreciation are presented to students of any class who have served the College and other students during the year in a specific activity or position with exceptional dedication and effectiveness. Nominations are made by the entire community.

Ann Donaldson Academic Excellence Athletic Award

Established in 1994, in honor of Ann Donaldson who served as the Director of Athletics at Rosemont for 43 years. The award is given annually to a junior or senior student-ath-

lete who has displayed excellence in the classroom and on the playing field. The athlete must have had at least 3 years of varsity experience, a minimum cumulative grade point average of 3.20, and these have been a key contributor to her team. The recipient is given a gift and her name is engraved on a permanent plaque.

Ethel C. Levenson Leadership Award for Juniors

Established in 1994 by the President to be presented annually to the junior who has demonstrated leadership and service to her 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 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 gift is made to a junior or senior student. The recipient is judged to have made an outstanding contribution to her classmates and to typify the spirit, courage, and generosity of Patti K. McClatchy. A gift is presented to the recipient and her name is engraved on a permanent plaque.

Cathy Mulvaney Athletic Award

Established in 1982, in memory and recognition of Cathy Mulvaney '85, this award is presented annually to the student-athlete who is chosen for teamwork in athletics, enthusiasm and spirit in team sports, sportsmanlike conduct in games, overall support for all college sports, and other athletes. Cathy's life gave evidence of all these qualities, in addition to perseverance and determination in the face of adversity. The recipient is given a gift and her name is engraved on a permanent plaque.

Ann Grady Lucas Award

Established in 2000, in memory of Ann Grady Lucas '61 who dedicated her life to the pursuit of excellence both on and off the field. This award is given annually to a special field hockey player who has shown a commitment to the betterment of her team through her sportsmanship, leadership, work ethic, and loyalty to Rosemont College field hockey. The recipient is given a gift and her name is engraved on a permanent plaque.

Class Leadership Award

Established in 1997, the Class Leadership Award is presented annually to a first-year, sophomore, junior, or 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 at the Academic Honors Spring Convocation, 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 club recipient is announced at the Awards Ceremony and is engraved on a permanent plaque. Club nominees must have been active and a recognized club for the duration of that academic year.

SECTION III: STUDENT LIFE

COMMUTING STUDENTS

The “home away from home” for commuting students is the Commuter Lounge in Alumnae Hall, lower level. It is open the same hours as the “T.” Closing hours are determined by the nature of activities planned. Comfortably furnished, it can be used for relaxing and informal discussions or for studying. There are lockers available for the commuters to use in the lounge.

Commuting students must register their cars and park in designated parking areas only.

Non-Traditional Age Students

Rosemont College was a pioneer in responding to the need for education options for women beyond the traditional college age of 17-22 years. Continuing Studies offers opportunities for a woman to continue her education for a variety of reasons: to take college courses for the first time, either for her own fulfillment or to obtain a degree; to complete undergraduate course work to obtain a degree; or to update knowledge in her undergraduate field for professional reasons or to change careers.

The Counseling Center provides counseling and support services for these students. Matriculated non-traditional aged students are a part of the general student body and are entitled to all of the College’s support services.

Non-traditional students are an important part of the Rosemont student body and they are encouraged to participate in student government, organizations, publications, and activities.

SECTION III: STUDENT LIFE

CAMPUS FACILITIES

For many years the place to relax at Rosemont was the cottage by the pond affectionately called the “T” because of the “tea dances” held there. When Alumnae Hall opened in 1961, as the new campus center for activities, the lower level was nicknamed the “T”. This is a multi-purpose area used for social events by students and other college groups and for conferences and special programs. The offices of the Student Government Association, the Director of Student Activities, the Department of Athletics, as well as the Commuter lounge are located here. The Mailroom is a part of the area as well as a comfortable lounge area, a snack bar, a pool table, an air hockey table, video games, the College Store, and the Grind Café.

The main entrance to the “T” is opened at 7:00 a.m. on weekdays and 10:00 a.m. on weekends. Closing hours are determined by the nature of the activities planned. The Grind Café sponsored events may warrant different hours.

The shuttle bus that travels between Rosemont and Villanova leaves from outside the “T.” The schedule is posted on the notice board inside the “T.” Pickup schedules for all shuttles are available in the Student Activities Office.

Athletic Facilities

Sports facilities available to Rosemont students, faculty, staff, and their guests (additional fee) include the gymnasium, fitness center, and locker room in Alumnae Hall, six tennis courts, and a field-hockey/softball/lacrosse multipurpose field. Information on available times and conditions of the gym, courts and field, as well as use of equipment may be obtained from the Director of Athletics' Office in the gym (ext. 4265). Rosemont students are eligible to use swimming facilities at Villanova during specified times upon presentation of valid Rosemont identification.

The Club Room

Located in the "T," the Club Room is a meeting place for every student group on campus. Clubs and organizations may use it for weekly meetings with members or as quiet work space. The clubroom has mailboxes for each club president into which any pertinent mail will be placed. These boxes should be checked regularly. Also provided for student use is an on-campus phone, a work area, a conference table for larger meetings, and a large dry erase board. The room is available every day of the week and a sign-in sheet is posted with a schedule for the following week's meeting.

The College Store

The Rosemont College bookstore is located in Alumnae Hall or the "T." The regular store hours are Monday through Thursday from 9:00 a.m. to 6:00 p.m., Fridays from 9:00 a.m. to 4:00 p.m., and Saturdays from 11:00 a.m. to 2:00 p.m. Store hours will vary during holidays and the summer months (June and July). The College Store stocks textbooks (new and used), health and beauty items, greeting cards, gift items, and Rosemont clothing and souvenirs. The bookstore also has a website (*efollett.com*) where merchandise and textbooks may be ordered 24 hours a day, seven days a week.

Food Services

When Rosemont College is in session, lunch and dinner are served in Cardinal Hall Monday through Friday. Brunch on Saturday and Sunday is also served in Cardinal Hall. Breakfast is always available in the Grill. Resident students may eat breakfast, lunch, and dinner in the Grill when Cardinal Hall is closed, using the cash equivalency system. Members of the Rosemont College community, (commuting students, faculty, staff, and administrators) may participate in a prepaid debit card plan available from the Dining Services Office.

Questions by resident students regarding special dietary requirements and preparation of box lunches should be directed to the Director of Dining Services. Arrangements can be made with the director to cater parties and special events. A catering guide is available at Cardinal Hall. Students seeking part-time employment in the Grill or Cardinal Hall should contact the Director of Dining Services.

Rosemont College requires that all residential students be on a 14 or 19 meal board plan. Wood Dining Service is required to meet any special dietary needs of students including those of vegetarian and students with special medical conditions. A student may contact the Director of Dining Services at extension 2255 to schedule an appointment to discuss her dietary requirements.

The Grind Café

Located in Alumnae Hall, this coffeehouse hangout is open for both RAC-sponsored performances and for other student gatherings. Bi-monthly performances include local and national talent – such as musicians, comedians, and hypnotists. The Grind Café also serves students on a regular basis as a full coffee bar with specialty coffee, tea, homemade cookies, and muffins. So whether there is an act or students just looking for a place to meet friends, this hot spot on campus has it all. The Director of Student Activities oversees all aspects of the Grind Café.

SECTION III: STUDENT LIFE

VILLANOVA INTER-INSTITUTIONAL SERVICES

As a part of academic inter-institutional programs between Villanova University and Rosemont, Villanova University provides the following privileges to Rosemont students with a current Rosemont identification:

- use of Falvey Memorial Library (Rosemont identification must be validated there)
- use of the Connelly Center and other sports and recreational facilities
- Villanova-student rates for sports events, student activities, and programs
- free shuttle bus services between campuses seven days a week
- access to select student services at Villanova such as Hot Line Counseling Services and free legal clinic operated by Villanova Law.

In return, Rosemont College offers all of its recreational and activities facilities to those Villanova women residing and boarding at Rosemont.

SECTION III: STUDENT LIFE

STUDENT SUPPORT OFFICES AND FUNCTIONS

Student Life Office

Within the broad area of Student Life, a wide range of services and programs are offered that support the academic experience of the Rosemont student and stimulate personal growth and enrichment outside the classroom. The professional staff in the offices under the umbrella of Student Life work with students leaders, members of the residence hall staff, and members of the faculty and administration to plan, coordinate and implement these supportive services. A philosophy of the development of the whole person through the educational experience underlies all programs and services.

The Student Life Office, located in Lawrence Hall on the first floor, is a referral and assistance center for students with any kind of questions or problem. Personal attention is given to every request, including efforts to convey messages to students. No personal information regarding students will be given.

Vice President for Student Affairs/Dean of Students

The Vice President for Student Affairs/Dean of Students is the administrator responsible for providing student services and programs related to student development. She represents the College's interests and policies to students in non-academic matters. She meets regularly with students to determine students' interest and concerns on aspects of student life. The Vice President supervises the departments that provide co-curricular programs and services. She is a member of Senior Staff.

Career Services Office

The Director of Career Services is responsible for providing career counseling and development services to students. The Career Services Office, located on the second floor of Good Counsel, is open weekdays from 9:00 a.m. to 5:00 p.m., including one evening a week for the students' convenience. Students may drop-in, but are encouraged to make appointments for counseling sessions.

Career information and guidance are available so that students can clarify their objectives and establish career goals which will enable them to fulfill their personal potential. Students are encouraged to explore career options through individual career counseling, the career resource center, career programs, and by using SIGI PLUS, a computerized career guidance program. They are urged to begin career planning in their first year and to engage in experiential programs such as internships and field work. Academic divisions also work with students in field work placements related to specific courses and programs.

The Rosemont Alumni Mentoring Program provides students the opportunity to connect with alumni in career fields where there is mutual interest. Students receive career guidance, support and encouragement from alumni in a number of ways: informational and mock interviews, job shadowing, internship and employment opportunities, networking, and career information.

Workshops are held on job-hunting skills such as resumé writing techniques, cover letter writing, and interviewing skills. Students are also encouraged to attend off-campus recruiting programs.

A Career Fair sponsored by Cabrini, Eastern, Immaculata, and Rosemont Colleges is held annually. Each year approximately 40 employers attend the fair for informational as well as recruiting purposes.

Since study beyond the bachelor's degree is required for some careers, information on graduate and professional school programs, scholarships, and fellowships is maintained in this office. Students are assisted with application procedures and graduate school workshops are offered to juniors and seniors. A data base of over 1200 graduate institutions nationwide is available through the Graduate Explorer, an addendum to the SIGI Program.

Credentials for students and alumni pertaining to career placement are maintained by the Career Services Office in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended. The services of this office are available to alumni.

Counseling Center

College is a time of growth and change—new friends, relationships, leaving family, difficult decisions, and increased stress. At times when personal problems are troubling or overwhelming, the Counseling Center can help. Appointments with professionally trained counselors are confidential and free of charge to Rosemont students.

The Counseling Center is located on the second floor, Room 209 of Good Counsel Hall (ext. 2416) and open Monday through Thursday from 10:00 a.m. until 4:00 p.m. Students can call or stop by to make an appointment. Walk-ins are welcome. During their college years students may find themselves faced with situations that feel out of control. Family illness, death, concerns with alcohol or other drugs, or other sudden, traumatic events are “crisis” times. The Counseling Center provides support, direction, and caring. Although not a “test” center, the Counseling Office does offer career interest inventories or personality tests in conjunction with the counseling process.

In addition, the Center facilitates off-campus referrals and each semester presents workshops such as Loss and Mourning, Stress Management, Adult Children of Alcoholics, and others. Students can acquire new insights and learn new skills when they participate in these workshops. Also, check the Counseling Center Web site for more information on the Center’s staff and hours of operation, self help ideas, and timely information.

Director of Residential Life

The Director of Residential Life is responsible for the housing operations of the College, selection and training of residence hall staff, maintaining a liaison with Maintenance and Public Safety regarding the condition of the residence halls, coordinating room assignments and room changes, security procedures within the halls, and supervision of the functioning of the Residence Hall Association. She meets regularly with students and staff to discuss the particular needs of each hall.

Room assignment for new students is made at the discretion of the Director of Residential Life on the basis of information on life styles and expressed preferences. She also advises and consults with Residence Hall Association and student groups regarding policies and issues on residential life. Please refer to the *Resident Student Handbook* for specific information regarding residential living.

International Student Support Services

The Office of International Services, a department in the Division of Enrollment and Student Life, can advise international students about: immigration issues, cultural adjustment, financial matters, campus services for academic and personal counseling, medical care, and host families. The office plans an international student orientation at the beginning of the fall semester designed to help international students make a smooth transition to the Rosemont community. The Director of International Services is also the moderator for the International Club. The director administers the Host Family program for international students. The director administers the Host Family program for international students.

Rosemont Student-Athlete Advisory Committee (RSAAC)

The Rosemont Student-Athlete Advisory Committee is comprised of six team representatives, one from each varsity sport, a President and Vice President elected from the general student-athlete body, Rosemont’s NCAA Faculty Athletics Representative, and an Athletic Department representative. The RSAAC serves in an advisory capacity to the Director of Athletics regarding concerns of the student-athletes, departmental policies, and activities that effect the teams. They have implemented an alcohol and other drug policy, oversee community service projects, and plan events for student-athletes and other campus community members.

Office of Student Activities

The Office of Student Activities 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, spiritual, 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 Student Activities supports the continuous efforts of students to build a receptive, inclusive, and communicative campus community—with the Enrollment and Student Life Division and other areas of Rosemont College's community.

In accordance with the above-stated 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 Grind Café, Oktoberfest, 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, and other local college activities.

The Director of Student Activities also serves as advisor for the Student Government Association (SGA), Rosemont Activities Council (RAC), and the Program Board. 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 second floor of Alumnae Hall, the Office of Student Activities also supervises postings of events in Alumnae Hall and on student clubs'/organizations' bulletin boards. The Director of Student Activities is always available to meet with any student regarding activities, on-campus communication, and other related areas of concern. The Office of Student Activities 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.

Wellness Center

The goal of the Rosemont College Wellness Center is for students to be healthy. Lifestyles and daily habits are contributors toward student wellness. The Wellness Center can help with individual care, counseling, and through a variety of group educational programs held throughout the school year.

The Wellness Center is located on the first floor of Mayfield Hall. The Wellness Center offers counseling on health related concerns, routine medical care by a registered nurse and the College physician during scheduled office hours.

Upon admission, a physician's medical report must be completed and the immunization section current per requirements of the Commonwealth of the State of Pennsylvania.

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 and the Wellness Center. It is the responsibility of the student to obtain and maintain such coverage. If students have family or private coverage, they may waive enrollment in the Rosemont College sponsored plan by completing a "Waiver Form." Without completion of an Insurance Waiver, students will automatically be enrolled in the College plan

and billed accordingly. Students are prevented from the registration process at the College unless proof of health insurance and immunization are shown. The College assumes no financial responsibility for medical expenses or medical assistance incurred by students.

Rosemont College does not provide transportation to the hospital for students. In a medical emergency, the local ambulance service will provide transportation for a charge. Routine services of the Wellness Center are available to all Rosemont students and are covered by the General Fee. Special service such as lab tests, prescription medications, ambulance, and hospital costs must be paid separately by the students.

Students enrolled in the College Plan must initially visit the Wellness Center to get a referral to an area doctor.

Health Emergencies and Accidents

Resident students involved in accidents or medical emergencies while off campus must notify the Director of Residential Life of the incident whether or not hospitalization occurs. Parents will not be notified of hospitalization without the permission of the student except in life-threatening circumstances or where the student is prevented from making a rational decision.

SECTION III: STUDENT LIFE **INTERCOLLEGIATE ATHLETICS**

Rosemont sponsors intercollegiate athletic teams in basketball, field hockey, lacrosse, softball, tennis, and volleyball. Rosemont is a member of the National Collegiate Athletic Association's Division III, and the teams compete in the Pennsylvania Athletic Conference (PAC).

Students interested in intercollegiate athletics must be enrolled full-time at Rosemont, be in good academic standing, and maintain satisfactory progress toward a baccalaureate or equivalent degree.

SECTION III: STUDENT LIFE **CAMPUS MINISTRY**

In union with the mission of Rosemont College, Campus Ministry provides all members of the Rosemont College community with opportunities to express and grow in faith, regardless of tradition. These opportunities are a collaborative effort within the community to enrich personal development, build leadership skills, and express a concern for and a commitment to justice and service.

The strategies and goals set forth in the Pastoral Letters of the United States Catholic Conference, especially Empowered by the Spirit and Sons and Daughters of the Light, serve as an aid in structuring opportunities. To meet these goals, opportunities are offered in the following seven areas of ministry: Catechesis, Community life, Evangelization, Justice and Service, Leadership, Liturgy and Sacraments, and Prayer and Spirituality.

Campus Ministry programs:

- Focus on the unique gifts of each person and the building of relationships that will nurture faith, hope, and love
- Create an environment of openness and welcome
- Foster a commitment to serving as a witness to the Catholic presence on campus,
- Express fidelity to essential teachings of the Church as well as to reading the signs of the times
- Adapt the message of the Gospel to meet the needs of the academic community
- Develop a faith community rooted in the Catholic tradition while welcoming persons of all beliefs
- Empower and nurture the members of the Rosemont College community in the areas of moral and social consciousness; through varied experiences of service, individuals, the college community and communities beyond campus benefit.

Though ministry takes place wherever hospitality is created, the Campus Ministry Center, out of which the Campus Ministry team operates, is located on the first floor of the Chapel in Saint Joseph's Hall, Rooms 3 and 7. Fresh and friendly smiles and warm conversation are available daily.

SECTION III: STUDENT LIFE

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, the association sponsors regional chapters throughout the country. The local chapters can help graduates become acquainted with other Rosemont graduates in their area through friend-raising and fund-raising activities. Each class elects secretaries and agents who keep in touch with their classmates after graduation. The class secretaries help coordinate Reunions and compile news for the *Rosemont Magazine*. The class agents are mainly responsible for fund raising. The College asks each alumna to contribute to the Annual Fund and to give generously to her 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 or her spouse.

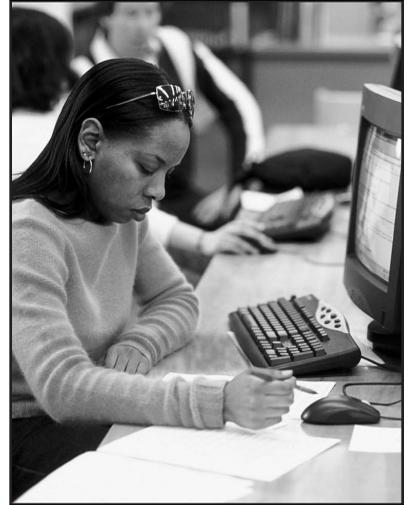
The Alumni Office, located in the Main Building, is staffed full-time. It coordinates activities, homecoming, Reunions (classes celebrate reunions every five years), and chapter events. Informative mailings, invitations, and the Rosemont magazine are sent several times during the year. The Alumni Office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

SECTION IV: ACADEMIC LIFE

ACADEMIC INTEGRITY AND ACADEMIC OFFENSES

Academic Integrity

Community responsibility forms the basis of integrity in all aspects of college life. Students are governed by their respect for individuality and by the academic and social standards accepted by the college community. A student, faculty member, or administrator who encounters violations of the standards of integrity of the College have access to the procedures as described below. All infractions of academic integrity are subject to whatever portions of the procedures are deemed appropriate by the faculty, student, or administrator involved.



Procedures Dealing With Violations of Academic Integrity

To promote the common good, the College community requires that the highest standards of honesty in the search for truth be maintained. Violations of these standards effect the intellectual community and threaten the core of its function.

Accordingly, violations of honorable behavior in academic matters should be given due notice. At the same time, the community must insure that fair and reasonable steps be taken to determine the facts before disciplinary action is taken.

1. Whenever an alleged infraction occurs, the student and teacher are to discuss the matter and attempt to resolve the difficulty in a manner acceptable to both parties and congruent with the standards of the College. If it has been determined that there has been a violation of academic integrity, it should be reported to the Office of the Academic Dean for the official confidential records of violations of academic integrity. These records shall be kept only in the Office of the Academic Dean and will be destroyed upon the student's graduation. Should a student withdraw from the College, the record will be destroyed after a time lapse of five years, except that records of actual suspension or expulsion may be permanently kept by the Office of the Academic Dean.
2. If student and faculty member are not able to reach a satisfactory solution, the matter can be brought to the Office of the Academic Dean for continued discussion and attempted resolution.
3. If no satisfactory resolution is determined through such discussions, an appeal may be made by the faculty member or the student to the Academic Honor Board (see below).
4. If the Academic Dean receives three written faculty reports of an individual student violating academic standards, the Academic Dean will bring the student before the Academic Honor Board.

Constitution of the Academic Honor Board

The Board shall be composed of the Academic Dean, *ex officio*, two-members of the faculty—one to be elected each year for a two-year term by the general faculty from a panel nominated by the Faculty Council, and one student selected through the Student Government Association.

The Academic Dean will serve as the chair of the group and a quorum shall consist of three members. Offenses against academic standards shall include academic dishonesty in any form, copying, plagiarism, theft of notes or texts, abuse of library or research materials, and offenses of like nature.

The faculty member, administrator, or student shall forward the relevant evidence to this group, together with any recommendation for the disposition of the case which recommendation shall not bind the group.

This group, by way of the chair, will notify the student in writing of when and where her case is being considered, giving her not less than 72 hours advance notice, specifying the infraction, informing her of her right to appear in her own defense.

If a student chooses not to present herself, her case will be considered on the basis of the evidence submitted.

The student may be assisted by an advisor of her choice in who may appear at the meeting with her. She has the right to examine all evidence presented against her and may request a copy of the official summary of the meeting. A tape recording will be permitted.

Disposition of Cases

The Academic Honor Board may confirm or dismiss charges in favor of the student. In all cases in which the Board agrees that there is an infraction, it will impose suitable disciplinary action.

In extremely serious cases involving flagrant dishonesty, the Board may suspend or expel a student.

All records of these proceedings shall be kept only in the Office of the Academic Dean and will be destroyed upon the student's graduation. Should a student withdraw from the College, the record will be destroyed after a time lapse of five years, except that records of actual suspension or expulsion may be permanently kept by the Office of the Academic Dean.

Any member of the Board shall disqualify himself/herself in any case to which he/she is an interested party. This should be made known to the Academic Dean and a suitable replacement should be named through the appropriate appointing channel.

Any appeals of decisions of this Board are to be made directly to the President of the College. If a student chooses to appeal to the President she must do so in writing, not more than one week after her case is considered. If no written appeal is received by that time, the case is considered closed.

Definitions of Forms of Plagiarism

Plagiarism may be defined as any use of another person's ideas or words that do not acknowledge the source.

Although plagiarism is more commonly in written work, it may also occur in oral reports, projects, and other assignments and presentations.

Plagiarism may include:

1. "Bare Paraphrase"—using an almost identical sentence or more with very slight changes and presenting this as one's own words.
2. Using purchased papers or ones from unacknowledged sources as one's own.
3. Using the exact words or ideas of another as if they were one's own. A more appropriate behavior would be the citation of the author, reference work, and page number whenever one wishes to use another's thoughts or ideas.

Academic dishonesty or cheating may include using unauthorized sources of material during examinations. Such sources might include: consulting another student with or without her knowledge, using notes or texts without the instructor's expressed permission, having someone else take the examination in one's place, and/or gaining unauthorized prior knowledge of an examination.

Suggested Actions to Prevent Academic Dishonesty

An instructor might employ some student suggestions to help prevent academic dishonesty. Over the past few years the students have generated a list, which includes the following:

1. Instructors should proctor examinations during the entire period
2. Students should not be permitted to bring texts, notes, and other materials to the examination.
3. Desks should be separated whenever possible.
4. Students should not be permitted to leave the room during an examination.
5. Lawrence Auditorium is not a good testing place because it is easy to see other students' work.
6. Multiple choice examinations are easily copied. Using different versions of the exam within the group may serve as a preventative measure.
7. Take-home examinations should require more than the information in easily accessible texts.
8. Signing an honor statement before an examination makes one more aware of academic integrity. An example of this might be: "I have neither given nor received help in this test or examination."

SECTION IV: ACADEMIC LIFE

ACADEMIC FACILITIES

Information Services

The Rosemont College Information Services consist of the Gertrude Kistler Memorial Library, the Computer Labs in the Science Building, and the Slide Collection.

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 150,000 volumes and 557 current periodical subscriptions, along with electronic, audiovisual, and microform materials.

The on-line catalog, TRELIS (The Rosemont Electronic Learning and Library Information System), is the basic index to library's collections. TRELIS also includes a number of computerized periodical indexes, full-text databases and encyclopedias, and provides access to the Internet's World Wide Web. There are computer workstations for TRELIS located throughout the building. TRELIS can be accessed from any building on campus through the campus network.

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. Other services include reference assistance, interlibrary loan from libraries throughout the United States, and individual or course-related instruction.

Library hours during the Fall and Spring semesters are:

Monday through Thursday	8:30 a.m. to 11:00 p.m.
Friday	8:30 a.m. to 4:30 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 10:00 p.m.
Summer, holiday, and vacation hours vary and will be posted.	

Students may borrow materials from the libraries of Villanova University, Eastern University, Arcadia University, Cabrini College, Chestnut Hill College, Holy Family University, Immaculata University, Gwynedd Mercy College, and Neumann College upon presentation of the Rosemont identification 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, transcripts, or diplomas are issued.

The library does not charge daily overdue fines for regular materials, but a second overdue notice will result in a non-cancelable service charge. 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.

The computer classrooms in the Science Building are equipped with Windows-PC and Macintosh computers as well as printers, scanners, and other peripheral devices. Numerous software packages to support

computer graphics, publishing, word processing, spreadsheet, and database projects are available for both individual use and group instruction.

SECTION IV: ACADEMIC LIFE

ACADEMIC OFFICES

Academic Dean

The Academic Dean, a member of the faculty, is the educational and administrative officer directly responsible, under the President, for the academic program of the College.

The Academic Dean recommends to the President individuals for teaching and academic support positions, and recommends faculty for promotion, tenure, reappointment, and sabbatical leave. The Academic Dean is responsible for the quality of the academic programs, and, in conjunction with faculty chairpersons, is responsible for maintaining quality teaching. The Academic Dean is also responsible for the academic budgeting process.

The Academic Dean recommends to the Board of Trustees the candidates who are eligible for degrees.

Those reporting to the Academic Dean include the Assistant Academic Dean, the Registrar, the Director of the Conwell Learning Center, and the Division Chairs and the faculty.

Assistant Academic Dean

The role of the Assistant Academic Dean is to support the students and advisors in their efforts toward the achievement of the academic objectives of the individual and the College. She provides assistance and support to students in using the total resources of the College for personal and academic growth.

The Assistant Academic Dean arranges pre-orientation to first-year students and their families.

The Assistant Dean, in consultation with the Vice President for Student Affairs who serves as the College's Section 504/ADA Officer, also coordinates academically-related services for first-year Undergraduate Women's College students with disabilities who may need special accommodations.

Students need to initiate and/or complete the following transactions through the Assistant Academic Dean's Office: withdraw from a course; request an "incomplete" for a course; take a course on a pass/fail basis; obtain information and make arrangements for study abroad; obtain approval for summer study; receive information and register for Villanova, Eastern, or SEPCHE interinstitutional programs; obtain information on an individualized major and on independent study courses; obtain drop/add forms; audit a course; and obtain credit for internships.

All low grade warning notices, academic probation, and ineligibility matters are also processed through the Office of the Assistant Academic Dean, and transcripts of transfer students and of those doing summer study at other institutions are evaluated there.

Registrar

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, processing and distributing grade reports to students, issuing transcripts upon students' written requests, processing course registrations and Drop/Adds, preparing and distributing the final exam schedule each semester, processing interinstitutional program data, ordering diplomas, preparing the graduation program, and assigning classrooms for all the courses.

The Coordinator of Advising

The Coordinator of Advising is responsible for supervision of the advising process for first-year, conditionally accepted, and sophomore students. Once students have declared a major, they are advised by a faculty member in the appropriate department.

The Conwell Learning Center

The Conwell Learning Center (CLC), located in Lawrence Hall Rooms 208 and 209, offers academic and multi-media support for the entire Rosemont College community. It is a fully functioning language laboratory and tutorial center that features an adjoining "smart classroom."

The CLC provides across-the-curriculum computer tutorials, audios, and videos in addition to free tutoring. Workshops on study skills, writing, and language topics are regularly scheduled. Teaching materials, on outcomes assessment, and other topics are available for the enrichment of faculty and future educators. The rich media collection and services are available to the entire Rosemont College community via a walk-in and appointment basis. The CLC is the place where all learners are able to meet their diverse learning needs through not only a multi-sensory educational environment, but also via a caring and knowledgeable staff.

APPENDICES

APPENDIX A: STUDENT GOVERNMENT CONSTITUTION AND BYLAWS

Student Government Association

The basic purpose of the Student Government Association in all areas of student life is to coordinate the on-going processes of government, to be responsive to and to initiate change, and to represent the students of and to the College as a whole.

Section I – Composition of the Student Government

Article 1: Student Government Association

1. The Student Government will be composed of the following voting members:

Executive Board President
 Executive Vice President Academics
 Executive Vice President Activities
 Executive Vice President Commuters
 Executive Vice President Finance
 Executive Vice President Communications
 Each elected class officer (President, Vice President, and Secretary/Treasurer)

2. The Director of Student Activities will serve as the advisor to the Student Government Association and act as a member of the Executive Board (*ex officio*). The Dean of Students will serve as a member of the Executive Board (*ex officio*).

Article 2: Student Government Association Executive Board

The Student Government Association Executive Board will be composed of the President, VP Academics, VP Activities, VP Commuters, VP Finance, VP Communication, Director of Student Activities (*ex officio*) and the Dean of Students (*ex officio*).

Article 3: Class Councils

The Class Council shall consist of a President, Vice President, and a Secretary/Treasurer for each of the respective classes.

Article 4: Duties of the Student Government Association

- To establish goals and objectives for the year
- To select student to serve on the standing College Committees
- To represent student opinion to the College, the community, and to other colleges
- To conduct yearly reviews of the existing form of student government in respect to its effectiveness and efficiency



- To appoint at least four students to the Elections Committee
- To focus on the issues affecting the Rosemont Community and organize ways in which these issues are discussed

Article 5: SGA General Meeting Voting

Ten officers must be present at any General meeting for corium and to count any vote as valid. Robert's Rules of Order may by apply when needed, and the body may vote to put these into action.

Section II – Duties of the Student Government Association Executive Board

All Executive Board Members must fulfill the following responsibilities:

- To call and conduct monthly counterpart meetings
- To maintain office hours for a designated number of hours per week
- To adhere to the attendance policy
- To lead (as an Executive Board) the planning of a community service open to the entire Rosemont College community, once per academic year

Article 1: The President

1. To serve as a student representative of the Women's Program Council, Board of Trustees Student Life Committee, Undergraduate Women's College Council, and the All College Council
2. To assume the following areas of responsibility:
 - To call and supervise weekly meetings of the SGA Executive Board and to plan an agenda for each meeting
 - To call and supervise meetings of the SGA General at least every month and plan the agenda
 - To act as representative of student interests to faculty and administration
 - To provide good communication between all members of the SGA Executive Board and General Assembly, and to serve as a mediator for any conflicts that may arise within the SGA
 - To review the objectives of the SGA regularly with her fellow Executive members
 - To serve as an Executive Counterpart to each Class Council's President
 - To conduct weekly meetings with the Dean of Students
 - To conduct weekly meetings with the Director of Student Activities
 - To conduct monthly meetings with the President of the College

Article 2: Vice President of Academics

1. To serve as a student representative on the Undergraduate Women's College Council
2. To assume the following areas of responsibility:
 - To be responsive to student's needs regarding academic policy
 - To have a knowledge and awareness of academic policies

- To present these needs to the pertinent Academic Committees of the College, and serve as a member of these committees
- To represent student stance on academic matters to the faculty
- To attend faculty meetings and to report back to SGA Executive Board
- To implement registration information sessions for first-year students
- To conduct monthly meetings with the VP of Academics for the Undergraduate Women's College
- To serve as an Executive Counterpart to each Class Council's Vice President

Article 3: Vice President of Activities

1. To serve as a student representative on the Undergraduate Women's College Council
2. To assume the following areas of responsibility:
 - To call and act as Chairperson of the Program Board and to assure minutes are taken at those meetings
 - To initiate and promote SGA sponsored affairs and activities on campus
 - To advise class councils regarding social events
 - To serve as an Executive Counterpart to each Class Council's Vice President
 - To advise in planning of college formals, as chair of the Formal Committee
 - To serve as liaison of the Rosemont Activities Council (RAC)
 - To conduct monthly meetings with the Director of Student Activities

Article 4: Vice President of Commuters

1. To serve as a student representative on the Undergraduate Women's College Council
2. To assume the following areas of responsibility:
 - To be responsible for informing the commuters of current events, promoting activities, and implementing programs
 - To represent the commuter population
 - To serve as an Executive Counterpart to each Class Council's President
 - To assure the proper maintenance of the commuter lounge
 - To conduct monthly meetings with the Dean of Students

Article 5: Vice President of Finance

1. To assume the following areas of responsibility:
 - To review and allocate budgets to all clubs and classes with approval of the SGA Executive Board by September 30 of each year
 - To handle the billing and allotments of the Student Activity Fund and to keep accurate records of monetary transactions
 - To advise on financial matters concerning clubs and class activities
 - To serve as an Executive Counterpart to each Class Council's Secretary/Treasurer
 - To send out monthly club and organization account balances
 - To submit records for review to the Dean of Students and audit by the VP of Finance

Article 6: VP of Communications

1. To assume the following areas of responsibility:
 - To take minutes of the SGA Executive Board and SGA meetings, and make these minutes available to the college community
 - To publish a weekly *SGA Bulletin*
 - To handle all SGA correspondence
 - To maintain SGA office
 - To serve as an Executive Counterpart to each Class Council's Secretary/Treasurer
 - To take attendance at SGA General meetings and publish attendance in the *SGA Bulletin*
 - Maintain SGA Executive Bulletin Board and Sound off Board

Section III – Class Council

Article 1: Purpose

The basic purpose of the Class Council is to coordinate the on-going processes, to be responsive to and to initiate change, and to represent the students of the class to the College as a whole. There shall be a Class Council for first-year, sophomore, junior, and senior classes.

Article 2: Composition

- President
- Vice President
- Secretary/Treasurer

Article 3: Duties of the Class Council Officers

All Class Council members must fulfill the following responsibilities:

- To attend all SGA General Meetings as a voting member
- To adhere to the required attendance policy
- To lead a community service (as a class council)project at least once per year for their constituency (student body)
- To attend all leadership-training workshops for elected student leaders
- To attend all monthly counterpart meetings

President

1. To serve as a student representative of her respective class on the SGA
2. To assume the following responsibilities:
 - To call and supervise meetings of class officers at least every two weeks
 - To act as liaison between members of her class and faculty and/or administration
 - To serve as a student representative of the class commuter population
 - To call and conduct General Class Meetings at least twice a semester and more often, if needed

- To appoint class subcommittees as needed and to supervise their work
- To review the needs of the class and to develop annual objectives for the class
- To remain in close contact with the SGA President and VP of Commuters through required monthly counterpart meetings

Vice President

1. To serve as a student representative of her class concerning academic matters, and to serve as a student representative of the class for campus activities
2. To assume the following responsibilities:
 - To be responsible to student needs regarding academic policies, and to present these needs to the Executive VP of Academics
 - To represent class views on academic matters
3. To organize events and activities that are particular to the class, and to delegate authority to sub-committees.
4. To work in cooperation with the Executive VP Academics and VP Activities through monthly counterpart meetings.
5. To keep the class informed of all of the activities that are occurring on campus.
6. To maintain records and submit an end-of-the-year report concerning all class activities.
7. To attend all Program Board Meetings, as stated in the Program Board Constitution.

Secretary/Treasurer

1. To serve as a student representative of the class.
2. To assume the following responsibilities:
 - To take minutes at all class and officer's meetings
 - To maintain accurate records of class business and to conduct correspondence
 - To circulate all-important class notes to members of the class and to publicize upcoming events
 - To maintain financial records of class funds and correspondence with the Executive VP of Finance
 - To report the financial status of the class at class meetings
 - To handle all financial transactions, including deposits and reimbursements, with the VP of Finance

Article 4: Dues and Fees

The class council shall have the authority, with the approval of the majority of the class, to levy fees and fines deemed necessary to conduct class business. The SGA Executive Board shall give final approval.

Article 5: Meetings

A minimum of two classes meetings shall be conducted per semester.

Section IV – Program Board

Article 1: Composition

The Program Board will be composed of the following members:

- SGA Executive VP of Activities
- SGA Class Vice Presidents
- A representative from RAC
- Presidents of all budgeted clubs
- Director of Student Activities (*ex officio*)

Article 2: Duties

1. To oversee the coordination of the club activities and social functions on campus
2. To provide for good communication on campus for the up-coming events

Section V – SGA Budgeted Clubs

Article 1: Composition

A budgeted club will be any club that is funded by the SGA and whose system of governance and procedures are determined by a written constitution approved by SGA and their advisor.

Article 2: SGA Duties of all Budgeted Clubs

1. To present an itemized budget request in writing to the VP of Finance of the SGA Executive Board by a specified time during the spring semester for the following academic year
2. To appoint a treasurer who is required to present a monthly accountability to the VP of Finance of the Executive Board
3. To elect a President, who is responsible to attend the Program Board Meetings, as stated in the PB Constitution
4. To sponsor appropriate activities
5. Maintain and update bulletin boards

Section VI – Elections

Article 1: Election Board

All elections will be the responsibility of the Elections Board, which will be appointed by the SGA Executive Board in the spring semester. The board will consist of at least four members who will serve a one-year term of office.

Article 2: Duties of the Elections Board

1. To hold elections for the SGA Executive Board
2. To hold elections for the General SGA elected officers
3. To tabulate the results of the elections in the presence of the Director of Student Activities
4. To notify all nominees of the results of the election
5. To notify the campus the results of each election

Article 3: Nominations

Candidates for the SGA elected positions, both executive and class, are to submit their name and the position for which they are running in writing to the office of Student Life prior to the election. The SGA Executive Board and the Office of Student Activities set the nomination date when the calendar is planned.

Article 4: Eligibility Requirements

1. A cumulative 2.5 GPA
2. Full-time status
3. Satisfactory disciplinary standing, as approved by the Dean of Students.
4. Satisfactory status if student has resigned or been removed from office.
5. Commuter representatives are required to be commuters, or have been a commuter for at least one semester. If the commuter representative is a resident, they must resign and a new election must be held to fill the position.

Article 5: Validity of the Elections

1. College Elections for the Executive Board
 - Only matriculated students, determined by the register by a list may cast votes.
 - The candidate who receives the majority of the votes shall be deemed the winner of the election.
 - Graduating seniors may vote in the Executive Board elections.
2. Class Elections
 - A simple majority of the currently registered matriculated student members of the class must vote for the election to be valid.
 - The registrar determines the list of matriculated students.
 - The candidate who receives the majority of the votes shall be deemed the winner of the election.

Article 6: Tabulations for all elections

Votes will be tabulated for all elections by at least two representatives from the Elections Board in the presence of the Director of Student Activities, acting in his/her advisory capacity, or the VP of Student Affairs.

Section VII – Resignation, Recall, and Impeachment Procedures*Article 1: Resignation*

1. Any elected student representative who wishes to resign from her position shall notify the SGA Executive Board in writing.
2. The President of the SGA will notify the effected class of community by way of letter, which shall include a statement from the officer who is resigning.

3. If an officer has resigned from her position, she may run for the office for the following year if she has 66% of her constituency supporting her, be it class or entire undergraduate student body, demonstrated through a petition. Once this support is demonstrated, the Executive Board will convene a meeting of the entire General Council for the voting process. At this meeting, the officer in question will be afforded the opportunity to present to the voting body her grounds for re-election. A 2/3 majority will result in the permission to run again.

Article 2: Impeachment

1. Any student who wishes to file a request for proceedings against a student representative elected by all students or by a class, shall submit a formal written complaint with a petition signed by a percentage (10% for an Executive officer and 15% for a Class officer) of that officer's constituency to the Executive Board.
2. The Executive Board of the SGA will then meet with the student so that she may hear the complaint and be informed of the process.
3. The President of the SGA must inform the voting members of the SGA, issue a written form of the complaint, and convene a meeting for the voting process.
4. The SGA shall hold a hearing where each voting member will represent her constituency regarding the situation. A 2/3 majority vote by SGA shall result in the removal of the student from her respective elected position. The hearing shall allow for representation from the student. The student being asked to resign shall absent herself when voting is occurring.

Article 3: Vacant Positions:

1. Any position vacated by resignation, impeachment, or removal shall be filled as soon as possible.
2. In the case of class officers, the elections committee shall solicit nominations from candidates who wish to fill the vacancy. An all-class election shall determine the winner.
3. In the case of an SGA Executive Board position, the elections committee shall solicit nominations from candidates who wish to fill the position. An all-College election shall determine the winner.

Article 4: Neglect of Office as grounds for removal

1. Any voting member of the SGA who misses more than two meetings of the required meetings according to assigned duties (such as SGA General Meetings, Executive Meetings, and Class Council Meetings) without prior excuse and valid reason to the Secretary of President of SGA shall be subject to removal from office following proper notification.
2. Failure to perform assigned duties (either written or verbally delivered) shall subject the said officer to removal from office.
3. Failure to adhere to the attendance policy shall subject the officer to removal.
4. Any member of the SGA who is on disciplinary or academic probation may be subject to removal from office.
5. Any violation of the signed Code of Conduct.
6. If an officer wishes to dispute the grounds for her removal she should arrange to meet with the Executive Board President. If the problem cannot be solved, she will then be directed to the Director of Student Activities.

7. If an officer has been removed from her position, she may run for office for the following year if she has 3/4 of her constituency supporting her, be it class or entire undergraduate student body, demonstrated through a petition. Once this support is demonstrated, the Executive Board will convene a meeting of the entire General Council for the voting process. At this meeting, the officer in question will be afforded the opportunity to present to the voting body her grounds for re-election. A 2/3 majority will result in the permission to run again.

Section VIII: Attendance

Article 1: Attendance Policy

1. Please refer to the current Attendance Policy as held by the Executive Board.
2. Being that SGA General Meetings are usually held only once a month, it is mandatory for all student-athletes who are participating in any sport in any season to attend the first hour of the meetings. The coaches nor the Athletic Department itself will not penalize students for missing the first/last hour of practice. It is understood that all sporting contests are excused absences; athletes may be there for the entire game as well as pre-game warm-ups. There is a mutual understanding between the Athletics Department and the Student Government Association on this matter.

Revised April 15, 2003

APPENDICES

APPENDIX B: 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 Student Activities 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.

1. Criteria: Active Budgeted Clubs and Organizations

- A. Must have a constitution approved by SGA on file with SGA and Activities Director
- B. Should present to SGA before end of September:
 1. Summary of programs and activities which have taken place during the current year related to the purpose of the organization
 2. List of members for the current year
 3. Copies of minutes for current year
 4. Summary of financial records for current year, including expenditures from SGA budget (Student Activity Fee) and fundraising. All accounted for by SGA - VP Finance.

5. List of officers elected for the year (at least to include a President, Secretary, and Treasurer)
6. Summary of programs and activities related to the purpose of the organization for the following year to support budget requests
7. Projected budget for the year including funds requested of SGA (Student Activity Fee) and anticipated additional revenue must be submitted to SGA Executive Vice President-Finance upon request in September

All approved and budgeted clubs are eligible to apply to SGA Executive for specific funds for a special event serving the whole college community through the Program Development Fund.

All events sponsored by a club must be coordinated with the SGA Vice-President Activities, the Director of Student Activities and the Dean of Students Office regarding scheduling of events, use of facilities, approval for social event,s and the possible serving of alcohol.

Any college organization sponsoring an event is responsible for seeing that College policies and procedures are upheld. Failure to do so may jeopardize status as an approved and budgeted organization.

2. Creation of New Clubs & Organizations *(See P. 42, Clubs, Organizations, and Interest Groups)*

- A. Submit a constitution, a slate of proposed officers and a statement of intended programs to SGA for approval.
- B. A signed membership list with a minimum of 10 interested members for forming the club is needed. A faculty member or administrator needs to serve as a moderator.
- C. If approved by SGA, the organization can apply for limited funding through the Program Development Fund for specific events.
- D. Upon presentation of items 1. B. #5-7, an organization may be designated “active” by SGA and eligible for SGA funding and privileges for the following year.

APPENDICES

APPENDIX C: LARGE EVENT HOSTING GUIDELINES

1. Representatives of the group proposing to host the event/party must meet with the Director of Student Activities at least 21 days prior to the event. They must present details on the event including times, set-up plans, relevant details (approximate number of guests, whether or not permission will be requested for alcohol to be served, security measures, etc.).

2. Representatives of the group must meet with the Director of Public Safety at least 14 days prior to the event. The Request for Officers Form (which can be found on the Rosemont website) should be presented at this time. The Director of Public Safety reserves the right to make any stipulations he feels appropriate at that time. This

includes, but is not limited to, decisions regarding the number of campus and local police required for the event.

3. If the sponsoring organization intends to request permission for alcohol to be served, representatives of the group must meet with the Dean of Students not less than 14 days prior to the event. A Request For Alcohol Form must be completed and signed by the Dean of Students. Organizations must comply with all stipulations on the form and must assume financial responsibility for bartenders, bracelets, and other costs related to serving alcohol.

4. If the group hosting the party wishes to have visitation hours changed in any way following the event, representatives of the group must meet with the Director of Residence Life at least 14 days prior to the event to discuss this matter. The Director of Residence Life reserves the right to make stipulations as necessary.

5. Compliance with the Grind Reservation Policy is required. A copy of the Policy may be obtained in the Student Activities Office.

6. Set up for the event must be completed a minimum of 30 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.

7. ALL Guests for a Rosemont event/party are required to present a valid form of photo ID in order to enter. No exceptions will be made. The following are accepted forms of ID; drivers license, non-drivers license, school ID, military ID, or passport. Rosemont College reserves the right to require back-up identification or to refuse admittance if the ID is deemed not valid. All false IDs presented will be confiscated and the person presenting the false identification may be subject to prosecution by local law enforcement authorities. Persons presenting false identification will never be admitted to Rosemont events.

8. At events at which alcohol is being served, those aged 21 or older will be given wrist bracelets at the ID Check point. Anyone seen consuming alcohol without a bracelet will be removed from the event and subject to punishment by the school and/or local law enforcement authorities. Any alcohol served must be in clear plastic cups. All beverages (alcoholic or otherwise) must be kept inside the event. No one will be permitted to have cups and/or beverages outside of the event location (parking lot, patio areas, etc)

9. Any damage done to the facilities is the responsibility of the host group. Rosemont College Operations will bill the host group for the amount of any such damages.

10. The following items are prohibited from a Rosemont event; Book bags or any other large bag, Coats, bottles, outside beverages of any kind, firearms, knives (of any kind), narcotics, paraphernalia items, and/or any item that Rosemont College deems unsafe or inappropriate. Rosemont College reserves the right to confiscate any and all items deemed to be a safety hazard or to be inappropriate.

11. Rosemont College reserves the right to use any appropriate security measures necessary to insure the safety of our students, employees, and guests. This includes but is not limited to the use of metal detectors and/or searches.

12. The host group is responsible for all signage at the event. Required signage will include, but is not be limited to; Guest Sign In, ID Check In, No smoking, and No drinks outside. The Director of Student Activities reserves the right to add any appropriate signage.

13. There must be a representative of the college present at all large functions at all times (start to finish). This name must be submitted to and approved by the Dean of Students. This individual must be an employee of Rosemont College. This person may not be an employee of the Public Safety Department.

14. All guests and students must vacate the premises for a period of 8 hours at the conclusion of 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.

15. Failure to comply with any of these guidelines or deadlines will result in immediate cancellation of the event. Rosemont College reserves the right to shut down any event which is in violation of these guidelines or that in the judgment of the College, presents an imminent danger. In addition, the College reserves the right to bar any individual from Rosemont College events.

16. The completed Party Approval Form, with all necessary signatures and attachments, must be presented to the Director of Student Activities not less than 10 days in advance of the event. This form can be found in the Student Activities Office.

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