Dear Rosemont Student,

It is a pleasure to welcome you to Rosemont College and congratulate you on your arrival to Campus! If you are a first-year student, congratulations on making a wise choice not only to attend Rosemont College but also making a tremendous investment in your own success. If you are a returning student, remember to celebrate your successful return and to reflect on the dedication and hard work it has taken to get to this point.

As Dean of Students, my primary role is comprehensive but simple. It is to serve as an advocate and supporter of you as a student during your time at Rosemont College. Additionally, I am committed to working with the Student Life staff to assist in that important mission as well.

For wellness needs and emotional support, do not hesitate to reach out to our great staff in Counseling Services or the Wellness Center. If you are a resident student with concerns, be sure to let your Resident Assistant or Resident Director know about it in the Office of Residence Life. If you are an aspiring or current student athlete, be sure to connect with our Athletics staff for information. If you want to know more about activities or leadership opportunities, find time to chat with our staff in the Leadership & Engagement and Orientation Office. These are just a few examples of ways in which Student Life can be beneficial to you!

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

On behalf of the Division for Student Affairs, I applaud your future accomplishments and want to let you know that our staff is committed to helping you achieve your personal and academic goals while attending Rosemont College. Please use the information within the Student Handbook to guide you to the resources and events that will be helpful to you and do not hesitate to contact my office located in Good Counsel Hall room 105 for assistance.

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

Sincerely,

Troy N. Chiddick
Dean of Students
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Statement on Good Citizenship

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

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

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

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

General Information

Rosemont College Mission Statement

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

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

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

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

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

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

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

**Division of Student Affairs**

Within the broad area of Student Affairs, a wide range of services and programs fall under the responsibility of the Dean of Students. These services and programs are offered to support the academic experience of the Rosemont student and stimulate personal growth and enrichment outside the classroom. The administrative offices under the umbrella of Student Affairs include: **Residence Life, Athletics, Wellness, Counseling Services, Career Services and Leadership & Engagement.** Additionally, the Dean of Students serves as the chief judicial officer and the disabilities coordinator for the College.

The Office of Student Life is located in Good Counsel Hall room 105, is a referral and assistance center for students with any kind of questions or concerns.

All of the above departments and services report directly to Dean of Students. Detailed information about each of these departments is contained elsewhere in this handbook. The Dean of Students’ Office is located Good Counsel Hall room 105. Students are encouraged to visit the office with questions or concerns or to call the office at x2975.

**History of Rosemont College**

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

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

Through the concerted efforts of the College community, within the first fifteen years Rosemont was able to build a gym (replaced in 1961 with Alumnae Hall), Connelly Hall, the Gertrude Kistler Memorial Library, Mayfield Hall, and Good Counsel Hall. The twentieth anniversary of the College in 1941 was marked by the completion of the Immaculate Conception Chapel.
Within the broadening circle of buildings, student activities flourished. By the 1930s, there were numerous social and academic student organizations. In 1931, the student newspaper, the Rambler, was founded and in 1938, the yearbook, the Cornelian was published.

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

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

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

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

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

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

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

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

Symbols of Rosemont College

**Athletic Team Nickname**

In 1983 the athletic teams designated themselves as “The Ramblers,” which means a climbing rose. This designation was separate from the school mascot. Following the 2008 decision to become a fully coeducational college, Rosemont unveiled a new College mascot, which will also serve as the face of Rosemont Athletics. For complete details on the mascot, visit www.rosemont.edu/athletics.

**Alma Mater**

The silent paths of Rosemont
Down which her students go
Lead each to find the spirit
We’ve come so well to know
The wonder of our college days

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.

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

College Colors
College colors are maroon and gray.

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

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

School Mascot
Before 1988, research does not indicate that Rosemont students formally adopted a mascot or team name, although the seniors of the Undergraduate College were referred to as “old gray mares.” Until the 70s there was a tradition that an “Olde Gray Mare” costume was donned by two seniors selected to boost school spirit on special occasions. The costume has disappeared and so has the tradition. In 1988 the student body voted the “Rosemonster” their mascot. The Rosemonster was known to make appearances on special days and at some athletic events.

In 2009, the College retired “Rosie the Rosemonster,” which has been the College’s school mascot, separate from the athletic mascot, since 1988.

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

Rosemont College Traditional Events
The following events are part of the Rosemont heritage:

Orientation
Upon their arrival at Rosemont in late August, new students are oriented to the College in small groups led by Raven Peer Leaders. A variety of activities (both informational and social) are planned for incoming students.
Cap & Gown Ceremony
The Cap & Gown Ceremony is held each year to officially welcome first-year and transfer students from both the Undergraduate College and the Schools of Graduate and Professional Studies into the Rosemont College academic community.

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

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

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

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

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

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

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

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

Martin Luther King Day Observances
While no classes are held on this national holiday, activities including forums, numerous opportunities for community and campus service and other appropriate events are offered campus-wide.
**Formal**
During the spring semester, SGA sponsors a formal dance for students in all four classes and their guests are held off campus.

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

**Jest & Gesture Major Production**
In late winter or early spring, the College’s dramatic society produces a challenging and significant play from the world’s repertory. Whether comic or tragic, the presentations are stimulating, accessible, and enjoyable.

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

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

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

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

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

**Athletic Banquet**
The Athletic Banquet is a celebration and recognition of the athletic accomplishments of our varsity teams. Awards are presented and the achievements of the season are recounted.
Reading Day Picnic
Hosted by the Office of Student Life, the Reading Day Picnic is held on Reading Day, which occurs between the last day of spring classes and the beginning of final exams. It is an opportunity for all members of the campus community—students, faculty, staff, and administration—to come together and enjoy a leisurely lunch on Connelly Green.

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

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

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

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

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

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

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

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

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

Student Participation in College Governance

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

College Committees

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.

Academic Standards and Practices Committee

(This Committee may function as several sub-committees.)

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

The Alumni Association

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

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

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

Business Hours/Telephone Service
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. 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 on page v for locations and telephone numbers of administrative offices.

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

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

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

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**Administrative Directory**

To search by staff/faculty by name: [www.rosemont.edu/directory/index.aspx](http://www.rosemont.edu/directory/index.aspx)

<table>
<thead>
<tr>
<th>Main Information Number</th>
<th>(610)527-0200</th>
</tr>
</thead>
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<td>Academic Affairs Office (Academic Dean)</td>
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<tr>
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<td>College Bookstore</td>
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<td>Dining Services</td>
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<td>Residential Life</td>
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</tr>
</tbody>
</table>
Academic Information/Contact Numbers

Note: Students should see their faculty advisor first for most issues related to academic concerns. Procedural assistance can be obtained in the Student Academic Support Center, first floor of Brown Science Building.

Absence from class  Director, Student Academic Support  x2359
Academic Programs  Faculty Advisor
Academic Advisors  Coordinator of Advising  x2399
Academic Flexibility Committee  Academic Dean  x2381
Academic Probation/D-F/Warning Follow-up  Coordinator of Advising  x2399
Cabrini College Courses  Coordinator of Advising  x2399
Course Changes  Faculty Advisor
Final Authorization  Coordinator of Advising  x2399
Declaration/Change of Major  Faculty Advisor
Declaration/Change of Minor  Faculty Advisor
Degree Requirements  Faculty Advisor or,  Coordinator of Advising  x2399
Eastern U Courses  Coordinator of Advising  x2399
Independent Study Forms  Coordinator of Advising  x2399
Individualized Major  Academic Dean  x2381
Off Campus Courses  Coordinator of Advising  x2399
Villanova Courses  Coordinator of Advising  x2399
Everything Else on Campus
Activities on Campus  Director of Student Activities  x2425
Alcohol and Other Drug Concerns  Counseling Center  x2416
Alcohol Policy/Approval  Dean of Students  x2400
Athletic Facilities  Director of Athletics  x4265
Audio Visual Services  Media Services  x2278
Audit Forms  Coordinator of Advising  x2385
Campus Activities (see Student Activities)  Director of Stud. Activities  x2425
  Student Life  x2400
Campus Ministry  Campus Minister  x2412
Career Services  Career Choice  x2405
Change of Address/Telephone  Registrar  x2305
College Bookstore  Store Manager  x2250
College Calendar  Registrar  x2305
Commuting Students  Dean of Students  x2400
Computer Courses  Director of Information Technology  x2976
Copy Machines  Library, Circulation desk  x2271
Counseling Center  Director of Counseling  x2416
Disability Coordinator/ Supports for Disabled Students  Dean of Students  x2400
Education Certification  Director of Education Programs  x3101
Experiential Learning  Coordinator of Experiential Learning  x2389
Final Exam Schedules  Registrar  x2305, 2307
Financial Aid  Financial Aid  x2221
Fulbright Program Information  Career Services  x2405
Grade Reports  Registrar  x2305, 2307
Graduate Fellowships/Scholarship  Career Services  x2405
Intercollegiate Athletic Teams  Director of Athletics  x4265
International Student Services  Coord., Int’l Student Services  x2975
Internships  Coordinator of Experiential Learning  x2389
Job Interviews, Placement  Career Services  x2405
Job Listings  Career Services  x2405
Judicial Procedures  Assistant Dean of Students  x2401
Leave of Absence:
  Academic  Dir. of Student Academic Support  x2359
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Mail, Intracampus  Specific Offices in Administrative Buildings
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  Faculty  Mailroom
  Students
Mail, United States  Campus Post Office, “T”  x2249
  In-coming  Mailroom  x2248
  Out-going
Maintenance & Repairs  Director of Residence Life  x2435
  Residence Halls  Facilities  x2950
  General
  News Releases  Public Relations  x2967
  Parking  Public Safety  x2554
Pass/Fail Grade Option  Academic Dean  x2381
Personal Concerns  Counseling Center  x2416
Registration Procedures  Registrar  x2305
Religious Activities  Campus Ministry  x2412
Reservation of  Community Relations Assistant  x2983
  Campus facilities  Registrar  x2305
  Classroom Scheduling  President’s Office  x2201
  Lawrence Conference Room  Faculty Affairs Chairperson
  Lawrence Faculty Lounge
Room Changes  Director of Residence Life  x2401
Schedule of Course Offerings  Registrar  x2305
  Rosemont  Registrar  x2305
  Villanova, Cabrini, Eastern
Sexual Harassment Policy  Dean of Students  x2400
Social Action  Campus Minister  x2412
College Resources and Services

Campus Mail

All matriculated Rosemont students are assigned a private mailbox in Alumnae Hall or the “T” by the Mailroom staff. Students should check their campus mailbox daily. While email is the primary communication vehicle, some individual communications, as well as flyers about campus-wide activities, etc. will utilize the mail system. Regular mail can also be addressed to 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 in August or January from the staff of the Mailroom. There is no charge for use of the mailbox; however, a charge of $10.00 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 Bookstore.

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 religious 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 coordinated by the Cornelian Service Corps. 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.

The Campus Ministry:
- Focuses on the unique gifts of each person and the building of relationships that will nurture faith, hope, and love.
- Creates an environment of openness and welcome.
- Fosters a commitment to serving as a witness to the Catholic presence on campus.
- Expresses fidelity to essential teachings of the Church as well as to reading the signs of the times.
- Adapts the message of the Gospel to meet the needs of the academic community.
- Develops a faith community rooted in the Catholic tradition while welcoming persons of all beliefs.
- Empowers and nurtures the members of the Rosemont College community in the area of moral and social consciousess.
- Reaches out to the College community and communities beyond campus through the CSC.
- Encourages faith development through retreat experiences.

Though ministry takes place wherever hospitality is created, the Campus Ministry Center, out of which the Campus Ministry team operates, is located on the lower level of the Chapel in Saint Joseph’s Hall, rooms 3, 6, and 7.

**Career Services Office**

The Career Services Office is responsible for providing career counseling and development to students and to establish career goals that will help them to fulfill their potential. Students are encouraged to explore career options through counseling, resources within the center, and career programs. Open from Monday through Friday from 9:30 am to 5:30 pm in Good Counsel Hall, students may drop-in at any time, but are encouraged to make appointments.

Career information and guidance are available so that students can clarify their objectives and enable them to pursue their goals. Career workshops and programs, with topics relevant to their current needs and interests, are offered throughout the year. Students are urged to begin career planning in their freshman year and to engage in experiential programs, such as internships and field work, as soon as possible. The Career Services Office also works closely with the Coordinator of Experiential Learning and different Academic Divisions to assist students in field work placements related to specific courses and programs.

Workshops on job-hunting skills, resume and cover letter writing, and interviewing are featured throughout year; students are also encouraged to attend off-campus recruiting programs. An inter-collegiate Career Fair, sponsored by Cabrini and Rosemont Colleges, is held annually with Eastern, Immaculata and Neumann Universities. Each year, approximately sixty employers attend the fair for informational, as well as recruiting, purposes.

As 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 as well. Students are assisted with application procedures and workshops. The annual Graduate School Guide is available to all students; every junior and senior is also provided with a copy.
Letters of reference for students and alumni pertaining to career placement are retained in 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 all current students and alumni.

**Computer Classrooms**

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.

**Counseling Center**

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

The Counseling Center, located on the lower level of the chapel, St. Joseph Hall, is open Monday through Friday from 9:00 a.m. to 4:00 p.m. Students may call (610) 527-0200 x2416 to schedule an appointment with a professionally trained counselor. Walk-ins are also welcome. Though psychological testing is not provided on-site, the Counseling Center does offer screening inventories for depression, eating disorders, and substance abuse.

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

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

**Disability Services**

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.

Accommodations are never granted retroactively. Students who request and receive Accommodations should not expect that such Accommodations will apply to matters which arose prior to the granting of the accommodation.

Procedure
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 Dean of Students who serves as the Disability/504 Coordinator for the College. The Coordinator may be reached at (610) 527-0200 x2400. Additional contact information appears in the ADA brochure.

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, psychiatrist, 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 the ADA Committee 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, s/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 is committed to helping all qualified students afford a Rosemont education. Financial assistance is available to degree-seeking students or students seeking certain graduate certificates who are United States citizens or eligible non-citizens and who are enrolled on at least a half-time basis. Financial aid consists of scholarships, grants, loans, employment, or any combination of these programs. Financial aid awards are made for one year only. A student must re-apply for financial aid each year to continue receiving federal, state, and institutional funds. Financial aid eligibility is reviewed every year and is subject to changes in family financial conditions, federal and state regulations, and/or Rosemont College policies. In addition, students must maintain satisfactory academic progress. For specific information regarding the availability of need based financial aid, please contact the Financial Aid Office at 610.527.0200, ext. 2221. For information about merit scholarships, new applicants should contact the Office of Admissions at 610.527.0200 ext. 2966.

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

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

Items to be verified include: Adjusted Gross Income, U.S. income tax paid, number of family members in the household, the number of family members enrolled in post-secondary schools at least half time, untaxed income, and any other conflicting information.

Students are notified in writing by the Financial Aid Office of the documents needed to complete verification, and the following documents are those generally required to complete the process:

- Student’s federal income tax return transcript from the prior year
- Parents’ federal income tax return transcript from prior year (for dependent students)
- Spouse’s income tax return transcript for prior year (for married independent students)
- Student’s W-2 form(s) from prior year
- Parents’ W-2 form(s) from prior year (for dependent students)
- Spouse’s W-2 form(s) from prior year (for married independent students)
- Verification Document

Effective the 2012-2013 year, students are encouraged to utilize the IRS data retrieval tool on the FAFSA as a part of the verification process. If students and parents are able to successfully download their tax information from the IRS into the FAFSA and submit with changes, the tax documents listed above will be waived and the verification document only is required. Upon receipt of the verification documents, the school will compare the information on the submitted documents with that on the FAFSA. If discrepancies are revealed, the school will make the corrections, which could result in a change in aid eligibility. The school will notify the student in writing of any changes in eligibility due to verification within one week of completing the verification process.

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

If a student is selected for verification after federal student aid funds have already disbursed, the school will withhold all future disbursements of federal student aid until verification is complete. If verification results in the student’s ineligibility for aid that has been previously disbursed, then the student is responsible for repaying aid that he/she is not eligible for. The school will notify the student in writing requesting full payment of the overpayment of aid he/she is not eligible for. Any student in an overpayment status who fails to repay the overpayment or make satisfactory repayment arrangements will be reported to the U.S. Department of Education and/or to the National Student Loan Data System (NSLDS) and remain ineligible for further federal student aid until the overpayment is resolved.

Satisfactory Academic Progress

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

In accordance with federal regulations, Rosemont College’s policy is to monitor academic progress for students in the Undergraduate College at the end of the spring semester. Academic progress for students in the Schools of Graduate and Professional Studies is measured at the end of the summer semester. In order to be making Satisfactory Academic Progress, a student must have a cumulative grade point average of at least 2.0 (qualitative standard). A student must also have passed at least 75% of the credits attempted during the preceding fall and
spring semesters and summer, if applicable (quantitative standard). Any courses with a grade of “W” or “I” will count as classes not successfully passed. Any transfer credits shall count as credits attempted and completed but will not impact the grade point average standard. These academic progress standards apply even for semesters in which a student did not receive federal student aid.

- Students who fail to meet the minimum standards of Satisfactory Academic Progress will be notified in writing by the Financial Aid Office and their financial aid will be suspended.
- Students who fail to meet the academic progress standard may submit an appeal with the Financial Aid Office prior to the start of the next academic semester. The appeal form is available electronically at [http://bit.ly/RCSAP](http://bit.ly/RCSAP)
  - Appeals should specify mitigating circumstances, such as illness or death in the family that prevented the student from achieving satisfactory academic progress.
  - The Financial Aid Office may request additional documentation to support the appeal.
  - The student will be notified in writing of the outcome of the appeal.
- If the appeal is granted the student will be placed in a status of financial aid probation for one semester. The student may also be required to complete an academic plan with the student academic support center (undergraduates) or student services (graduate and professional studies students) if it is determined it is not possible for the student to meet the qualitative and quantitative standards to make Satisfactory Academic Progress after just one semester’s coursework.
- If the appeal is denied the student will remain ineligible until both standards are met.

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

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

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

\[
\text{Percentage of payment period or term completed} = \frac{\text{the number of days completed up to the withdrawal date}}{\text{the total days in the payment period or term}}. 
\]

(Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

\[
\text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed minus the percentage of earned aid}) \times \text{the total amount of aid that could have been disbursed during the payment period or term}. 
\]

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

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Subsidized Stafford Loans
- Federal Perkins Loans
Federal PLUS Loans
Direct PLUS Loans
Federal Pell Grants for which a Return of funds is required
Federal Supplemental Opportunity Grants for which a Return of funds is required

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

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

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

Federal Direct Loan—The maximum amount a student can borrow is determined by his or her grade level. First year students can borrow up to $5,500; second year students can borrow up to $6,500; and third and fourth year students can borrow up to $7,500 for the academic year. The annual loan limits include $2,000 Unsubsidized Direct Loan eligibility per academic year. Independent students may be able to borrow additional Unsubsidized Direct Loan in addition to the base loan amounts. Independent students may be able to borrow up to an additional $4,000 Unsubsidized Direct Loan for the first and second academic year and up to an additional $5,000 for the third and fourth academic year. Dependent students whose parents are denied the PLUS can borrow at the same loan limits as independent students. The amount of Direct Subsidized/Unsubsidized Loan listed on the financial aid award letter is the gross amount. The government charges loan processing fees of 1% upfront on all new loans effective July 1, 2012. The net amount of the loan will be reflected on your student bill. A Direct Plus loan has a loan fee of 4.0% effective July 1, 2012.

Federal Perkins Loan—part of the campus-based aid programs funded by the federal government; funds are limited but are available to students with exceptional financial need. Interest is fully subsidized by the federal government during the in-school and nine month grace period. The interest rate during repayment is fixed at 5.0%. Students are required to use all of their Direct Loan eligibility before being able to borrow Perkins Loan funds.

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

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

Rosemont Scholarships and Grants
Institutional scholarships are awarded through the admission process. The College reserves the right to limit the number of scholarships awarded, and not all students meeting eligibility qualifications will be awarded a scholarship. Students must maintain a minimum cumulative GPA of at least 3.0 for scholarships awarded on the basis of academic achievement.
basis of academic merit. Students must maintain a minimum cumulative GPA of at least 2.0 for awards that are not based on academic merit. The GPA is reviewed at the end of each spring semester.

**The Cornelian Scholarship- Full Tuition**
Awarded to first year students who represent the ideals of Cornelia Connelly, the founder of the Holy Child Jesus Catholic order.

**The Sister Maria Stella Kelly Art Scholarship**
Awarded to students wishing to pursue a degree in the field of art at Rosemont College and who demonstrate outstanding artistic skill. Award amount varies.

**Rosemont Scholarship- up to $19,000**
Awarded to first year students admitted based on SAT and/or high school GPA.

**Opportunity Grant-up to $10,000**
Awarded to conditionally admitted student based on SAT and/or high school GPA.

**Rosemont Grant- variable**
Awarded on the basis of financial need as demonstrated by the FAFSA.

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**Dining Services**

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

When Rosemont College is in session, lunch and dinner are served in Cardinal Hall, Monday - Friday. Brunch on Saturday and Sunday is also served in Cardinal Hall. Breakfast is not always available in the Raven’s Nest; it is only available Monday through Friday. Members of the Rosemont College community, (commuting students, faculty, staff, and administrators) may participate in a prepaid debit card plan available thru Business Office. However, there is a separate commuter plan also available at the Business Office. Students, faculty, staff and administrators can use cash equivalency at Raven’s Nest on Monday through Thursday.

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

**Rosemont College requires that all resident students be on a 10, 14, or 19-meal board plan. The food service company is required to meet any special dietary needs of students including vegetarians and students with special medical conditions. A student may contact the Director of Dining Services at x2255 to schedule an appointment to discuss her/his dietary requirements.**

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**Housekeeping**

Housekeeping staff is responsible for cleaning common bathrooms and common lounge areas only. Students cannot ask members of this staff to do extra cleaning. Housekeeping staff is instructed to report any additional cleaning outside of their normal responsibilities. Fines will be issued to cover additional cleaning costs. For safety reasons, the College asks for individuals to comply with wet floor signs, etc.

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**International Student Support Services**
The Coordinator of International Student Services can advise international students about immigration issues, cultural adjustment, financial matters, and campus services for academic and personal counseling, medical care, and host families. The Coordinator plans an international student orientation session at the beginning of the fall semester designed to help international students make a smooth transition to the Rosemont community. The Coordinator of International Student Services is also the advisor for the International Club. The Coordinator administers the host family program for international students.

**IT/Helpdesk**

**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/his entire last name followed by @rosemont.edu. For example, a student named Ann Example would have a Rosemont College email address of example@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, sales, non-College related/generaled 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.*

**Policy for Acceptable Use of Technology**

Students will register and properly configure every computer that they connect to the College network. Their computers will not set to a web, mail, ftp, or any other type of server, use peer-to-peer file sharing software, or share resources such as printers, files, programs, games, music, movies, etc. Students cannot install or use any networking hardware, software, or protocols, including wireless networking equipment, without the express permission of the Rosemont College Information Technology Department.

It is important that student install an Anti-Virus program, with at least a one year update provision. If chose not to do so, the computer becomes infected with a virus, it will be disconnected from the College network.

The Information Technology department is responsible for the network connection only up to the point where students’ cable connects to the hub or wall jack. Students are responsible for all maintenance, repairs, or enhancements to their computer.

Students are to keep in good working condition all hubs and other College-owned computer equipment. If students do not, their college account will be billed for the missing or damaged items.

**Wireless Connectivity**

There is wireless connectivity in all the Residence Hall common areas, and in public areas such as The Raven’s Nest, Cardinal Dining Hall, Alumnae Hall gym, and the Library. For wireless login information, contact helpdesk@rosemont.edu.
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 160,000 volumes and 77 current periodical subscriptions, along with 16,293 electronic journals, 4,252 e-books, 3,684 audiovisual items, and 22,908 microform materials. The on-line catalog, TRELlis (The Rosemont Electronic Learning and Library Information System), is the basic index to the library’s collections. TRELlis also includes a number of computerized periodical indexes, full-text databases and encyclopedias and provides access to the internet. There are computer workstations for TRELlis located throughout the building. TRELlis can be accessed from any building on campus through the campus network.

Librarians and staff are available to instruct students in the use of TRELlis 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 6:00 p.m.
- Saturday: 1:00 p.m. to 6:00 p.m.
- Sunday: 1:00 p.m. to 10:00 p.m.

Summer, holiday and vacation hours 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 University upon presentation of their Rosemont I.D. card. Library fines owed to one institution’s library will be honored by the other as outstanding financial obligations which must be paid before registration permits, and transcripts or the issuing of a diploma.

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

*Wireless Connectivity:* Login information – network = roseconnect; passcode = gertrude19010

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

*New Student Orientation*

Rosemont extends a welcome to new students at the beginning of each academic semester. In the fall, Welcome Week activities are followed by programs which focus on various aspects of personal and academic adjustment to college.
Orientation Week is an exciting time as new students become part of the Rosemont campus life and its traditions. Current College practices and procedures are reviewed and interesting aspects of Rosemont’s past are highlighted. New students meet one another and begin building friendships in their Orientation groups. Upper-class students serve as the Raven Peer Leaders (RPLs). They guide these groups throughout Orientation activities. Their selection and training by the Student Life Division begins in the preceding spring. The Director of Leadership and Engagement in close coordination with student life professionals and other administrators and faculty plan the Orientation Program.

**Wellness Center**

Healthy lifestyles and good health habits cannot only affect current health, but can also affect life in years to come. The Wellness Center is here to support student goals for a healthier lifestyle with individual health counseling and evaluation and treatment of medical issues. The Center offers referrals to local specialists and a variety of educational programs in order to assure that the student maintains a state of good health.

The Wellness Center is located in St. Joseph’s Hall Room 1. 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 into the College, all incoming students must have the following:

Upon admission to Rosemont, all incoming students must have the following:

1. Completed physical that is current (within the last 6 months), on the Physician’s Medical Report
2. Completed immunization report, that has documentation of Varicella Vaccine (Chicken pox) 2 doses or evidence of disease
3. Completed Meningitis Vaccine Report, required by the Commonwealth of Pennsylvania. Students may sign a waiver to defer the vaccine, but we strongly urge students to protect themselves from this rare but life threatening disease

Students will be prevented from moving into a dorm room or registering for classes until all documentation is submitted.

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 a student’s family has private coverage, s/he may waive enrollment in the Rosemont College sponsored plan by completing a “Waiver Form.” Without completion of an Insurance Waiver and a copy of the student’s health insurance card, students will automatically be enrolled in the College plan and billed accordingly.

The College assumes no financial responsibility for medical expenses or medical assistance incurred by students.

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

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.

**Academic Offices**
The Coordinator of Academic Advising, located in McShain/Brown Building Room 116, provides advising support for conditionally accepted students, at-risk students, transfer students, and those students who are undecided about their undergraduate academic program. The Coordinator can assist students with clarifying their educational goals, exploring academic and career options, managing their academic program, and making course and degree selection. Faculty academic advisors further help students successfully progress toward their academic and career goals. Various forms are also available for students. In addition, the Coordinator advises students on academic policy.

**Academic Dean**

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

The Academic Dean recommends to the Provost and 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 division chairs, 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.

**The Conwell Multi-Media Center**

The Conwell Multi-Media Center, located in Lawrence Hall Rooms 208 and 209, offers multi-media support for the entire Rosemont College community. It is a fully functioning language laboratory and media center that features an adjoining “smart classroom.”

Teaching materials on outcomes assessment, audio and video materials are available for the enrichment of classroom instruction, faculty and future educators.

**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; assigning classrooms for all the courses.

**Student Academic Support Center**

**Director, Student Academic Support**

104 Brown Science, x2359

The Student Academic Support Center is the comprehensive source for academic assistance. Under the direction of the Director, the Center offers a wide range of advising, experiential learning and learning support services to
enhance students’ educational experiences at Rosemont College. All of these services are available at no cost to Rosemont students. The Student Academic Support Center was established in part by federal grant funds awarded through Title III, Part A of the Higher Education Act of 1965, as amended.

Testing and Tutorials
Coordinator of Testing and Tutorials
116 Brown Science, x2385; for appointments call, x2328

The Office of Testing and Tutorials, located in McShain/Brown Hall Rooms 115 and 116, offers academic support, learning supplementation, and enrichment for the entire Rosemont College community. To ensure that students’ learning needs are met, standardized placement testing for first year students is conducted prior to UC course selection and registration. This office also provides across-the-curriculum computer tutorials, audios and videos, in addition to free tutoring. Both professional and peer tutoring are available to students who wish to improve performance or maintain high grades in a variety of subject areas. Students work one-on-one or in small groups with professional or peer tutors. Workshops on learning strategies, effective techniques, and other academic topics are regularly scheduled. The diverse learning needs of traditional, non-traditional, and ESL students are acknowledged in this multi-sensory educational environment and may be accessed by either walk-in or appointment basis.

Campus Facilities

Alumnae Hall

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 many years ago. When Alumnae Hall opened in 1961 as the new campus center for activities, the lower level was promptly 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 Office of Leadership and Engagement, 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, a foosball table, the College Bookstore, and the Grind Café.

The main entrance to Alumnae Hall opens 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 sponsored events may warrant different hours.

Athletic Facilities

Sports facilities available to Rosemont students, faculty, staff, and their guests (additional fee and ID may be required) include the gymnasium, fitness center, and locker rooms in Alumnae Hall, six tennis courts, and a field hockey/softball/lacrosse/softball multipurpose field. Information on available times and requirements for use of the gym, courts and field, as well as use of equipment may be obtained from the Director of Athletics’ Office in Alumnae Hall (x4265). Rosemont students are eligible to use swimming facilities at Villanova during specified times upon presentation of valid Rosemont identification.

The Club Room

Located in Alumnae Hall, the club room is a meeting place for every student group on campus. Clubs and organizations may use it for meetings with members or as quiet work space. The club room has mailboxes for each club president into which any pertinent mail will be placed. These boxes should be checked regularly. Storage space is available for clubs who wish to utilize the closet for club supplies. Also provided for student use
is 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 can be reserved through the online reservation form which can be found on the Raven’s Report.

The College Bookstore
The Rosemont College Bookstore is located in Alumnae Hall. The regular store hours are Monday through Thursday from 10:00 a.m. to 5:00 p.m., Fridays from 10:00 a.m. to 3:00. Store hours will vary during holidays and the summer months (June and July). The College Bookstore stocks textbooks (used, new, rental, and digital), school supplies, health and personal hygiene items, greeting cards, gift items, and Rosemont clothing and souvenirs. The bookstore also has a website, www.rosemont bkstr.com, where merchandise and textbooks may be ordered 24 hours a day, seven days a week. Students may also purchase Software and Computer supplies through the website (students are required to supply a copy of their Student ID to JourneyEd, Apple, and HP). Please contact the bookstore for further information at (610) 527-2912.

The Student Activities Center
The Student Activities Center is located in Alumnae Hall; this center is open for both RAC sponsored performances and for other student gatherings. Performances include local and national talent such as musicians and comedians. During the week, the Center serves as a lounge area with a large flat screen TV and DVD player. The Center is a wireless hotspot for students to bring their laptops and enjoy a cup of coffee or the company of their friends. The Director of Leadership and Engagement oversees all aspects of the Student Activities Center. Student organizations wishing to use the Center for social events must reserve it at least three weeks ahead of time.

Note: Club and other meetings in residence hall lounges require the prior permission of the Residence Director or the Assistant Dean/Director of Residence Life.

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

Rosemont iWay (http://iway.rosemont.edu)
The portal through which students may access course information including registration, personal academic and financial aid information, billing, and grades.

LIVE@edu (http://outlook.com/rosemont.edu) - in partnership with Microsoft Corporation, Rosemont offers all matriculated students a Rosemont.edu email address. All Rosemont College communication with students uses this address. Student are expected to check campus email for important announcements and to respond accordingly. The Rosemont email address can easily be forwarded to a personal email address, but the robust storage capacity, ease of use, and ability to log in from any computer makes your rosemont.edu address one that will be very useful. In addition, students receive 25GB of free storage for documents and other files using SkyDrive, plus access to the Microsoft Office Suite (Work, Excel, PowerPoint) using the web.

E2Campus is a self-signup services that provides an emergency notification system by sending text messages and/or email messages directly to your cell phone. The service is also used to provide weather-related information including school closings or late class scheduling.
All students with a personal computer may take advantage of wireless access throughout campus. Resident students are welcome to apply for wired internet access in their room. Computer labs in the Gertrude Kistler Memorial Library, the Science building, and Lawrence Hall provide workspace for individual and collaborative use. Media Services serves the community by providing laptop-projector combinations, TV-DVD combinations, sound services, and other support technologies.

**Villanova Facilities**

Rosemont College and Villanova University have developed partnerships to improve student services. Several Rosemont College services are available to Villanova University students and therefore Villanova University offers several services to Rosemont College students. The following privileges are free to Rosemont students with a current and valid Rosemont ID:

- Falvey Memorial Library: Rosemont ID must be validated at the library on Villanova’s campus.
- Connelly Center and other sports and recreational facilities.
- Participation in the Villanova Voices, Gospel Ensemble, Jazz Ensemble, Dance Ensemble, Concert Band, and Marching Band.

**Student Involvement, Activities and Leadership**

**Student Activities/Leadership and Engagement**

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

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

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

Located in Alumnae Hall, the Office of Leadership and Engagement also supervises postings of events in Alumnae Hall and on student clubs’/organizations’ bulletin boards. The Office of Leadership and Engagement supports and encourages students to be active participants in all kinds of events and activities on and off campus, and to make full use of facilities provided by the College thus becoming strong, active, and dedicated leaders in the Rosemont College community.
**Student Activity Event**
When planning an event, the Director of Leadership and Engagement should be consulted regarding appropriate paperwork. The following forms are located in Appendix C and on the website and can be obtained in the Leadership and Engagement Office and on the College’s website:

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

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

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

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

**Student Event Information and Forms**

**List of Responsibilities of Staff Member at Student Function**

1. Staff Member will be present at the beginning of the event (9 p.m. usually) and will meet with Director of Public Safety and the Public Safety Officers working the event.
2. Staff Member will receive a list from the representatives for the student group and determine which students will be working the event from their organization. Those students should identify themselves with Director of Public Safety.
   A schedule of students working at the registration desk will be submitted to the Director of Leadership and Engagement during his/her meeting with the organization before the event.
3. Maintain a presence near the door. Assist the Public Safety Officer at the door.
4. Public Safety Officers will be checking ID’s for all non-Rosemont students.
5. The staff member will be available to the students who are working the event in case they have any questions or if an incident were to arise.
6. Assure the setting of the room as it was before the event started.
7. Do a walk-through with a Public Safety Officer to complete a visual inspection of the facility. Turn off the lights in venue and secure the door.
8. Coats of guests and large bags are not allowed in the venue. Please follow the coat check policy. Rosemont College is not responsible for lost or stolen items left at the coat check.
9. The staff member should do a periodic walk through to visually observe the event.
10. The College representative will remain until the event is cleaned up and all the students clear out of the area.
Large Event Hosting Guidelines
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.

Moderation, concern for others and individual accountability should be characteristic of all social activities on campus.

The responsibilities and procedures outlined in the Large Event Guidelines are in addition to those required by the Student Handbook and local, state, and federal law.

Violations of the Large Event Guideline form that come to the attention of Public Safety, Residence Life, Leadership & Engagement, or the Dean of Students Office will result in an investigation by these departments and may result in disciplinary action.

Party Definition
A Party is an event, wet (with alcohol) or dry (without alcohol), where 30 or more people gather at one time in the same location.

Completion of the Large Event Guideline/Approval forms
Any student (i.e. party host) in the College community who wishes to host a social event in a venue on campus with more than 30 people in attendance should read and complete the large event guidelines form in order to help throw a safe and responsible event that abides by the conditions stated in the Student Life Handbook and the Rosemont College Large Event Hosting Guidelines Policy.

The form is required for both wet and dry events held on campus.

Reading and completing this form will help to inform party hosts of their legal liabilities under Pennsylvania state law and allow College officials to help minimize risk to hosts, their guests, and the entire College community.

Responsible Host Session
Any student wishing to act as a host at an event must attend a Party Information Session.

Attendance at one session will permit a student to host during the academic year in which the session was attended. Students must be retrained each academic year.

Information sessions will cover the following information:
1) Pennsylvania state and other applicable laws and liability concerning the distribution and consumption of alcohol; 2) The potential for legal liability and potentially the award of damages for party hosts, guests Rosemont College and its agents; 3) Tips to ensure safety and respect of residents who live on campus.

The schedule of Event Information Sessions will be announced at the beginning of each semester at Program Board.

Event Advertisement
Because the majority of students are not 21 years of age, the legal drinking age, mass advertisement for wet events is not permitted.

Mass advertisement includes signs, flyers, posters, sidewalk chalk, mass e-mails, all campus invitations, and open Facebook invitations.

Dry events may be advertised using printed and electronic material. A copy of all advertising for dry events should be attached to the notification form when submitted. Advertising for the event may not begin until the
An event is approved. Advertising off campus in public areas is strictly prohibited, unless otherwise granted by the Director of Leadership and Engagement. Failure to do so will result in disciplinary sanctions for the organization and the members of the group.

Event Levels
To help promote the safety of all guests, those wishing to host an event, must select an event level. Event levels were developed, to make it easier for students to throw a successful event that ensures compliance with Rosemont College Large Event Hosting Guidelines and federal and state law.

Level 1
- 30-60 guests expected
- 2 hosts, 1 server must be present at all times

Level 2
- 61-100 guests to be expected
- 2 hosts, 2 servers must be present at all times

Level 3
- 101+ guests to be expected
  - Hosts wishing to have a Level 3 event must meet with the Director of Leadership and Engagement and Public Safety three weeks prior to event to determine needs. Hosts should be aware that an increased level of support may be necessary.

Guest sign in, wristbands and event policy signs are required for all level events.

Alcohol Limits
Event hosts and guests should keep in mind the legal drinking age is 21 years old in the United States. Students under 21 must not be served alcohol.

Guests at wet parties must be served no more than 4 drinks at any party. (One drink, per hour per person of legal drinking age is permitted for a maximum of 4 hours.)

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

All alcohol must be served by Dining Services staff.

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

Before the event:

1. Group hosting the event must meet with the Director of Leadership and Engagement at least 21 days prior to the event. They must present details on the event including times, set-up plans, relevant details (approx. # of guests, alcohol, etc.) and security measures.
2. Notify the Director of Public Safety at least 14 days prior to the event. The Request for Officers form (which can be found in the Public Safety Office) should be presented to the DLE once signed. The Director of Public Safety reserves the right to make any stipulations s/he feels appropriate at that time. This would include, but is not limited to, outside security measures such as off duty police officers.
3. Schedule a meeting with the Dean of Students at least 14 days prior to the event. If any group wishes to have alcohol present at their event, they must receive permission from the Dean of Students. Large Event Approval form is required for this meeting and can be found in the Office of Leadership and Engagement.
4. If the group hosting the event wishes to have visitation hours changed in any way they 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 if necessary.
5. 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 DLE. This individual must be an employee of Rosemont College.

During the event:

1. Set up for the event must be completed 20 minutes prior to the event. This includes a guest sign in table (required), coat arrangements, ID check (required), general room set-up, etc. Failure to do so may result in suspension of the group’s hosting privileges.  
   
   Please Note: When events are being held in the Café:  
   The guest sign-in and ID check are located in the Commuter Lounge. All Rosemont students and guests are required to use the Commuter Lounge doors to enter the event.

2. **ALL guests for a Rosemont event must have a valid form of ID to enter. No exceptions will be made.** The following are accepted forms of ID: driver’s license, pedestrian license, school ID, military ID, and passport. Rosemont College reserves the right to ask for back up identification or refusal of admittance if the ID is deemed not valid. All fake IDs presented will be confiscated and the person presenting the false identification may be subject to punishment by local law enforcement authorities.

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

4. Those of age (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 cup.** All beverages alcoholic or otherwise must be kept inside. No one will be permitted to have cups and or beverages outside of the event location (parking lot, porch areas, etc.).

5. The host group is responsible to pick up the Approved Event Policy form, signage, wristbands, and any other needs before the event takes place. **Please see the Event Registration form for a complete list of items required.** Please note: Any event approved with alcohol the Director of Student Activities will have the wristbands at the check-in table.

After the event:

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

2. All guests and students must vacate the premises immediately after the event. Only students and volunteers assisting in the clean-up will be permitted to stay. The responsible College representative will determine who is permitted to remain. Failure to meet any of these guidelines or deadlines will result in immediate cancellation of the event. Rosemont College reserves the right to close any event in violation of these guidelines or that is a security risk, this would include but is not limited to attendance control measures. In addition, we reserve the right to ban any individual from Rosemont College events.

**Guest responsibilities**

- All guests must be a member or a guest of a member of the approved colleges listed on the Large Event Approval form.
- **Guests from the approved college list are not permitted to bring more than 2 outside guests to the event.**
- Guests must abide by the College policies, Large Event Guidelines, and Pennsylvania state law.
- Guests must behave responsibly, keeping in mind their own personal safety and the safety of others.
- Guests must cooperate with the requests of event hosts and College personnel to ensure that order and student well-being are maintained.
Substitutions
Should a student scheduled to host an event not be able to work the event, the main host must inform the DLE by noon on the day before the party. It is the responsibility of the main event host to make sure the substitution meets all qualifications and is aware of the responsibilities involved.

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

Student Organizations, Clubs and Interest groups

Correspondence and Contracts by Students or Student Organizations

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

Fundraising by Student Organizations

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

Budgeted Clubs

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

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

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

Club Meetings and Programs

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

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

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

_Student Organizations, Clubs and Interest Groups Currently Active on Rosemont’s Campus_

**Book Club**
Selects a book for common reading and discussion each month.

**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.

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

**Pre-Law Society**
This club offers information and programs of interest to students who plan to attend law school.

**RamSquad**
The RamSquad promotes and upholds school spirit creatively through dance, step and other talents, as well as to develop and maintain a good sense of sportsmanship. RamSquad includes a dance group and a step team.

**The Pre-Health Society**
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 RCPHP is 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.

**Rosemont Activities Council (RAC)**
RAC 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, secretary/treasurer, public relations, and six team leaders. The teams include: Coffeehouse, Social, Cultural, and Special Events. Applications for these selected positions are available from April through September and the terms extend from April - December and January - March.

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 Student-Athlete Advisory Committee (RSAAC)**

The Rosemont Student-Athlete Advisory Committee is comprised of nine 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. RSAAC serves in an advisory capacity to the Director of Athletics regarding concerns of the student-athletes, departmental policies, and activities that affect 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.

**Ambassadors**

Ambassadors provide 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.

**Student Publication**

**The Thorn**

The Thorn is a literary magazine or portfolio which provides students with the opportunity to publish their original poetry, short stories, essays, and art work. The purpose of the magazine is to reflect the thoughts and talents of Rosemont students. All students are invited to submit their work and take part in the actual lay-out and printing of the Thorn.

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

**Guidelines for College Clubs and Organizations**

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

**Criteria: Active Budgeted Clubs and Organizations**

A. Constitution - must have a constitution approved by SGA on file with SGA and Director of Leadership & Engagement

B. Should present to SGA before end of April:

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 fund-raising. All accounted for by SGA - VP of 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 VP of
    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 Director of Leadership and Engagement regarding
scheduling of events, use of facilities, approval for social events, and the possible serving of alcohol.

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

Creation of New Clubs & Organizations
1. Submit a constitution, a slate of proposed officers, and a statement of intended
   programs to SGA for approval.
2. A signed membership list with a minimum of ten interested members for forming
   the club is needed. A faculty member or administrator needs to serve as a
   moderator.
3. If approved by SGA, the organization can apply for limited funding through the
   Program Development Fund for specific events.
4. Upon presentation of all requirements, an organization may be designated “active”
   by SGA and eligible for SGA funding and privileges for the following year.

Co-Curricular Awards

A number of awards are presented at either the annual Awards Luncheon on Founders’ Week 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 student who has performed outstanding service to Rosemont College and fellow
students over several years in non-elected and/or elected positions in a variety of co-curricular activities. The
recipient is given an award with a gift and her/his name is engraved on a permanent plaque.

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
Was 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 athlete 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 have been a key contributor to her/his team. The recipient is given a gift and her/his name is engraved on a permanent plaque.

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

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

**Cathy Mulvaney Athletic Award**
Established in 1982 in memory and recognition of Cathy Mulvaney (Class of ’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/his name is engraved on a permanent plaque.

**Dean of Students Award**
Given to a student in each class who has made significant contributions to the community and who exemplifies the College’s mission and spirit.

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

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

**Intercollegiate Athletics**
Rosemont sponsors intercollegiate athletic teams in basketball (women and men), cross-country (women and men), golf (men), lacrosse (women and men), soccer (women and men), softball (women), tennis (women and men), and volleyball (women). Rosemont is a member of the National Collegiate Athletic Association’s Division III, and the teams compete in the Colonial States Athletic Conference (CSAC).

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.
The Student Government Association

All matriculated students at Rosemont are automatically members of the student government and eligible to vote in student elections. The Student Government Association (SGA) is the representative body, which represents student opinion and shares in the College governance system. The SGA 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 - 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 selection of various student representatives, the allocation and supervision of the SGA budgets (based on the Student Activity Fee), and the sponsoring of a number of special events each year. Members of the SGA Executive Board include the six at-large officers, the Dean of Students, and the Director of Leadership and Engagement as liaison members.

Each class elects three 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. Upperclassmen officers are elected in the spring for the following year, while first year officers are elected in September.

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

SGA Standing Committees

The following on-going committees have been established by SGA to work in specific areas in cooperation with the officers elected by each class. The SGA Executive Board invites nominations for chairpersons of the committees (self-nominations or by others), conducts interviews, and selects chairpersons.

SGA Committees Reporting to the SGA President

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.)

SGA Committees Reporting to the SGA Vice President – Academics

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

SGA Executive Board may, with the approval of the Dean of Students, establish such ad hoc committees as it may deem necessary.

Formal Committee
Chair by the Vice-President – Activities, and composed of class Vice Presidents.

Student Government Association Constitution and By-Laws

Purpose: 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
A. The Student Government will be composed of the following voting members:
   1. Executive Board President
2. Executive Vice President Academics  
3. Executive Vice President Activities  
4. Executive Vice President Commuters  
5. Executive Vice President Finance  
6. Executive Vice President Communications  
7. Each elected class officer (President, Vice President, and Secretary/Treasurer)  

B. 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  
A. To establish goals and objectives for the year.  
B. To select student to serve on the standing College Committees.  
C. To represent student opinion to the College, the community, and to other colleges.  
D. To conduct yearly reviews of the existing form of student government in respect to its effectiveness and efficiency.  
E. To appoint at least four students to the Elections Committee.  
F. 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 quorum and to count any vote as valid. Robert’s Rules of Order may 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:  
A. To call and conduct monthly counterpart meetings.  
B. To maintain office hours for a designated number of hours per week.  
C. To adhere to the attendance policy.  
D. 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  
A. To serve as a student representative of the Program Council, Board of Trustees Student Life Committee, Undergraduate College Council, and the All College Council.  
B. To assume the following areas of responsibility:  
1. To call and supervise weekly meetings of the SGA Executive Board and to plan an agenda for each meeting.  
2. To call and supervise meetings of the SGA General at least every month and plan the agenda.  
3. To act as representative of student interests to faculty and administration.
4. 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.

5. To review the objectives of the SGA regularly with his/her fellow Executive members.

6. To serve as an Executive Counterpart to each Class Council’s President.

7. To conduct weekly meetings with the Dean of Students.

8. To conduct weekly meetings with the Director of Leadership & Engagement.

9. To conduct monthly meetings with the President of the College.

**Article 2: Vice President of Academics**

A. To serve as a student representative on the Undergraduate College Council

B. To assume the following areas of responsibility:

1. To be responsive to student’s needs regarding academic policy.
2. To have a knowledge and awareness of academic policies.
3. To present these needs to the pertinent Academic Committees of the College, and serve as a member of these committees.
4. To represent student stance on academic matters to the faculty.
5. To attend faculty meetings and to report back to SGA Executive Board.
6. To implement registration information sessions for first-year students.
7. To conduct monthly meetings with the Dean of the Undergraduate College.
8. To serve as an Executive Counterpart to each Class Council’s Vice President.

**Article 3: Vice President of Activities**

A. To serve as a student representative on the Undergraduate College Council

B. To assume the following areas of responsibility:

1. To call and act as Chairperson of the Program Board and to assure minutes are taken at those meetings.
2. To initiate and promote SGA sponsored affairs and activities on campus.
3. To advise Class Councils regarding social events.
4. To serve as an Executive Counterpart to each Class Council’s Vice President.
5. To advise in planning of college formals, as chair of the Formal Committee.
6. To conduct weekly meetings with the Director of Leadership & Engagement.

**Article 4: Vice President of Finance**

To assume the following areas of responsibility:

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

**Article 5: VP of Communications**

To assume the following responsibilities:

1. To take minutes of the SGA Executive Board and SGA meetings, and make these minutes available to the college community.
2. To publish a weekly SGA Bulletin.
3. To handle all SGA correspondence.
4. To maintain SGA office.
5. To serve as an Executive Counterpart to each Class Council’s Secretary/Treasurer.
6. To take attendance at SGA General meetings and publish attendance in the SGA Bulletin.

Section III – Class Council

Article 1: Purpose
The basic purpose of the Class Council is to coordinate the ongoing 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:
1. To attend all SGA General Meetings as voting members.
2. To adhere to the required attendance policy.
3. To lead a community service (as a Class Council) project at least once per year for their constituency (student body).
4. To attend all leadership-training workshops for elected student leaders.
5. To attend all monthly counterpart meetings.

President
A. To serve as a student representative of her/his respective class on the SGA.
B. To assume the following responsibilities:
   1. To call and supervise meetings of class officers at least every two weeks.
   2. To act as liaison between members of his/her class and faculty and/or administration.
   3. To serve as a student representative of the class commuter population.
   4. To call and conduct General Class Meetings at least twice a semester and more often, if needed.
   5. To appoint class subcommittees as needed and to supervise their work.
   6. To review the needs of the class and to develop annual objectives for the class.
   7. To remain in close contact with the SGA President and VP of Commuters through required monthly counterpart meetings.

Vice President
A. To serve as a student representative of her/his class concerning academic matters, and to serve as a student representative of the class for campus activities
B. To assume the following responsibilities:
   1. To be responsible to student needs regarding academic policies, and to present these needs to the Executive VP of Academics.
   2. 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
A. To serve as a student representative of the class
B. To assume the following responsibilities:
   1. To take minutes at all Class and Officer’s meetings.
   2. To maintain accurate records of class business and to conduct correspondence.
   3. To circulate all-important class notes to members of the class and to publicize upcoming events.
   4. To maintain financial records of class funds and correspondence with the Executive VP of Finance.
   5. To report the financial status of the class at class meetings.
   6. 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 shall be deemed necessary to conduct class business. The SGA Executive Board shall give final approval.

Article 5: Meetings
A minimum of two class meetings shall be conducted per semester.

Section V – 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 Leadership & Engagement (ex officio)

Article 2: Duties
To assume the following responsibilities:
   1. To oversee the coordination of the club activities and social functions on campus.
   2. To provide for good communication on campus for the upcoming events.

Section VI – 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
To assume the following responsibilities:
   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. To maintain and update bulletin boards.

Section VII – Elections

Article 1: Election Committee
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 Committee
To assume the following responsibilities:
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 Leadership & Engagement.
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 Leadership and Engagement set the nomination date when the calendar is planned.

Article 4: Eligibility Requirements
• A cumulative 2.5 GPA.
• Full time status.
• Satisfactory disciplinary standing, as approved by the Dean of Students.
• Satisfactory status if student has resigned or been removed from office (Please see Section VII, Article I Subsections C and Article II Subsection G.)
• 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
A. Requirements for College Elections for the Executive Board:
1. Only matriculated students, determined by the register by a list may cast votes.
2. The candidate who receives the majority of the votes shall be deemed the winner of the election.
3. Graduating seniors may vote in the Executive Board elections.
B. Requirements for Class Elections:
1. A simple majority of the currently registered matriculated student members of the class must vote for the election to be valid.
2. The Registrar determines the list of matriculated students.
3. 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 Leadership and Engagement, acting in her/his advisory capacity, or the Dean of Students.

Section VIII – Resignation, Recall, and Impeachment Procedures

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

If an officer has resigned from her/his position, s/he may run for the office for the following year if s/he has three quarters of her/his constituency supporting her/him, 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/his grounds for re-election.

A two-thirds majority will result in the permission to run again.

**Article 2: Impeachment**

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.

The Executive Board of the SGA will then meet with the student so that s/he may hear the complaint and be informed of the process.

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.

The SGA shall hold a hearing where each voting member will represent her/his constituency regarding the situation. A two-thirds 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 her or himself when voting is occurring.

**Article 3: Vacant Positions**

Any position vacated by resignation, impeachment, or removal shall be filled as soon as possible.

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.

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**

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.

Failure to perform assigned duties (either written or verbally delivered) shall subject the said officer to removal from office.

Failure to adhere to the attendance policy shall subject the officer to removal.

Any member of the SGA who is on disciplinary or academic probation may be subject to removal from office.

Any violation of the signed Code of Conduct is grounds for removal from office.

If an officer wishes to dispute the grounds for her/his removal s/he should arrange to meet with the Executive Board President. If the problem cannot be solved, s/he will then be directed to the Director of Leadership and Engagement.

If an officer has been removed from her/his position, s/he may run for office for the following year if s/he has three quarters of her constituency supporting her/him, 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/his grounds for re-election. A two-thirds majority will result in the permission to run again.

Section IX: Attendance

Article 1: Attendance Policy
Please refer to the current Attendance Policy as held by the Executive Board.

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. Neither the coaches nor the Athletic Department itself will 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.

Bulletin Board Policy

The College reserves the right to regulate the flow of information on its bulletin boards. Certain areas have been designated for use by specific offices, residence halls, organizations or persons, which in turn shall supervise those notices. Bulletin boards that have been designated Activity Boards are in the foyer of Cardinal Hall, the Raven’s Nest, and 1st 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.

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

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

Use of Photography Policy

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

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

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

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

General Campus and Event Photography

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

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

Public Safety

Introduction

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

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

The Director’s office, Chuck Lorenz, is located on the ground floor of the Cardinal Building; telephone number is 610-527-0200, x2556 or email at clorenz@rosemont.edu.

Emergency Telephone Numbers

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

Emergency Information

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

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

Emergency Procedures

Emergency Response Procedures

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

There are over a hundred emergency response flip charts posted throughout campus listing emergency situations and response procedures.

Important emergency alerts, notifications and updates are sent to all registered devices, including cell phone (via SMS/texting); email account (work, home, college); smartphone/PDA. This opt-in service requires registration at www.E2campus.com/my/rosemont

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

Fire Drill Procedure

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

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

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

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

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

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

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

**Community Resources**

(Comprehensive Victim Service Agency, Sexual Assault Program)
18 West Airy Street
Norristown, PA 19401
Office: (610) 277-0932
Hotline: 1 (888) 521-0983
Website: www.vscmontcopa.org

The Women’s Center of Montgomery County
24 hour Hot Line- 1-800-773-2424
Bryn Mawr Office- 610-525-1427

WOAR
One Penn Center
1617 John F Kennedy Blvd.
Suite 1100
Philadelphia, PA 19103
24 hour Hot Line- 215-985-3333

**Reporting Criminal Activity or Emergencies**

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

*Off Campus*
- Dial 911.

When calling, stay calm and carefully explain the problem and location to the officer. Do not hang up until told to do so.
Annual Security Report – Notice of Availability

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

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

Snow Closing Procedure

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

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

These announcements will be posted on the College website.

Identification Cards

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

This card also permits students to access the Raven’s Nest and Alumnae Hall 24/7. While these areas are open during the day, they are locked between 10:00 p.m. and 7:00 a.m. However, students may use their ID cards to gain access to these areas during those hours.

The ID 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. There is a $25.00 charge for the initial card and a $20.00 replacement fee is charged if the card is lost or stolen.

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

Lost & Found

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

**Parking**

All students who intend to keep a car or park one regularly on campus must register their car with the Public Safety Office. Permits are issued between the hours of 9:00 a.m. to 12:00 p.m. and 1:00-4:00 p.m. on weekdays. Students are required to present a valid Driver’s license, automobile registration, and insurance documentation in order to receive this permit. Permits must be displayed at all times by hanging the tag on the rearview mirror.

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

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

**Missing Students Policy**

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

**Dean of Students Information to Resident Students**

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

• The Dean of Students will notify the parents or guardians listed on the “Emergency/Personal Information” sheet filed in the Dean of Student’s Office no later than 24 hours after the time the student has been determined to be missing.

• The Department of Public Safety will notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

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

**Department of Public Safety**

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

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

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

Notification Procedure
Rosemont College will follow the notification procedure for a missing student who resides in on campus housing:

• Any reports of missing students are to be referred immediately to the Department of Public Safety and after investigating the report it is determined that the student is missing for more than 24 hours, the Dean of Students will contact the parent or guardian identified on the “Emergency/Personal Information” sheet in the Dean of Students Office.
• The Dean of Students and/or Director of Public Safety will notify the President of the College of any missing student.

Campus Communications
In all cases of a missing student, local law enforcement agency will provide information to the media that is designated to obtain public assistance in the search for any missing student. Any media requests to the College will be directed to the Office of Public Relations.

Transportation
The RoseLine is the College’s campus shuttle service. The RoseLine operates from 3:00 p.m. to 10:00 p.m. Monday through Friday, during the fall and spring semesters. The RoseLine operates between the commuter lounge in Alumnae Hall and the Rosemont Train Station on Airdale Road every 30 minutes. There is no charge for this service. A valid Rosemont College ID Card is required to use this service.

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

Staff
Assistant Dean of Students and Director of Residence Life
The Assistant Dean of Students/ Director of Residence Life is responsible for all aspects of residence life and residential community standards/ judicial affairs. The Assistant Dean of Students additionally oversees all housing operations and supervises a residence life staff of one Assistant Director, two Residence Directors, one
Community Assistant and 12-15 paraprofessional Resident Assistants. The Assistant Dean of Students/Director works closely with the residence life staff, maintenance and housekeeping departments, Public Safety and the Dean of Students in creating a comprehensive living and learning environment. The Assistant Dean/Director is also responsible for the selection and training of Residence Life Professional Staff and Resident Assistants. When assigned or in the absence of the Dean of Students, the Assistant Dean will serve as the chief judicial officer or student life representative in place of the Dean of Students.

**Assistant Director of Residence Life**

Reporting to the Assistant Dean of Students/Director of Residence Life, the Assistant Director of Residence Life is responsible for assisting the Director in implementing a theory-based student development program utilizing the College and Department’s strategic plan and initiatives. As a key member of the central office administration the Assistant Director will directly supervise the Residence Directors and indirectly supervises the Resident Assistant staff. This person will help provide leadership to a growing residential population of students through the above mentions supervision.

**Residence Director (RD)**

The Residence Director (RD) is a live-in residence life professional and administrator at the College. The Residence Director is responsible for supervising the student staff members, monitoring the facilities of each residence hall, and providing support and guidance for the resident students. There is a professional Residence Life staff member on duty 24 hours a day, 7 days a week. The Residence Life staff members have offices in Connelly, Mayfield, and Heffernan Halls. The office hours are posted.

**Resident Assistants (RA)**

The Resident Assistants (RA) are student leaders who coordinate educational programs and fun activities. There is a Resident Assistant on duty every night to assist in monitoring the safety and security of the building.

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

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

**Graduate Resident Assistants (GRA)**

The Graduate Resident Assistant is a professional staff member that facilitates initiatives for either the Gracemere Honors College House and Residential Scholars Program or the Professional Success Series. The GRA is implements proactive educational programming that supports that supports the Residential Education which provided students with a number of opportunities to participate in academic and social activities.

**Living on Campus**

**Eligibility**

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

**Room Assignments**

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

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

**Returning Students**

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

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

**New Students**

Accepted and deposit paid new students can apply for housing by completing a Housing Application and Preference Form. Once received by the Office of Residence Life, a housing assignment will be made. All enrolled and deposited students by June 1 will be equally and randomly considered for housing assignments.

**Housing Agreement**

All students must sign a Housing Agreement before occupying an on-campus room assignment. In signing the agreement, students commit to occupying an on-campus room assignment. In signing the agreement, students commit to occupying the space they have been assigned on or after the date specified by Residence Life and to vacate their assignment within 24 hours after their last examination, graduation, suspension, withdrawal or other termination. Failure to comply with the terms of the contract may result in a fine and disciplinary action.

**Cancellation**

Students who wish to move off campus must fill out the Housing Cancellation Form, which may be obtained from the Office of Residence Life. All students wishing to cancel their housing or move off campus must fill out this form or they will automatically be billed room and board charges for the upcoming semester. The Assistant Dean/Director of Residence Life will meet with the student to decide on approval of such a request. A student who cancels housing after securing a space will be charged a broken contract fee.

**Guidelines for Residence Hall Living**

**Check-In and Check-Out**
Residents will be issued their room combinations by a Residence Life Staff member when they check-in. Prior to moving into a room, the resident, accompanied by an RA, must inspect the room and then sign and date the Room Condition Report (RCR).

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

• Residents must remove all non-Rosemont property from their rooms before they will be checked-out by an RA.

• At the time of check-out, the RA will review the RCR and note changes to the condition of the furniture and the room.

A Residence Director will make a final inspection of the room and access charges as necessary. RA’s do not assess charges. The RCR will again be signed and dated by both the resident and the RA.

Failure to check out at the end of the academic year will result in a $50.00 fine.

Access cards will be collected from the residents who will not be returning to campus the following year and returned to Public Safety. Students failing to follow proper check out procedures will be assessed a $50.00 fine.

During break periods, all residents will be expected to check in and out of the halls. All residents must follow the instructions distributed by the Office of Residence Life. Failure to follow the instructions will result in a $50.00 fine.

**Housing for Breaks**

Residents are expected to vacate the halls at the designated times for hall closing and may return to the halls at the designated time for opening. At the close of each semester, residents are required to vacate the halls within 24 hours of their last exam. Students who need to stay longer must request an extension, in writing. The only exception is at the end of the spring semester for seniors and those undergraduates officially participating in Commencement who will remain for Senior Week.

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

• Students are never granted permission to stay on campus during breaks in order to work off campus.

• Students receiving permission to stay may be required to move to a hall other than the one in which they regularly reside.

All students will receive a form prior to break; students wishing to have permission to remain during a particular break must complete and return the form to the Assistant Dean/Director of Residence Life by the designated deadline.

Students will receive approval to stay from the Assistant Dean/Director of Residence Life. Residents from other halls may need to move to a designated hall for the duration of the break.

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

There is no visitation permitted for those residents authorized to remain on campus over breaks. Food service during breaks is very limited, if offered at all.
During breaks, all residents will be required to follow proper check in and check out procedures. Students failing to follow these guidelines will be accessed a $25.00 fine.

**Summer Housing**

A limited amount of housing may be available for undergraduate students during the summer months and housing is based on availability and is not guaranteed each year. Fees are set each year in late winter and are payable in full prior to May 10.

Rosemont College hosts a large number of campus events and conferences during the summer months, so space is limited. It is advisable to contact the Office Residence Life during the months of March and April to request a room for the summer. While the Office of Residence Life does not oversee the summer residence option, students’ initial request should be made through that office. They will then be directed to the person managing this program so that further arrangements can be made.

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

**Room Changes**

No room changes may be made during the first and last fourteen days of the semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their Resident Assistant for assistance. All requests for changes must be submitted in writing with the signature of all parties on a room change form. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned by the Asst. Dean/Director of Residence Life must immediately move back to their originally assigned room and may be subjected to a fine and disciplinary action.

*Open Room Change*

- Open room change is the period of time in which students may switch rooms with out a formal mediation process. The Room Change Form can be obtained from the Office of Residence Life. The Office of Residence Life maintains a list of current vacancies. It is the responsibility of the student to contact the people in these rooms, visit with them and decide whether or not to live there. Once a room has been selected, both the new roommate and former roommate must sign the Room Change Form. When the request is approved, the student will receive notification from the Office of Residence Life granting permission for the move. Students must wait until they have received proper notification from the Office of Residence Life so that proper paperwork and notification can occur.

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

**Room Entry**

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

**Health and Safety Inspections:** Resident Assistants and other College personnel are authorized to enter student rooms during fire drills to determine that appropriate evacuation procedures have been followed, and periodically throughout the academic year to insure compliance with fire safety policies and minimum standards of sanitation and hygiene. (For more detailed information see Health and Safety Inspections)
Maintenance: Room entry for purposes of maintenance will occur at the request of resident(s) of the room or at the request of Residence Life, or if a condition has been determined to exit that could either a) result in damage to the room or its content or b) negatively impact health, safety and/or quality of life of other residents.

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

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

Care of rooms

Reasonable care of College property and furniture is expected of all students. Property provided by the College is to remain in student rooms; no furniture may be moved into the hallways. Mattresses may not be removed or placed on the floor. In the interest of safety, use of cinder blocks is not permitted nor are beds to be lofted unless done by the college staff with approved college materials. Water beds and tanning beds are not permitted.

Room Damage

- For the residents’ protection, Room Condition Reports (RCR) are completed before check-in. Residents are responsible for anything done in the room which alters pre-existing room conditions. No resident may paint, wallpaper, or affix a border or nail to any part of her/his room. No objects may be pasted, nailed, or otherwise affixed to the walls. Residents are expected to clean their own rooms and maintain appropriate standards of cleanliness.
- Consistent failure to do so will result in disciplinary action. Mandatory health inspections may be scheduled in such instances.

Room Decorations

- Students are encouraged to decorate their rooms in a way that makes them feel comfortable. In addition to the list of prohibited items under the fire safety section, there are other rules that govern the decoration of Residence Hall Rules.

String or Christmas Lights

- Residents may have decorative string or Christmas lights in their rooms, but they must be around the window or the border of the room and bear UL labels. They may not be strung anywhere else in the rooms.

Ceiling Decorations

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

Bunk Beds

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

Care of Common Areas

The residence halls have lounges and study areas available for the general use of the residents. Lounge and public area furniture may not be moved into rooms or suites for personal use, or taken outside. Students found with
common area furniture will be assessed a fine and referred for disciplinary action. Furniture may not be permanently altered or renovated.

**Common Area Damage**

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

**Damage and Vandalism**

Each student who resides on campus must pay a damage deposit. The amount is currently $150.00, however, as with all fees; the amount is subject to change. This deposit is held until the student withdraws or graduates from the College.

Students are held responsible for any damages to their room that occurred during their occupancy. Damages to a specific living area or its furnishings, such as a room and/or suite, is assessed and charged equally to all residents assigned to that room and/or suite. Damages in Common Areas that which cannot be attributed to a specific individual or group of individuals will be assessed as follows:

Damages occurring on a specific floor or section of a floor are charged equally among all members of the floor or section

Damages occurring in common areas such as lobbies, lounges, hallways, stairwells and public restrooms are charged equally among members of entire residence hall.

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

Residents found to have excessive room damage during regularly scheduled health and safety inspections, or those whose end of occupancy damage assessment is deemed to be excessive by will be referred for disciplinary action and subject to the immediate loss of current and/or future on-campus privileges.

**Health and Safety Inspections**

Residence Life staff will make routine safety and security checks of each residence hall room periodically throughout the academic year. These inspections are normally made during breaks. Residents will be notified if violations are found. Unscheduled entries may occur to maintain health and safety. In the event of a possible violation, members of Residence Life and Public Safety are permitted to conduct a search with verbal approval from the Assistant Dean/ Director of Residence Life and/or the Dean of Students. Students who do not follow check-out procedures will have their rooms inspected to ensure compliance with check-out instructions.

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

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

**Personal Property**

All residents of Rosemont College are responsible for their belongings. The College cannot accept responsibility for articles that are lost, stolen, or damaged at any time. As a result, any item belonging to a student found anywhere within a residence hall (other than that student’s individual room) will be confiscated.

**Air Conditioner Policy**

A request for air conditioning with appropriate documentation must be submitted to the Dean of Students. Documentation from the physician providing care is required indicating a need for air conditioning and must include the diagnosis, treatment plan, and any additional information that would support the need for this intervention. All requests will be reviewed on a case-by-case basis for approval. If approved and you select to live in a residence hall without central air, the student will be responsible for the purchase of the window unit as this is considered to be a "personally prescribed device" for approved students to bring with them while living on campus. For further questions contact the Office of Residence Life or the Dean of Students Office.

**Visitation**

Rosemont’s mission as an institution of higher learning is inextricably tied to its rich Catholic heritage. Responsible, moral living is a key component of that mission and heritage. Residence hall life, of course, is an integral part of a student’s college experience when he/she chooses to live on campus.

When making decisions about when guests stay on campus and which guests are invited to stay, students are expected to be mindful of the College’s mission and of their responsibility to roommates and fellow residents of their hall. The College’s mission speaks specifically to “reasoned moral judgments” and students are expected to take that seriously when making choices related to visitation.

Guest and visitation policies and procedures related to guests exist to allow students the privilege of hosting in a manner that does not infringe upon the comfort or rights of other residents. These policies are designed to maintain an environment conducive to supporting the educational mission and an appropriate level of safety and security in the residence halls. The following general policies apply to all guests and hosts. Resident students are permitted to host guests within the residence hall and room. The following conditions of visitation are in place.

**Definitions**

- **Resident**- any Rosemont College student living in housing
- **Commuter**- any Rosemont College student who does not reside in housing
- **Guest**- Anyone (resident, commuter, or visitor) who is not assigned to a given building
- **Host**- Resident student who has signed in a commuter or guest

**Visitation Hours**

**Connelly, Heffernan, Mayfield Halls and Gracemere Honors House:**

- All students are permitted to have overnight guests in the residence halls for no longer than 3 consecutive nights or 72 consecutive hours. All guests must be signed in the visitation log book in the residence hall.
- General visitation- visitation of a non-Rosemont student, a commuter, or a resident from a different building is allowed to visit a host at the following days/times:
Sunday-Thursday: 8:00AM–12:00AM.

Friday-Saturday: 8:00AM – 2:00AM

Any guests who remain past these hours are considered to be overnight guests.

Kaul Hall (First Year Housing):

- Students are permitted same-sex overnight guests for no longer than 3 consecutive nights or 72 consecutive hours.
- NO opposite-sex guests may stay as overnight guests. Guests must be signed in the visitation log book in the residence hall.
- General visitation in Kaul Hall is allowed at the following days/times:
  Sunday-Thursday: 8:00AM–12:00AM.

  Friday-Saturday: 8:00AM – 2:00AM

Any guests who remain past these hours are considered to be overnight guests. If an opposite-sex guest is found in a resident’s room after general visitation hours, the student will be held responsible for a guest policy violation.

There may be special times of the year, such as breaks, Summer sessions, and the last week of classes when the guest or visitation policy may be restricted or modified

Host Regulations and Responsibilities

Resident students are permitted to have guests in the residence halls. All guests must be signed in and escorted by host within the residence halls at all times. Public Safety will escort guests found without their host off campus.

Rosemont College holds students personally responsible for the action of their guests. Since guests are to be escorted at all times by the their host, the host is accountable for the guest’s actions and that s/he is expected to intercede should a guest behave in any way which is contrary to College policies and regulations or to the broader mission of the College. Students will be held responsible for violations of policy/inappropriate behavior by their guests as though they themselves have committed the offense.

In addition, such guests will be asked to leave campus immediately, should their behavior come to the attention of Public Safety or Residence Life staff, they will be banned from campus for an indeterminate period of time once their behavior or violations of policy comes to light.

Should the host be considered to be involved in any violation or disturbance on campus, all their guests will be instructed to leave campus immediately. If a guest is reported to be disturbing other residents the guest will be required to leave campus immediately. The College is not responsible for transporting guests who need to leave campus.

Any violation of the visitation policy may result in loss of privileges and/or a fine. Residence Life Staff reserve the right to restrict visitation privileges at any time.

Rosemont College students that are “guests” whether you are visiting someone in another building or a commuter visiting a resident are also responsible for their behaviors as well.

Guest Regulations

Guests may not stay in a student room while the host is not present.
• Students may not act as a host for visitors signed in by another student.
  All Guests Must:

• Be 17 years of age or older (siblings of a younger age must get approval from the Office of Residence Life)
• Have a picture ID, carry it with them at all times, and provide it immediately upon request from any college official
• Sign into any residence hall they enter with an RC resident host.

Any resident wishing to host a guest under the age of 17 must contact the Office of Residence Life and go through the approval process at least 48 hours in advance of the visit and during normal work hours, Monday-Friday, 9am-5pm.

Overnight Guest Policy

Each guest is allowed to be in the halls overnight no more than 3 days per week (regardless of host), or 3 consecutive days on campus. Each resident is allowed to have overnight guests no more than 3 days during a given week, or 3 consecutive days with a maximum of six days per month for a particular guest. Exceptions made only with permission from the Graduate Resident Assistant, Residence Director, Assistant Director of Residence Life and the Assistant Dean/Director of Residence Life.

Number of Visitors

Each resident may have a maximum of two guests signed in. For safety reasons, six people, including guests, is the maximum that may be in a room at any given time.

More than six people will be considered a violation of the visitation policy, even if everyone in the room are Rosemont College residents. Students are expected to use common areas when gatherings of more than six people take place.

Commuter Visitation

Commuters must be signed in by a host resident following guest and sign in procedures.

Sign In/Sign Out Policy

Connelly, Heffernan, Mayfield Halls and Gracemere Honors House:

All residents must sign in and out their guests at the front desk in the residence hall. All spaces in the visitation log book must be complete. Failure to follow sign in/out procedures will result in loss of visitation privileges or further sanctions. The resident host must stay with his/her guest at all times.

• All residents will be given two guest passes at the beginning of the school year or upon their entry into Rosemont College housing.
• When a student living in the first year building hosts a guest, it is the RC resident host’s responsibility to let their visitor into the building.
• The host and the guest must then fill in the visitor’s log at the front desk of the building.
• When the guest is signed in, the host must give his/her guest one of their two guest passes. The guest pass number must be included in the visitation log book. The Resident Assistant sitting at the front desk must see the guest pass, as well.
• The host must stay with his/her guest at all time and the guest must keep his/her guest pass with them at all times.
• A guest must produce a guest pass whenever asked by student staff or professional staff.
• If a guest does not have a guest pass with them, they will be escorted out of the building.
• If a resident loses one of both of his/her guest passes, they can come to the Office of Residence Life for new passes. If a student needs a guest pass replaced, there is a $10 replacement fee. The resident must disclose which pass number they lost so that that pass can be taken out of the guest pass system. No new guest passes will be administered without the missing pass being taken out of the guest pass system.

**Presentation of Identification**

For all buildings, all guests must have valid photo identification when visiting campus. All guests must present a valid photo ID with a picture to the Resident Assistant on duty. The resident host must also present a valid form of ID to the Resident Assistant in order to sign in and/or register a guest.

**Loss of Visitation**

Violation of the visitation policy will result in loss of visitation privileges and/or fines. Violations of a visitation suspension will result in a fine and prolonged or permanent visitation suspension. When a student has a visitation suspension, her/his room may not host any guests. Further, the guest who was present when the violation took place may be suspended from visiting the campus while the sanction is in place.

Please note that additional disciplinary sanctions may be taken at the discretion of the Assistant Dean/Director of Residence Life in consultation with the Dean of Students. Repeat offenses of a serious nature may result in termination of housing on campus.

**Charges and Fines**

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

<table>
<thead>
<tr>
<th>Charge Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper/Unauthorized Check-In</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper/Failure to Check-Out</td>
<td>$50.00</td>
</tr>
<tr>
<td>Failure to observe quiet hours</td>
<td>$25.00</td>
</tr>
<tr>
<td>Removal/exchange of furniture (minimum)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Having a loft in room</td>
<td>$100.00</td>
</tr>
<tr>
<td>Combination lock change</td>
<td>$35.00</td>
</tr>
<tr>
<td>Unauthorized room change/switch</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper trash disposal</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to correct improper trash disposal situation/day</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failed Health and Safety Inspection</td>
<td>$25.00</td>
</tr>
<tr>
<td>Room/Common Area cleaning for excessive (minimum)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Animals on campus</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
Community Standards of Conduct

Section 1: Introduction

The Community Standards of Conduct is the official code of conduct outlining behavior expectations for Rosemont College. The college has developed this code of standards and expectations, consistent with its purpose as an educational institution and requires that each student accept responsibility for his or her own behavior and consequences. These regulations and the procedures for their enforcement apply to all student conduct and behavior. Once a student is accepted as a member of the College community, they are responsible to uphold the standards outlined in this document. As such, students should be familiar with this document. These specific regulations should not be viewed as a comprehensive code of desirable conduct; rather they describe the minimum standards.

Section 2: Definitions

1. “Appeal Review Board” means any person or persons authorized by the Dean of Students to consider and appeal.

2. “Assistant Dean of Students” means the person designated by the Dean of Students to administer the Community Standards of Conduct.

3. “College” means Rosemont College.

4. “College Official” includes any person employed by the college, performing assigned administrative or professional responsibilities.

5. “College Premises” includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College including adjacent streets and sidewalks. It includes properties under the authority of the Rosemont College.

6. “Complainant” or “Referring Party” means any person who submits a charge alleging that a student violated the Community Standards of Conduct.

7. “Course of Conduct” is defined as the pattern of actions composed of two or more acts over a period of time.

8. “Dean of Students” means the designee, who, as the President’s designee, is responsible for the administration of the Community Standards of Conduct.

9. “Faculty member” means any person hired by the college to conduct classroom and/or research activities.

10. “May” is used in the permissive sense.

11. “Member of the College Community” includes any person who is a student, faculty member, college official, or any other person employed by or contracted with the college. A person’s status in a particular situation shall be determined by the Dean of Students.

12. “Organization” means any number of persons who have complied with the formal requirements for college recognition/registration.
13. “Policy” is defined as the written regulations of the college as und in, but not limited to, the Community Standards of Conduct, Residence Hall License Agreement and the Graduate and Undergraduate Student handbook.

14. “Reasonable person” refers to the hypothetical person who exercises average care, skill and judgment in conduct and who serves as a comparative standard.

15. “Respondent”, “Referred Party” or “Accused” means any student accused of violating the Community Standards of Conduct.

16. “Sexual misconduct” encompasses a wide range of behavior for sexual purposes that is against another’s will or at the expense of another. Sexual misconduct includes but is not limited to, sexual harassment, sexual assault, intimate partner violence, stalking of a sexual nature or any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening or intimidating another.

17. “Shall” is used in the imperative sense.

18. “Student” is defined as the persons registered for courses, either full time or part time, pursuing undergraduate, graduate or professional studies, as well as non-degree seeking students, individuals who confirm their intent to enroll in programs; those attending orientation sessions, between academic terms, taking online classes, auditing classes, residing in the residence halls, those that were enrolled on the date of an alleged incident; persons who are active but not enrolled at the College.

19. “Student Conduct Administrator” means any College official appointed by the Dean of Students to resolve student conduct referrals in lieu of a hearing or to review appeals.

20. “Student Conduct Board” refers to the authorized persons who hear undergraduate student conduct referrals, except alleged violations of academic dishonesty.

21. “Student Conduct Body” is an umbrella term that refers to the Student Conduct Board.

22. “Student Conduct Referral” means the College Judicial Case form that includes a description of alleged misconduct and specific Code of Conduct violations.

23. “Student Conduct System” means the program established to maintain the integrity of the values of the College community by reviewing alleged violations of the Student Code of Conduct.

Section 3: Prohibited Conduct

The behaviors listed in this section violate the College’s Student Code of Conduct. This list is not exhaustive, but is intended to describe general types of behavior that may result in disciplinary action. These codes apply both to student behavior which occurs on campus or at College sponsored events as well as those occurring off-campus. Prohibited behavior includes not only completed actions, but also attempted violations of the Student Code of Conduct.

A student who withdraws from the College shall not be exempted from disciplinary proceedings for behavioral infractions which took place prior to withdrawal. Campus disciplinary procedures shall be followed with the accused student receiving due notice of hearing. Any resulting sanction of suspension or dismissal will be noted on the undergraduate or graduate academic transcript, as well as the student’s conduct record.
1. Discrimination
Rosemont College is dedicated to educating students of diverse racial and ethnic origins and to fostering broad appreciation for cultural and ancestral diversity. Discrimination against a person on the basis of race, disability, age, sex, color, creed, religion, sexual orientation, or national origin is against the law and the College’s Community Standards of Conduct. Rosemont College finds such conduct offensive and encourages students who feel that their rights as members of the community might have been restricted to seek remedy through the Community Standards of Conduct, Dean of Students, Assistant Dean of Students and Director of Residence Life. Students who engage in acts of discrimination are subject to the full range of sanctions outlined in the Community Standards of Conduct or their designee.

2. Bias-Related Behavior
Violations of College policy are considered to be of a unique nature when characterized by a bias towards the personal characteristics of other individuals. When violations of College policy are committed and it can be shown that these violations had the purpose of substantially interfering with an individual’s academic or work performance or created an intimidating, hostile, or demeaning educational or employment environment, the violator might be subject to the full range of sanctions outlined in the Community Standards of Conduct.

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

   a. In the case of individuals, sanctions may range from fines, probation, suspension, or expulsion. In the case of organizations, sanctions may range from fines, probation, or suspension of recognition to withdrawal of recognition status. The prohibition against hazing applies to acts conducted on or off campus whenever such acts are deemed by the College to constitute hazing.

4. Physical Harm
   a. Intentionally inflicting, attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same; or
   b. Taking any action for the purpose of inflicting bodily harm; or
   c. Taking any reckless, but not accidental, action that results in bodily harm or could result in bodily harm to any person will result in a range of sanctions from disciplinary probation up to and including expulsion

5. Psychological Harm
   a. Intentionally inflicting, attempting to inflict, or conspiring to inflict mental harm upon any person; or
b. Taking any action for the purpose of inflicting mental harm; or

c. Taking any reckless, but not accidental, action which could result in mental harm to any person; or

d. Causing a person to believe that the offender may cause mental or bodily harm; or

e. Any act that demeans, degrades, or disgraces any person is likely to result in a range of sanctions from disciplinary probation up to and including expulsion

6. Sexual Harassment/Sexual Assault

Sexual harassment or any form of sexual misconduct (to include sexual assault) which interferes with another person’s performance or which creates any intimidating, hostile, or offensive environment for any member of the Rosemont community. Rosemont College attempts through its programs and policies to prevent sexual assault from occurring, however, we recognize that significant numbers of women and men throughout the nation are sexually assaulted while in college. We therefore commit ourselves to assisting any of our 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 s/he has been sexually assaulted or that an act of sexual assault has taken place should notify Public Safety (x2555 24 hours a day), Residence Life Staff (x2401), the Counseling Center (x2416), the Wellness Center (x2420), or the Dean of Students (x2400).

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 make contact with the resources they choose. Confidentiality is a high priority. The Dean of Students will be notified.

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 alleged assault and to the immediate security of the campus, the Dean of Students and the Director of Public Safety will investigate the charge that has been filed. It is important to preserve physical evidence to prove a criminal offense. It is important that the alleged victim does not shower or wash their clothes.

The Dean of Students is available to coordinate efforts to meet the student’s needs. If requested, the Dean of Students 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 College, to include College officers, administrators, faculty, instructors, staff employees, volunteers, outside contractors, vendors or other non-employees will be sent to the Director of Human Resources and/or the Vice-President for Finance and Administration 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.
For the purpose of Rosemont College’s 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.

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 s/he 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 Dean of Students or any administrator in the Division of Student Life.
2. The complainant should present the evidence as promptly as possible after the alleged harassment occurs.
3. Once the complainant agrees to go forward and provides a signed, dated written complaint, 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.

Rosemont College has a commitment to develop policies that protect students and employees from sexual harassment and any other forms of sexual misconduct. Effective policies can help shield higher education institutions from potential liability, as well as address legitimate faculty and student concerns.

Sexual misconduct is nonconsensual, intentional physical contact of a sexual nature which includes unwelcome physical contact with another person’s genitals, buttocks and/or breasts. Lack of consent may be inferred by physical intimidation, coercion, force, or advantage gained by the alleged victim’s mental and/or physical incapacity, of which the perpetrator was, or should have been, aware.

If you feel you have been assaulted or harassed, you should report the incident to one of the following:

<table>
<thead>
<tr>
<th>Public Safety</th>
<th>Director of Public Safety</th>
<th>Dean of Students</th>
<th>Counseling Services</th>
<th>Assistant Dean/Director, Residence Life</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cardinal Hall, lower level</td>
<td>Good Counsel Hall</td>
<td>Saint Joseph’s Hall, Lower level</td>
<td>Good Counsel Hall</td>
</tr>
<tr>
<td></td>
<td>(610) 527-0200 x2555</td>
<td>(610) 527-0200 x2400</td>
<td>(610) 527-0200 x2400</td>
<td>(610) 527.0200 x2401</td>
</tr>
</tbody>
</table>

During a discussion with the alleged victim of sexual misconduct the campus representative will choose the recourse deemed most appropriate.


7. Theft, Attempted Theft
Theft of property, attempted theft of property, possession of stolen property, or conspiracy to steal will result in
sanction(s) ranging from suspension up to and including possible expulsion from the College.

The appropriation of, attempting to appropriate, or conspiracy to appropriate College property for private use, including but not limited to such items as laboratory equipment, furniture, and/or library books may result in sanction(s) ranging from disciplinary probation up to and including suspension.

The unauthorized use of or attempted use of student identification, credit card, debit card, telephone card, check, authorization codes, or the like to purchase goods or services or to obtain property will result in sanctions ranging from probation up to and including expulsion from the College.

8. Dishonesty
Furnishing or conspiring to furnish false information to the College by forgery, alteration or misuse of, among other things, College documents or records may result in suspension or expulsion.

Furnishing or conspiring to furnish to the College or its representatives, including but not limited to College Administrators or College Student Conduct Board members, a written or oral false statement may result in suspension.

9. Identification
In an effort to provide adequate security for the members of the College community, every student must carry an identification card issued by the College.

Upon request, students must surrender their Rosemont College ID card to authorized personnel (e.g., Public Safety officers, Residence Life staff, or other College officials). Students must provide accurate information and must comply with the directions of such officials in the performance of their duties. Giving false identification to a College official may result in a minimum sanction of disciplinary probation.

Tampering with or falsifying Rosemont College ID is a violation of the Community Standards of Conduct. Students found responsible for such a violation are subject to a disciplinary warning and fine up to disciplinary probation. Flagrant violations may result in suspension.

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

Students found in violation are subject to sanctions that could range from disciplinary warning and a fine up to residence hall removal.

Possession of an identification card that falsely identifies a student by name, age, date of birth, or photograph as being 21 years of age or over may result in disciplinary probation up to and including suspension.

10. Compliance with Dining Services Contract
Failure to abide by dining regulations, including but not limited to engaging in food fights, other disruptive or disrespectful behavior, transferring meal cards, and/or removal of food or utensils from the dining hall will result in a range of sanctions involving suspension of dining privileges up to and including suspension from the College.

11. Compliance with Housing Contract
Violations of the College’s housing contract or published rules and regulations for residence halls are subject to disciplinary action. Students for whom those contracts apply are responsible for understanding their rights and obligations as outlined in the housing contract, this publication, and the Student Handbook.
12. Electronic Communication

Sending abusive, harassing, obscene or threatening messages through email, cell phone or posting on the internet may result in a disciplinary warning up to and including expulsion.

The use of a webcam to monitor behavior within a residence hall room is not permitted without consent from all residents of the room. Violations will result in disciplinary probation up to and including removal from residency.

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

Unauthorized entry into a voice mailbox, unauthorized use of another individual’s identification and authorization code, or use of the College telephone system to send abusive, harassing, or obscene messages may result in disciplinary probation up to and including expulsion.

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

13. Gambling Policy

Students are expected to abide by the federal laws and the laws of the commonwealth of Pennsylvania prohibiting illegal gambling. Gambling for money or other things of value on campus or at College-sponsored activities is prohibited.

   a. This includes blackjack, poker, craps, roulette, as well as any other card game, and other comparable games when they are played for money or any other thing of value, including prizes.

Any requests for events at which games of skill or chance will be played must be approved by the Dean of Students Office, the Office of Leadership and Engagement by filling out of an event-request form.
14. Alcohol

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

Policy Governing Use of Alcohol on Campus Outside of Residence Halls

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

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

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

Under Commonwealth of Pennsylvania law:

- Only persons twenty-one (21) years of age or older are legally entitled to possess, purchase, be sold, given, or served alcohol.
- Monetary fines and/or community service may be imposed for underage possession and for using an altered identification to purchase alcohol.
- Altering a driver’s license to purchase alcohol could result in suspension or restriction of the license.
- Any person who purchases alcohol for, procures for, or gives alcohol to anyone under 21 years of age is guilty of a misdemeanor.
- Anyone who is apparently intoxicated or who is behaving in an intoxicated manner may not be served alcohol.
- Driving under the influence of alcohol on College property is prohibited and violators will be subject to arrest and revocation of parking privileges on campus.
- Dean of Students Office is responsible for implementing and interpreting the alcohol use policy.

Policy for Governing the Use of Alcohol in Residence Halls
All Rosemont College students who live in residence and their visitors/guests are subject to Commonwealth of Pennsylvania Law and Rosemont College’s policy regarding possession and consumption of alcohol, as well as specific policies governing the Residence Halls.

Residence Halls are defined as: Residence Halls are defined as Kaul, Mayfield, Connelly, Heffernan Hall and Gracemere, Honors House including the outdoors areas.

A. Alcohol Policy in Freshmen Designated Residence Halls

Alcoholic beverages are never permitted in freshman residence halls. Visitors or guests of students residing in these areas are not permitted to possess or consume alcohol in these areas regardless of whether they are of legal drinking age. These areas are designated as alcohol free.

B. Alcohol Policy for Students Under 21 Years of Age Living in Non-Freshmen Areas

- A person under 21 years of age may not possess or consume alcoholic beverages at any time on Rosemont College campus.
- No possession or consumption of alcohol is permitted by any student or guest in private residence rooms where all the assigned residents are under 21 years of age.
- Visitors or guests of students under 21 years of age are not permitted to possess or consume alcohol in the suite or bedroom of an underage student regardless of whether they are of legal drinking age.
- Alcohol containers, including empty liquor bottles, wine bottles and/or beer cans are prohibited.

C. Alcohol Policy for Students Over 21 Years of Age Living in Non-Freshmen Areas

The following regulations regarding alcohol use apply to students and visitors/guests in the non-freshmen areas who are 21 years of age or older:

i. No individual student may possess more than 12, 12 oz. bottles/cans of beer (or the equivalent), or one liter of hard liquor or wine at one time.

ii. Individuals of legal drinking age may not provide alcohol to underage roommates, suitemates, visitors or guests.
iii. Binge drinking is defined as consuming five or more drinks on one occasion for men or four or more drinks on one occasion for women. Binge drinking is strictly prohibited.

iv. Drinking games (e.g. beer pong) and other activities that promote the irresponsible use of alcohol are prohibited. This includes the use of alcohol paraphernalia such as funnels and ice luges.

v. Kegs and beer balls, whether empty or full, tapped or untapped, are prohibited. Spiked punch and Jell-O shots containing alcohol, regardless of alcohol content are also prohibited.

vi. Behavior that encourages or contributes to excessive alcohol consumption by another student is prohibited.

vii. Carrying open containers of alcoholic beverages or consuming them in any public area of the campus is prohibited. This includes movement between residence hall rooms or apartments with an alcoholic beverage.

viii. Compliance with all requests by College officials, including Residence Life staff or Public Safety, for proof of 21-year-old status is required. If there is reasonable suspicion to believe that alcohol might be in squeeze bottles, cups or other such containers, College staff reserve the right to approach students and hold individuals accountable under the provisions of this policy.

ix. Possession, consumption, and storage of alcohol are prohibited in all public areas, e.g. lounges, hallways, stairwells, common bathrooms, or outdoor areas.

x. Driving on College property while under the influence of alcohol is strictly prohibited and will result in arrest, loss of driving and parking privileges on campus, and possible suspension or expulsion from the University.
15. **Drugs**

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

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

**Good Samaritan/Medical Amnesty concerning Alcohol and Drugs**

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

Rosemont College complies with the U.S Department of Education Drug-Free Schools and Campuses Regulations. See Appendix for the College’s supplemental policy on drugs and alcohol.
16. Disorderly Conduct

Unruly gatherings, excessive noise, public drunkenness and other such behaviors which are disruptive of the life of the College community or which disregard the rights of members of the community are likely to result in disciplinary probation up to and including suspension.

17. Indecent Conduct

Conduct not in keeping with College community standards, including but not limited to, conduct which is lewd or indecent or inconsistent with criminal statues is likely to result in suspension or possible expulsion from the College.

18. Dangerous Practices

No student shall engage in any activity which shall endanger the health, safety, well-being, or property of another member of the College community. Such behavior will result in sanctions ranging from disciplinary probation up to and including suspension. The sale, possession, production, purchase, or use of any explosives, fireworks, incendiary devices, weapons or reasonable facsimile thereof on College property are prohibited as are conspiracies or attempted activities of this nature and will result in sanctions ranging from disciplinary probation to expulsion.

19. Fire Safety

The intentional misuse of any fire alarm system may result in suspension from the College. Tampering with, misuse of, attempt to or conspiracy to misuse fire safety equipment (extinguishers, smoke detectors, alarms, or exit signs) may result in loss of campus residency and an automatic $100 fine. Propping, otherwise tampering with the proper operation of fire doors, or exiting through “emergency exit only” doors in non-emergencies may result in sanction(s) ranging from disciplinary warning up to and including suspension.

Refusing to vacate buildings and other areas of College property when a fire alarm sounds and/or when directions to evacuate are issued by a College official or other lawful authority is a violation that may result in sanctions up to and including suspension.

20. Destruction of Property

Intentionally, recklessly, or negligently destroying, defacing or tampering with College property or the property of another is prohibited, as is the attempt to or conspiracy to damage, destroy, etc. Such behavior may result in disciplinary action up to and including suspension, loss of campus residency, community service, fines and/or responsibility for restitution.
21. Unauthorized Usage

Unauthorized entry or attempt to enter upon and/or use any College facility may result in sanction(s) ranging from disciplinary warning up to and including suspension, community service and fines.

Unauthorized possession, duplication, use or distribution of keys and access codes to College facilities will result in sanction(s) ranging from disciplinary warning up to and including expulsion, loss of campus residency, fines and/or responsibility for restitution.

Unauthorized solicitation, conducting of or sponsorship of commercial activity or venture on College premises or at College sponsored and/or scheduled events may result in sanction(s) ranging from disciplinary warning up to and including suspension, community service and fines.

22. Failure to Comply

Failure to identify oneself or comply with written or verbal directions of duly authorized College personnel in performance of their official duties may result in sanctions ranging from disciplinary warning up to and including suspension.

Failure to comply with College policies in the Student Conduct Handbook and other College publications, including but not limited to the Dining Service Policy, Catalog, Public Safety Policies and Procedures and Residence Hall Agreement may result in sanctions ranging from disciplinary warning up to and including expulsion.

Failure to appear for a scheduled conduct hearing without prior notification and permission of the designated hearing officer will result in an automatic finding of responsibility for the alleged violation(s) and the imposition of additional sanctions up to and including the loss of campus residency and suspension.

23. Abuse of the Student Conduct System

1. Knowingly instituting a conduct proceeding without cause may result in disciplinary probation up to and including suspension.

2. Attempting to discourage an individual’s proper participation, or use of the conduct process may result in disciplinary probation up to and including expulsion.

3. Attempting to influence the impartiality of a member of the College’s conduct system prior to or during the course of conduct proceedings may result in disciplinary probation up to and including expulsion.
4. Harassment (verbal, physical or written) and/or intimidation of a member of the College’s conduct system prior to, during and/or after any conduct proceeding may result in suspension or expulsion.

5. Failure to comply with the sanctions imposed as a result of a conduct proceeding may result in the imposition of additional sanction(s) up to and including the loss of campus residency and suspension.

24. **Interference with College Operations**

Intentional obstruction of teaching, research, administration, disciplinary proceedings or other activities which occur on College premises or at College sponsored or supervised events may result in sanction(s) ranging from disciplinary warning, up to and including suspension.

25. **Weapons and Dangerous Objects**

Possessing or using any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, switchblade knives, knives with blades five or more inches in length, explosives, fireworks or dangerous chemicals (except as authorized for use in class, or in connection with University-sponsored research or other approved activities). The term firearms include pellet guns, air guns, rifles, shotguns, handguns, multiple firing weapons and any weapon capable of firing a shot.

26. **Threatening or Abusive Behavior**

Intentionally or recklessly causing physical harm to any person or reasonable fear of such harm. Students cannot justify such behavior as defensive if:

A. The behavior is a physical response to verbal provocation;

B. The student has the ability to leave the situation, but instead chooses to respond physically;

C. In circumstances where such actions are punitive or retaliatory.

27. **Harassment**

Conduct that is so pervasive or severe that it effectively denies the individual reasonable access to College resources or opportunities.
28. **Intimate Partner Abuse**

Also referred to as: relationship violence, domestic violence, or dating violence. It is a pattern of coercive behaviors that serve to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional in nature. Intimate partner abuse can occur in relationships of the same or different genders; between current or former intimate partners who have dated, lived together, or been married.

29. **Stalking**

A course of conduct by a stranger or acquaintance directed at a specific person that directly or indirectly distresses, intimidates or threatens and places a reasonable person in fear. Stalking also includes incidents where electronic media such as the internet, pagers, cell phones, or other similar devices are used to pursue, intimidate or threaten and place a reasonable person in fear.

30. **Endangerment**

Acting to create or contribute to dangerous or unsafe environments anywhere on or off-campus. Reckless or intentional acts which endanger, or put at risk, the welfare of oneself or others are prohibited.

31. **Property Damage**

A. Removing, destroying or damaging University property, or property under University administration or supervision.

B. Destroying or damaging the property of others, on or off-campus.

32. **Unauthorized Entry or Use**

Entering or using facilities or property on or off-campus, belonging to individuals, University-recognized groups and/or corporate entities without proper authorization.

33. **Obstruction or Disruption**

Obstructing or disrupting College activities, including but not limited to, teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions. It can include participation in campus demonstrations which disrupt the normal operations of the University and infringes on the rights of other members of the University community by leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
34. Student Group Violations

Students are expected to know and abide by the regulations governing their membership in a student organization (e.g. fraternities and sororities). Prohibited conduct by officers/members of student groups and organizations may result in referral to the Student Conduct System for individual students.

It is a violation of College policy for students to affiliate with organizations that have had their University recognition suspended or permanently revoked by the College. The definition of affiliation includes joining, rushing, pledging or being involved in any activity that would normally be associated with being a member of such organization.

35. Smoking

Smoking is prohibited in all indoor College buildings, including campus residence halls. Smoking is prohibited out of doors in the following areas: within 30 feet of exterior ventilation intakes; within 10 feet of building entrances and open windows; and in all exterior stairwells.

Section 4: Student Conduct Procedures

1. Introduction

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

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

Section 5: Sanctions and Temporary Actions

A sanction is a requirement or status that is imposed as a result of either accepting responsibility or being found responsible for violating the student Community Standards of Conduct.

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

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

1. Sanctions
   A. Conduct Warning
A written notice to a student that the behavior is counter to the expectations in the Student Code of Conduct. A conduct Warning is issued for low level behavior infractions. This is not considered a formal referral, rather a written understanding between the administrator and student with the expectation that the student modifies future behavior.

B. Disciplinary Warning
This is a lower level sanction issued as a result of a formal Student Conduct Referral. A student is placed on Disciplinary Warning for a period of three months including winter and summer breaks. This serves as a stronger notice to a student that the behavior is counter to the expectations of the Student Code of Conduct. Having an active Disciplinary Warning can impact your ability to hold positions with campus offices and/or organizations and other campus opportunities.

C. Disciplinary Probation
This is a higher level of sanction issued as a result of a formal Student Conduct Referral and is imposed for serious violations or a pattern of violations of the Student Code of conduct. A student can be placed on Disciplinary Probation through graduation. However, student who is on Disciplinary Probation is encouraged to modify the unacceptable behavior and is given the tools to help him/her do so. Having active Disciplinary Probation status can impact your ability to hold positions with campus offices and/or organizations and other campus opportunities. Specifically, a student can no run for or hold certain campus-wide leadership positions including elected or appointed student government offices, hold a position in Residence Life or play on an athletic team.

D. Removal from Residence
Students who have a serious violation of the community standards set in the Student Code of Conduct or the residence license, or because of a series of breaches of the community standards in the Residence Halls will be asked to leave campus residence either permanently or for a period of time. This sanction carries with it the penalty of forfeiting room and board charges for the semester in which the disciplinary action occurs. Depending on the nature of the incident, the student may also receive a disciplinary probation as part of this sanction.

E. Suspension – Disciplinary
A student who is suspended from the College is unable to register for and attend classes or to be present on College property for a prescribed period of time. A transcript notation of “Suspended disciplinary” is also in place for a period of seven years from the last date of attendance. Suspension is a severe sanction and the student forfeits tuition and fees along with room and board if a resident student and does not receive academic credit for the semester in which the suspension occurred. Students
who are Disciplinarily Suspended and wish to return to Rosemont College must first meet with the Dean of Students to assess their readiness for readmission. Students who are Disciplinarily Suspended with conditions and wish to return to Rosemont College must meet with the Dean of Students to verify the successful completion of their conditions.

F. Dismissal – Disciplinary
A student who is dismissed (expelled) from the College is permanently separated from the community, prohibited from being on any property of Rosemont College and may never return to the institution. A transcript notation of “dismissed-disciplinary” is also in place for a period of seven years from the last date of attendance. The student forfeits tuition and fees along with room and board if a resident student, as well as academic credit for the semester in which dismissal occurred.

G. Residence Hall or Campus Restriction
A student may be restricted from appearing in any or all of the residences, buildings or grounds on campus if it is reasonably believed that the student poses a threat to the health or safety of the campus community. Other restrictions may be imposed such as denial of access to specified campus services and programs. A student may also be barred from the entire campus if the Dean of Students reasonably believes the student poses a threat to the health, safety or well-being of the College community.

H. Restitution
If College property is damaged, an assessment of the damage will be made by the appropriate College department and/or personnel. The responsible student(s) may be billed as appropriate. Restitution for personal property cannot be resolved via the Student Conduct System.

I. Educational Programs and Service
Educational Programs and Services such as Alcohol Education Programs, Drug education Programs, Community Service, By-Stander Intervention Programs, reflection or research papers etc may be used to supplement any other student conduct sanction.

J. Fine
Fines may be assessed for any policy violations. All fines are placed on the students account and are to be paid directly to the Office of Student Accounts.

K. Parental Notification
In accordance with the Family Educational Rights and Privacy Act (FERPA) regulations, the Dean of Students may, in the exercise of his/her discretion, notify the
parent(s) of any student found to have violated the provisions of the Student Code of Conduct.

2. **Temporary Actions**
   
   **Temporary Suspension**
   The Dean of Students may take action immediately to suspend a student from the College according to standard Sanction Guidelines available in the Community Standards of Conduct.

**Student Conduct Procedures**

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

2. **Referrals**

   A. When an incident occurs and there are allegations that a student violated the code of conduct, a Student Conduct Referral may be filed by any College faculty, staff and/or student.

   B. Individuals who wish to initiate a Student Conduct Referral must meet with a Student Conduct Administrator who will determine if the case has merit to move forward to a referral.

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

   D. If there is an allegation of misconduct that the Student Conduct Administrator has determined has merit, the Referred Party will:
      
      I. Be notified that a complaint has been filed against him/her via Rosemont College email;
      
      II. Have an opportunity to meet with a Student Conduct Administrator to review the Student Conduct Referral which includes the code violations;
      
      III. Learn about the student conduct process and have questions answered;
IV. Give his/her perspective about the incident;
V. Provide witness information, if applicable;
VI. Sign the Student Conduct Referral indicating the referral and possible sanction outcomes have been reviewed; and
VII. Receive a copy of the Student Conduct Referral.

E. After the Referred Party has received a copy of the Student Conduct Referral, the Referred Party has the option to take up to three calendar days to review their Student Conduct Referral and decide whether or not to accept responsibility for the charges. After three calendar days the Referred Party must communicate their decision to the Student Conduct Administrator. The Student Conduct Administrator will determine the manner in which the case will be resolved and will communicate this to the Referred Party.

3. Resolutions

Resolutions are the manner in which student conduct cases are resolved. A description of each type of resolution follows:

A. Administrative Resolution

I. Sanction Agreement

The Referred Party acknowledges responsibility for violating the code of conduct and resolves the case with a Student Conduct Administrator by agreeing to an appropriate disciplinary sanction. The Referred Party may not file an application to appeal.

II. Imposed Sanction

If the Referred Party does not wish to accept an appropriate sanction from the Student Conduct Administrator, but the preponderance of evidence standard has been met, a sanction will be imposed. A sanction may also be imposed if the student fails to attend a scheduled meeting with the Student Conduct Administrator. The Referred Party maintains the right to file an application to appeal.

Imposed sanctions may only be applied in cases where sanctions will not result in removal from residence, suspension or dismissal.
B. **Hearing before a Committee on Student Conduct**

When the Referred Party contests the referral (it is deemed there is not preponderance of evidence standard met) and/or is facing removal from residence, suspension or dismissal from the College, or at the discretion of the Student Conduct Administrator, a hearing will be scheduled. The Student Conduct Administrator may later serve as the Referring Party at a Student Conduct Hearing. The Dean of Students Office will make every effort to schedule hearings around students’ academic schedules only.

Hearings are conducted as follows:

I. Both the Referred Party and Referring Party:
   a. Receive written notice of a hearing date, time and place at least 5 calendar days in advance;
   b. Must represent themselves;
   c. May have one advisor present. The advisor may not address the Student Conduct Body but may speak privately with the advisee during the proceedings;
   d. Have the right to call witnesses who have *direct knowledge* of the incident;
   e. Hear the description of incident and conduct charges (the Referred Party will then make a plea to charges);
   f. Have the opportunity to make an opening statement;
   g. Have the opportunity to ask questions of each other and their witnesses;
   h. May be questioned by the Student Conduct Body;
   i. Have the opportunity to make a closing statement.

II. The Student Conduct System encourages student involvement in the conduct proceedings and relies on full and open discussion of cases with all parties concerned in order to render a fair judgment. The Student Conduct System is administrative in nature and, as such, is not considered a court of law where formal rules of process, procedure or technical rules of evidence apply. Referrals involving multiple students for the same incident will be resolved at one hearing.

III. Hearings are regarded as confidential and closed to all but the principals of the case, their witnesses, their advisor and the Office of Conflict Resolution & Civic Responsibility. Student Conduct Body Members in-training may observe.
IV. It shall be the responsibility of the Student Conduct Body to determine the relevancy of testimony and written evidence.

V. Should the Referred Party or Referring Party fail to appear for a scheduled hearing, a finding will be made based upon the information available and sanction(s) imposed, if appropriate.

VI. The primary function of any Student Conduct Body is to determine, using a preponderance standard, whether the Referred Party has violated the provisions of Community Standards of Conduct and if so, recommend an appropriate sanction.

VII. The Referred Party will be notified, in writing, of the final decision of the Student Conduct Body and of the right to appeal. Consistent with the provisions of the Family Rights and privacy Act (FERPA) regulations, and in cases involving sexual offenses or crimes of violence, both the Referred Party and the Referring Party will be notified of the final decision of the Student Conduct Body.

VIII. The Referred Party’s status at the College is not altered until the appeal decision is final. In certain cases, however, the Dean of Student’s may determine that the Referred Party’s presence is a threat to the College’s community and uphold the sanction imposed by the Student Conduct Body until the appeal is final.

C. Alternative Dispute Resolution

I. Mediation

Mediation is a voluntary process that requires the commitment of all parties. It is appropriate when a violation arises out of a dispute between students. It is generally reserved for first time and less serious violations. The goal is to reach a written agreement to resolve the dispute and to prevent it from reoccurring. The Student Conduct Administrator will retain a record of the mediation efforts and the mediation agreement. If the parties fail to live up to the agreed settlement, or if mediation attempts fail to reach an agreement, a referral will be processed.

Student Conduct Appeals

1. Introduction

An appeal is the process to request a review of the original student conduct outcome. The Referred Party has the right to submit one application for appeal. An appeal does not rehear a
student conduct case, but rather, determines if the conclusion reached in the original case is valid based on substantiation of a procedural error, new evidence, or the severity of the sanction.

Note: Student conduct cases that are resolved through Administrative Resolution: Sanction Agreement are not eligible for appeal.

2. Appeal Grounds

An application for appeal may only be filed on the grounds below and must meet at least one of the three standards to be considered for appeal.

   A. **Procedural Error:** Procedural error occurs when the policies outlined in Community Standards of Conduct are not followed, and as a result, the outcome of the case was significantly impacted. A procedural error and its impact on the case outcome must be clearly described in the appeal.

   B. **New Evidence:** This refers to new evidence that was unavailable during the original hearing or investigation that could significantly impact the original finding or sanction. A summary of the new evidence and its potential impact must be included. This does not include information available but not disclosed at the Student Conduct Hearing by choice (i.e., opting not to disclose information for any reason).

   C. **Sanction Severity:** A sanction imposed as a result of the original student conduct hearing that is significantly outside of the parameters of the Sanction Guidelines may be appealed. Evidence must show that the sanction is inappropriate based on the infraction, according to standard Sanction Guidelines.

3. Appeal Procedure

   A. An application for appeal must be submitted electronically within seven calendar days of receiving the decision letter via College e-mail. Instructions on how to file an application for appeal are provided in the decision letter. Applications for appeal may not be submitted by a third party.

   B. Applications for appeal are reviewed by the Dean of Students or his/her designee to determine if the appeal is timely AND meets the grounds for appeal. The original decision and sanction will stand if the appeal is not timely or does not meet the grounds for appeal, and the decision is final.
C. If the application is timely AND meets the grounds, the appeal will be reviewed based on the preponderance of evidence standard.

D. Appeal outcomes are determined based on the Referred Party’s approved written application for appeal and the rationale of the original Student Conduct Body.

E. Appeal findings shall be recommended to the Dean of Students or the Dean’s designee who will render a final decision. A written notification of the appeal decision will be made via College email. This decision is final.

5. Appeals of Cases Heard by the Committee on Student Conduct

Cases heard by the Committee on Student Conduct are subject to the “Student Conduct Appeals Procedure” described above in Section 3. Appeal findings shall recommend to the Dean of Students or its designee who will render a final decision.

Policies Concerning Students with Criminal Records

Rosemont College does not conduct background investigations on prospective students. If Rosemont College receives information concerning a prospective student’s criminal conduct, it is given appropriate consideration.

Currently enrolled students who are charged with and/or convicted of a criminal offense are subject to Rosemont’s student judicial system and the full range of disciplinary sanctions.

Social Networking Policy

Rosemont College (Rosemont) recognizes that social networks are both a means of communication and a part of relationships. However, as with all forms of communication, there are rules and guidelines that apply. To assist you, we have developed this social networking policy (the “Policy”), which covers all forms and manners of online social media and social networking. (For purposes of this Policy, the terms “social media” and “social networking” are synonymous.)

Below are some current examples of social networking activities. These are just a few examples. This Policy includes all forms of online expression, now existing or later developed.

Social networking sites: Facebook, MySpace, LinkedIn
Video and photo sharing web sites: Flickr, YouTube
Micro-blogging sites: Twitter, FourSquare
Weblogs or blogs: The Huffington Post, Mashable, TechCrunch
“Wikis” or other collaborative websites designed to enable anyone with access to contribute or modify content: Wikipedia, Digg
Online forums and discussion boards: Yahoo! Groups or Google Groups
Any other websites or software applications that allow individual users or entities to publish content on the internet

Social Networking Rules

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

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

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

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

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

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

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

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

**Social Networking Guidelines**

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

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

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

Follow the terms and conditions of any social media sites and software and hardware that you utilize, and familiarize yourself with their privacy settings so that you may control who can view the content you publish online.
People who either hide behind pseudonyms or create anonymous posts compromise the value of social networking. Identify yourself when posting in order to lend credibility to your online contributions.

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

Remember your audience and remember that your social networking activities may create a perception about Rosemont. Current and potential students, alumni, potential employers of students, peers and others may be able to view what you post online. Consider this point to ensure that your post will not alienate, harm or provoke any of these groups.

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

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

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

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

If you have any questions about this Policy, please contact the Dean of Students.

Violations of this Policy may result in discipline up to, and including, expulsion from Rosemont College.

**Withdrawal/Dismissal**

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

**Withdrawal Procedure - Dean of Students Office**

No student will be considered officially withdrawn as a student and eligible for appropriate refunds or deposits until the following withdrawal procedure has been completed; official medical withdrawal for a student must be initiated with the Dean of Students. All other withdrawals must be initiated by contacting the Director of the Student Academic Support Center.
All College identification and property must be returned before the withdrawal procedure is completed. In addition, resident students must undergo a full check-out procedure with an RA and have the Residence Director sign off before the procedure will be considered complete. Transcripts may be withheld if a student leaves without completing all of the required procedures and paperwork.

**Education Records/Family Educational Rights & Privacy Act**

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

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

Parents will be contacted if any of the following occur:
- Unusual or aberrant behavior by the student.
- Self-destructive acts or patterns of behavior which are physically or emotionally destructive to the student or other persons.
- Involvement with police leading to legal action.
- Medical emergencies or accidents on or off campus deemed life threatening.
- Major unmet financial obligations to the College beyond apparent resources.
- Alcohol or drug infraction of which the Dean of Students deems necessary to inform parents/guardians.
- A student is classified as a missing person.

**Section III: Academic Policies/Procedures**

**Academic Integrity**

Academic integrity is vital to the intellectual well-being of the Rosemont College community; it requires a spirit of scholarly cooperation, trust, and mutual respect. As such, instances of academic dishonesty, including any of the following, will not be tolerated:

1. Cheating on exams or other class assignments. Cheating may include using unauthorized sources of material during an examination or in the completion of an assignment. Such sources include but are not limited to: consulting another student or copying from another student with or without his/her knowledge, using notes or texts without the expressed
permission of the instructor; using cell phones or computers to access the internet or consult with another person during the exam without prior approval of the instructor; having someone take the examination in one’s place; gaining unauthorized prior knowledge of an examination.

2. Fabrication of information, data, or citations in any assignment. This includes making up or changing data, relying on someone else’s data, or citing sources that one has not actually consulted;

3. Multiple submissions of work by handing in, without prior approval of the course instructor, work that was originally undertaken to satisfy the requirements of another course at Rosemont.

4. Plagiarism: Plagiarism is incompatible with academic study and as such can be grounds for dismissal from Rosemont College. It can be defined as any misappropriation of another person’s work through the failure to appropriately and accurately acknowledge the extent of one’s reliance on or use of their words, ideas, data, arguments, or line of reasoning – even when such material has been paraphrased, summarized, or rearranged. Although plagiarism is more commonly seen in written work, it may also occur in oral presentations and other assignments. Plagiarism may include:
   a. “Bare Paraphrase” – using an almost identical text (one or more sentences, paragraphs or larger portions of text) with very slight changes and presenting this as one’s own words.
   b. Using purchased papers, papers downloaded from the internet, or ones from unacknowledged sources as one’s own.
   c. Using exact words or ideas of another as if they were one’s own. This includes reading directly from Internet sites during presentations.
   d. Submitting work done by another person (including commercial term paper writers) as one’s own.

Plagiarism is incompatible with academic study, is inexcusable in graduate work, and is grounds for dismissal. The faculty is committed to the development of its students as scholars and participants in the academic and professional community. Evaluation of students’ work is a means to foster this development. This evaluation process creates the implicit need for the student to acknowledge what is not original.

The Internet offers great opportunity for enhanced scholarly research. Students are warned, however, that they many not plagiarize material from this source and that they are obligated to use proper professional citations when making use of information from Internet sites.

All Faculty members suspecting plagiarism are strongly encouraged to submit the student’s work to www.turnitin.com.

**Procedures for Handling Violations of Rosemont’s Policy on Academic Integrity in the Undergraduate College**

Students who are accused of academic misconduct, be it cheating on an exam, fabrication of data, submitting one’s work to multiple classes, or by plagiarizing someone else’s work, will be
notified by the faculty member in who’s class the alleged violation occurred within five business days of the discovery of the alleged incident.

The faculty member and student are required to meet within ten working days of the discovery of the alleged incident to allow the student to present their side of the matter. The faculty member then has the option to accept the students work or to reject it. If the faculty member accepts the work he or she may apply normal grading criteria to it or choose to grade the work with a penalty that has been fully explained in advance to the student. If the faculty member chooses not to accept the work he or she may assign zero points to the assignment or a grade of “F” in the course. This decision is at the discretion of the faculty member and should be based on the severity of the offense. The faculty member is required to notify the Academic Dean of his/her decision in writing, and if the faculty member determines that the student violated Rosemont’s policy on Academic Integrity, he/she is to supply all supporting material to the Office of the Academic Dean. These materials are kept in the student’s file until three years after graduation or withdrawal from the College.

Confidentiality

It should be clearly understood that all parties involved (i.e. the student, faculty members, any witnesses called, members of the Committee on Academic Integrity and the Academic Dean) are bound by the highest standards of confidentiality. They may not discuss or share any information related to the matter with anyone not listed above. To do so, is in and of itself, a violation of academic integrity.

Appeal Process

If the student chooses to challenge the decision of the faculty member, he or she must notify the Academic Dean in writing within five business days of receiving the decision of the course instructor. At this time, the student may also submit a written summary of why he/she disagrees with the faculty member’s decision. The Academic Dean will then notify the Committee on Academic Integrity. All materials supporting the decision of the faculty member and the student’s case will be received in the Dean’s Office and forwarded onto the Committee on Academic Integrity. In addition, if the student has been found guilty of other violations of academic integrity, these documents will also be given to the Committee on Academic Integrity. They may choose to use documentation of other incidents of academic misconduct to their deliberations but they are not required to do so.

The committee on Academic Integrity is voted on by the faculty and consists of two faculty members from the Divisions excluding the instructor of the course where the alleged incident occurred. The Committee is chaired by one of the Divisions Chair. The Committee on Academic Integrity has the option to interview both the faculty member and the student as well as to call witnesses. The Committee has ten business days to deliberate and render their written decision. If the Committee on Academic Integrity finds that no violation has occurred then all records of the incident are expunged from the file of the student. If the Committee finds that the student was in violation of Rosemont’s policy on academic integrity it can support the faculty
member’s decision to assign either zero points to the assignment of a grade of “F” in the course. It can impose lesser penalty, requiring the faculty member to grade the assignment with grade penalty, or can recommend a stronger penalty that is imposed by the faculty member, including dismissal from the Undergraduate College. The latter action is generally reserved for severe breaches of integrity of in cases where the student has already been found guilty of other violations of the policy on Academic Integrity.

If the decision of the Committee on Academic Integrity is not acceptable to the student or the faculty member, either party may appeal to the Academic Dean within five business days of receiving the finding of the Committee. The Academic Dean has five business days to render a decision. The decision of the Dean is final and cannot be appealed.

**Cell Phone Policy**

In order to be able to receive campus-wide safety or weather alerts, cell phones may be left on vibrate only during class. Absent prior permission from the instructor, students may not acknowledge other messages or phone calls, nor may they send text messages during the class period.

**Grade Appeals**

**Grade Appeal Policy**

Students are advised that grade appeals based on the quality of the work are tough to substantiate. In addition to grades on papers, tests and quizzes, faculty may also factor attendance and class participation into grades. It is important, that the student wishing to appeal a grade have as much supporting evidence to present as possible.

**Informal Grade Appeal Process**

Students who did not get the grade they were expecting for a class should first calculate his/her grade based on the formula published in the course syllabi. If a discrepancy arises the student should make an appointment to meet with the instructor within ten (working) days of the start of the next semester. This is within the first two weeks of the spring semester for grades issued in the fall, and within two weeks of the start of the fall semester for grades issued in the spring. If a student is appealing a grade issued for a half-semester course meeting in the first half of the semester, the appeal must take place within ten days of receiving the course grade.

After meeting with the student, if the instructor agrees that the grade was calculated incorrectly, a *Change of Grade* form should be filed by the faculty member with the Registrar’s Office. If there is no discrepancy the faculty member should explain to the student why the grade issued is correct.

If a resolution cannot be reached, the appeal moves into the formal appeal process.
If a student requests a review of a grade issued by an adjunct instructor who is not teaching the next semester at the College the review will be led by the Discipline Coordinator or the Division Chair.

**Formal Grade Appeal Process**

A good faith effort to resolve any academic grievance between a student and faculty member must precede any formal action. Students’ appeals of grades of D+, D, D-, or F that cannot be resolved informally proceed directly to the formal appeal process. Students who wish to appeal a grade of C or higher must first present their case to the Academic Standards Committee.

**To Appeal Grades of C or Higher**

Students wishing to appeal a grade of C or higher that could not be resolved informally with the course instructor, must first submit their case in writing to the Academic Standards Committee within three weeks (15 working days) of the start of the semester after the semester in which they received the contested grade. The student’s request must contain a signed letter stating why they are appealing the grade along with all supporting materials. The Committee will contact the course instructor and ask for supporting materials the faculty member wishes to present. If the Committee decides the case has merit, the grade appeal will precede through the formal appeal process. If the committee decides the case does not have merit the appeal cannot precede. The decision of the Committee is final. The Committee will not comment on the appeal so as not to prejudice further actions. If a member of Academic Standards is involved in the grade appeal he/she must recuse themselves from participating in the Committee’s decision.

Appeal requests that are submitted to the Committee after the third week of the semester will not be considered.

To begin the formal appeal process, the student must submit a signed letter to the faculty member with a copy to the Academic Dean of the Undergraduate College within three weeks (15 working days) of the start of the semester after the semester in which the student received the contested grade stating why they wish to appeal the grade. The exception to this is for those appeals that must first be presented to Academic Standards. The student should submit all supporting materials to the Office of the Academic Dean. The Dean will ask the course instructor for all materials they have that document how the grade was calculated.

The Academic Dean will charge the respective Division Chair with reviewing all materials submitted and making a recommendation on the appeal within two weeks of receiving the appeal. If the decision of the Division Chair is not acceptable to either the student or the course instructor, they should contact the Academic Dean and request that the Committee of Division Chairs review the case. The Division Chairs can ask for materials other than those initially submitted by either the student or the faculty member if they believe they are necessary to a fair decision. They are also encouraged to meet with the student and faculty member. The decisions of the Chairs will be stated in writing, addressed to the student and a copy sent to the course instructor.
If the decision of the Division Chairs is not acceptable to either the student or the course instructor, they may request that the Academic Dean review all materials and render a decision. The decision of the Dean is final and binding; there is no further appeal at this point.

If the course instructor is the Division Chair, the Dean will consult with the student and the course instructor to determine who the Dean will appoint to replace the Chair.

The right to proceed at each step or to stop this process is the prerogative of the student. If the student withdraws the grievance, all records pertaining to the case will be expunged.

If at any point in this process the student is uncertain how to move this case forward, the student is advised to consult with his/her academic mentor.

**Leave of Absence**

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

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

Students must keep the Registrar’s office apprised of his/her mailing address and must meet the College’s deadlines for registration, housing reservations, financial aid applications, etc. for the semester or term in which they plan to return. Students on leave are responsible for all arrangements with these offices on campus. Undergraduate College students should be aware that financial aid, scholarships and housing do not automatically carry over. Students are also
asked to give the appropriate Dean’s Office one month’s notice that they will re-enroll so they have access to registration materials.

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

(Academic) Withdrawal from the College

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

Appendices A

Large Event Approval Form

Please note:
• Submitting a complete form in no way protects students from liability under Pennsylvania State criminal or civil law.
• If an injury results which may have been related to alcohol ingestion, any student who was involved in providing the alcohol may be the subject of civil litigation, with no cap on money damages that may be awarded.
• Students are also reminded that the illegal possession, use, sale, or distribution of drugs is a violation of both the law and College policy. Illegal drugs are not permitted at parties or anywhere else on campus.
• Party incidents involving a threat to the lives or safety of individuals (for example, an alcohol poisoning or a drug overdose) or damage to College or private property shall be investigated directly by College officials and may result in a meeting with the Dean of Students and/or the Director of Public Safety.
• Sanctions may include, but are not limited to, one or more of the following: revocation of hosting privileges; campus community service; sessions with the Director of RADAR or other appropriate member of the Dean of Students staff; suspension from College housing separation or exclusion from the College.

Under PA state law, persons commit crimes if they:
• Are under 21 years of age and purchase, consume, possess, or transport alcoholic beverages.
• Sell or furnish alcohol to minors.
• Are minors and misrepresent their ages in order to purchase alcoholic beverages.
• Induce a minor to purchase alcoholic beverages.
• Willfully misrepresent a minor as being of age in order to purchase alcoholic beverages.
• Drive under the influence of drugs or alcohol.
• Illicitly manufacture, sell, deliver or possess controlled substances.

Sanctions for committing one of the above crimes on campus are fully referenced in the Student Handbook and include possible disciplinary sanctions, disciplinary probation, fine, termination of housing or suspension from the institution, and/or criminal prosecution.

The role of Public Safety is to assist the hosts and servers in throwing a successful and safe event on campus. Public Safety has the authority to terminate any party at which, in its judgment, individuals are violating the laws referenced above or are posing a threat to the safety of any attendee.

Please select the type of function: μ WET μ DRY
If this is a WET party, please note that the ONLY form of alcohol approved for a function is beer OR wine. Common source containers (other than kegs) are not permitted.

Please select the Level of Function:

μ Level 1
30-60 guests expected
2 hosts, 1 server must be present at all times

μ Level 2
61-100 guests expected
2 hosts, 2 servers must be present at all times
Students throwing Level 2 functions are required to contact Public Safety at least three weeks prior due to administrative staffing requirements.

μ Level 3
101+ guests expected
3 hosts, 3 servers must be present at all times
Hosts wishing to have a Level 3 function must meet with Student Activities and Public Safety three weeks prior to event to determine needs

Guest list and wristbands are required for all Rosemont College guests to enter a student organization function.

Please note:
• Dry parties must fulfill all requirements of selected party level except for servers.
• If the function is dry and you plan to advertise the event, please attach copies of any advertising you plan to distribute. Advertising for this event cannot begin until the event is approved. Advertising off campus is NOT permitted for functions at which alcohol is present.

Party Hosts:
• At least 2 hosts are required for any party.
• One party host must be 21 years-old if alcohol will be served.

The following certifies that the host group has met with all required offices in gaining approval for their event. This form must be returned to the Office of Student Activities, completed within 10 days of the event.

By signing this form, the responsible party acknowledges that they have read and understand all regulations stipulated on the Party Guidelines form.

<table>
<thead>
<tr>
<th>Host Group Name</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Party</td>
<td>Event Name</td>
</tr>
</tbody>
</table>
Contact Number  Start/End Time

Signature  Location

Estimated number of guests:

Will this event be advertised off campus:  μ  YES  μ  NO

_College ID and Government issued ID are required for all guests at an event._

Location: Please check off the approved colleges that your organization will advertise at for the approved function on Rosemont’s campus.

List of approved off campus locations for posting:

μ Villanova University  μ Immaculata University
μ Bryn Mawr College  μ Temple University
μ Cabrini College  μ St. Joseph’s University
μ Eastern University  μ Haverford College

Responsible group representative (two names are required for 50 or more guests):

<table>
<thead>
<tr>
<th>Representative 1 (please print)</th>
<th>Representative 2 (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>Phone number</td>
</tr>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE USE ONLY**

<table>
<thead>
<tr>
<th>Director of Leadership &amp; Engagement Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean of Students Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendices B:

Event Registration Form

The Event Registration Form is required for all student events taking place on campus. Forms must be submitted at least 14 days prior to the event, but more advance notice of the event is always beneficial. This information will be used to communicate with the primary contact about the event and ensure that the event does not conflict with other programs already taking place on campus.

Full Name

Student organization you are representing

Phone

Email

Name of Proposed Event

Event Date | Time | Location

Purpose of Event (brief description and explanation of goals of your program):

Funding Sources (how will you pay for the event?):
Event Checklist
Each area must either have a check mark that the activity has been completed or N/A marked beside it to note that it is not applicable to your event. Failure to review and mark each area below may result in a delayed response regarding whether or not your event is approved. Contact the Office of Student Activities at x2425 if you have questions about any items on this checklist or how to complete them.

- Reserve Space. Fill out the Reservation Form and click on the submit button. Once I receive the reservation, you will receive an email requesting the Event Registration Form to be completed and returned to the Director of Student Activities. Once approved, your Reservation Form will be sent to the Community Relations Assistant to confirm the venue is available. All work orders and media requests will need to be placed by the organization’s advisor.

- Contact Public Safety regarding parking, security for your event, etc. (x2554)

- Publicity- how will you publicize your event? Be sure to get posters approved in the Office of Student Activities before being stamped in the Office of Student Life BEFORE making copies of them or hanging them around campus.

- Organize volunteers to help with planning, setting up, running and cleaning up event.

- Get a cash box-if you are charging admission, you may retrieve a cash box in the Club Room. The box must be picked up before 4 p.m. the day of the event (if held during the week) or by Friday afternoon (if being held on a weekend) and must be returned the next business day by 10 a.m. The Office of Student Activities DOES NOT provide the cash for the cash box-this must be provided by the sponsoring organization.

- Petty Cash can be acquired through the Student Government Association (x2421) in Alumnae Hall.

- Pick up Policy Signage and wristbands from the Office of Student Activities. The items must be picked up before 4 p.m. the day of the event (if held during the week) or by Friday afternoon (if being held on a weekend) and must be returned the next business day by 10 a.m. Please note: Any event approved with alcohol the Director of Student Activities will have the wristbands at the check-in table.

- Complete a review and evaluation of the event once it is over to see how you can improve your efforts for the next event.

- For events where a prominent public official or figure will be hosted by a student group, a representative from the organization and the advisor of the organization must meet with the Director of Student Activities at least 2 weeks prior to the event or the event will not be approved.

ADVISOR INFORMATION
As the advisor for this organization, I know that this event is being hosted by the organization which I advise. I will be present for the event, or the Director of Student Activities, and will work with the organization to ensure that they are fully prepared to implement this program.

For programs where an outside speaker/agency is contracted to speak/perform, the advisor (or a designated Rosemont College official, i.e. faculty or staff member) must be in attendance for the duration of the event.

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**Appendices C**

**Venue Reservation Form and Guidelines**

Any Student Group or parties reserving a venue on campus will have to comply with certain rules and regulations. If the group reserving a venue on campus does not comply, they will be subject to the revocation of reservation privileges. Please read the following criteria carefully.

1. They will have to obtain and sign a copy of this policy statement, which can be found on the College website. This signed copy must be presented to the Office of Student Activities at least 14 days before the start of any program. We will require a contact name and number upon reservation.

2. They will be responsible for set up and clean-up of the event. The venue must be returned to the way it was before the event began, NO EXCEPTIONS. This will be done immediately following the event. If requested, a diagram of the venue 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. If the venue is not cleaned to housekeeping standards, the group will be charged $35.

3. The Group/Students will assume full responsibility for any items damaged or stolen during the event.

4. The group/student reserving the venue will meet with the Director of Student Activities (DSA) prior to the event. They will provide details on the event including set up and clean up. The meeting shall take place no less than 7 days prior to the event.

5. No food, drink, or other items from the event may be left in the venue. 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 approval has been received from the Dean of Students and the DSA.
6. If the Group/Student is expecting outside guests for the event or attendance of 30 or more people, they may have to conform to the Large Event Guidelines (the DSA will make this determination). Also, if the group/student is using the venue after 10 p.m., they must get permission from the Office of Student Activities prior to the event.

7. Public Safety must be notified to close and lock the venue.

*Please Note: If the group/student does not comply with this regulation, they will lose their reservation privileges for three months. If a second violation occurs, they will indefinitely lose the privilege to reserve any space on campus for the academic year. ALL of these stipulations apply to all venues on campus that are open to reservation.*

I have read and understand the Reservation Policy. I hereby promise to abide by all regulations stated.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td>Date of Event</td>
</tr>
<tr>
<td>Organization</td>
<td>Start/End Time</td>
</tr>
<tr>
<td>Campus Phone</td>
<td>Venue Requesting</td>
</tr>
</tbody>
</table>