

2016

2017

STUDENT HANDBOOK



**The University
of the Arts**

uarts.edu

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SECTION 1

THE UNIVERSITY OF THE ARTS

MISSION STATEMENT

The arts have the power to transform society. They play an essential role in ensuring and enhancing the quality of life. The University of the Arts is committed to inspiring, educating and preparing innovative artists and creative leaders for the arts of the 21st century.

PURPOSE

The University of the Arts is devoted exclusively to education and training in the arts. Within this community of artists the process of learning engages, refines, and articulates all of our creative capabilities. Our institution was among the first to contribute to the formation of an American tradition in arts education. We continue to develop interpreters and innovators who influence our dynamic culture.

The University:

- Educates and professionally trains artists in the visual and performing arts, in design, in media, and in writing;
- Grants graduate and undergraduate degrees, diplomas, and certificates in the arts;
- Provides educational programs centered in the arts to multiple populations;
- Encourages relationships among the arts;
- Promotes high standards in creativity and scholarship;
- Prepares artists who will contribute responsibly to our culture;
- Challenges students to think critically, joining knowledge and skill to their individual creative vision;
- Anticipates and cultivates new art forms as they emerge.

We serve the community in which we reside, the professions for which we prepare new members and, ultimately, the society whose culture we both sustain and advance. The University's goal is to direct each student's quest for creative self-expression toward a productive role in society. Our programs develop the student's talent, aesthetic sensibility, conceptual and perceptual acumen, cultural awareness, and professional expertise. The curricula integrate specific knowledge and skills needed for technical mastery of the various arts disciplines with a significant examination of conceptual and humanistic studies.

To this end, the University must gather and retain a distinguished teaching faculty offering a breadth of professional expertise. Their scholarly work and artistic exploration have national and international consequences for the institution. Our educational programs seek to stimulate and influence not only our students but the very disciplines that we teach.

NON-DISCRIMINATION POLICY

The University of the Arts is committed to maintaining an environment in which students, faculty, and staff may pursue academic, artistic, and professional excellence. This environment can be secured only through mutual respect and unconstrained academic and professional interchange among faculty, staff, and students. Under the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, other state and federal laws, and University of the Arts policy, the faculty, staff, and students of the University are entitled to participate in and obtain the benefits of University programs, activities, and employment without being without regard to race, color, age, gender, gender identity/expression, religion, national origin, sexual orientation, ethnic background, or disability.

The University also strictly prohibits any form of retaliation or reprisal against anyone reporting allegations of harassment or discrimination, or cooperating in an investigation of such a report. Such retaliation shall be considered a serious violation of the University's nondiscrimination policy and shall be punishable by discipline up to and including termination, regardless of whether the charge of discrimination is substantiated. However, if an employee, student, or faculty member is found to have intentionally lied about a claim of discrimination, or brought a claim in bad faith, knowing that the allegation of discrimination is false, then that employee, student, or faculty member may be subject to discipline or expulsion.

Examples of prohibited retaliation include: threatening reprisals against the person who complained or cooperated in an investigation; unfairly changing a person's evaluations, assignments, grades, or working conditions; or otherwise continuing any harassment or discrimination against such person.

The University of the Arts gives equal consideration to all applicants for admission and financial aid, and conducts all educational programs, activities, and employment practices without regard to race, color, age, gender, gender identity/expression, religion, national origin, sexual orientation, ethnic background, or disability. Faculty staff should direct inquiries regarding this policy and its application to the Associate Vice President for Human Resources at (215) 717-6365. Students and applicants should direct inquiries to the Office of Student Affairs, at (215) 717-6617.

SECTION 2

STUDENT AFFAIRS AND SERVICES

Rick Longo
Vice President for Enrollment Management & Student Affairs
Telephone: 215-717- 6618
ricklongo@uarts.edu
Hamilton Hall
320 S. Broad Street, Room 170

Josh Stern
Assistant Vice President for Student Services
(Counseling Center, Health Services, Residence Life, Student Life, Student Activities, Student Conduct)
Telephone: 215-717-6972
jostern@uarts.edu
Gershman Hall
401 South Broad Street, Suite 311

Dr. Maria de Santis
Assistant Vice President for Academic Support Services
(Advising Center, Career Services, Educational Accessibility, International Student Programs)
Telephone: 215-717-6607
mdesantis@uarts.edu
Gershman Hall
401 South Broad Street, Suite 311

The Division of Student Affairs values and supports the unique, transformative educational experience of the University of the Arts. We advocate for and provide a holistic approach to every student with programs and services that foster their intellectual, physical, social, and emotional well-being.

We are committed to the values of integrity, diversity, community, collaboration, and inclusiveness. We support students' total educational experience: their transitions into and out of the university, their creative process, and their professional lives.

With an ethic of care throughout all student affairs departments, we endeavor to help students...

1. Develop realistic expectations of the unique UArts experience, college-level learning and art-making in an urban environment;
2. Foster connections with one another and with others within the campus community;
3. Become fully aware of campus resources;
4. Develop critical thinking skills;
5. Learn to lead healthy lives;
6. Learn to advocate for themselves and become independent adults;
7. Develop an appreciation for those different from themselves;
8. Understand and build connections between their intellectual, artistic and personal lives;
9. Develop personal and professional goals and an effective post-graduate plan.

ADVISING CENTER

C. Blanca Gonzalez, Director
Georgia Veneziano, Administrator
Telephone: 215-717-6818
advising@uarts.edu
tutoring@uarts.edu
Gershman Hall, Suite 200

The Advising Center provides academic advising, tutoring and other programs and resources to help students succeed academically at the University. Students will receive guidance from faculty advisors in their programs and by staff advisors in the Advising Center throughout their UArts experience, academic advisors in the Center can help students make a successful transition to college and explore academic options, including major, minors, internships, and concentrations, and to plan for graduation.

Tutoring is available at no charge to all students to supplement their classroom and studio instruction. Tutors can help students to improve their skills in reading, writing, ESL, and other academic and studio areas, including successful classroom strategies and study habits. Students may schedule appointments for advising or tutoring by calling, emailing, or visiting the Center.

The Advising Center also offers specialized services and conducts targeted outreach to students who are academically at-risk or on academic probation. In coordination with International Student Programs, the Center provides comprehensive ESL tutoring and academic support to students for whom English is a second language. Students with documented disabilities or learning differences may also be referred to the Center for academic support.

ACADEMIC ACHIEVEMENT PROGRAM

Telephone: 215-717-6818

aap@uarts.edu

Gershman Hall, Suite 200

The Academic Achievement Program serves talented student artists, designers and performers at the University of the Arts. Our programs and specialized support services will enhance students' academic and artistic achievement, advance their progress toward degree, and sustain their professional careers. Students admitted to the University of the Arts are invited to participate in the Academic Achievement Program (AAP) if they would benefit from additional assistance in meeting academic or cultural challenges that might otherwise limit their success.

CAREER SERVICES

Elisa Seeherman, Director

Julie Woodard, Internship and Career Advisor

Telephone: 215-717-6075

careerservices@uarts.edu

Gershman Hall

401 South Broad Street, Suite 312

The Career Services Office is committed to supporting the education and professional training of artists in the visual and performing arts, design, media and writing. We offer comprehensive advising to students and alumni that assists them in building career development skills and provides access to professional opportunities and job market information. We are dedicated to supporting the multi-career life of the artist by offering personalized assistance that reflects the goals of each individual while also addressing the unique realities of establishing and maintaining a career in the creative economy.

Assistance is available for those seeking any kind of position, including internships, part-time jobs, summer jobs, freelance projects, auditions, and full-time career positions, as well as community service opportunities. Career Services can also assist students and alumni interested in pursuing fellowships, scholarships, grants, and contests, as well as those considering graduate school and alternative post-graduation options. Appointments can be scheduled using an online system at uarts.edu/careerappointment.

Specific services include career counseling, assistance with resume and cover letter writing, coaching on interview techniques and job search skills, and guidance in navigating the arts community of Philadelphia. Students and alumni can access *UArtsCareers*, a comprehensive online system offering listings of opportunities, at uartscareers.com. Students and alumni can also store and distribute online resumes and digital portfolios through this system. The Career Services web site offers additional guidance, including information on job search strategies, interview techniques, career development, and links to valuable internet career resources. The staff in Career Services organizes an annual career fair and periodic professional development workshops.

COUNSELING CENTER

Abe Zubarev, Director of Counseling

UArts Counseling Center

Phone: [215-717-6630](tel:215-717-6630)

azubarev@uarts.edu

Gershman Hall, Suite 307

401 South Broad Street

UArts is an amazing community of artists, musicians, dancers, singers, actors, creative writers, and filmmakers. Please know that the UArts Counseling Center is here to help support you in your journey of artistic and creative discovery.

At the UArts Counseling Center we provide individual counseling, groups, outreach training and workshops to promote the wellbeing of our students. We also offer consultation to faculty and staff pertaining to mental health concerns, referral to community supports for longer-term treatment, and help with addressing crisis and emergency situations. We are dedicated to assisting UArts students who may experience everything from homesickness and academic stress to depression and anxiety during their college years.

UArts Counseling Center is a safe and caring space where services are free and confidential. Our message is simple: *All students are welcome. Counseling is for everyone, there is no shame in seeking help.*

For more information, please visit the UArts Counseling Center website: uarts.edu/counseling

Walk-In Hours without appointment: M-F 11-1pm

DINING SERVICES

Al Marter, Director
Telephone: 215-717-6664

amarter@uarts.edu

Gershman Hall

401 South Broad Street, Room 401

The University of the Arts offers dining services for all students through a partnership with Parkhurst, a leader in providing award-winning food service management to colleges, universities, businesses and special venues. All new students who live on campus in one of our four residence halls are automatically enrolled in, and required to purchase, the 19-meals-per-week plan (\$5,358 per year) during the time in which they reside in on-campus housing. All returning students who live on campus are automatically enrolled in the platinum plan, but have the option of enrolling in the gold plan instead, if they so desire. All students not living in our residence halls – commuters, full and part-time, graduate and undergraduate – are invited to select a meal plan online at myuarts.uarts.edu/mealplan.

- Platinum - 19 meals per week at \$5,358 per year
- Gold - 14 meals per week at \$4,642 per year
- Silver - 10 meals per week at \$3,572 per year
- Bronze - 5 meals per week at \$2,016 per year

Online enrollment is open through August 30, 2016. Since availability of some plans may be limited, early registration is recommended. Students wishing to amend or enroll in a meal plan after August 30 may do so up until September 12, 2016, by going to the Office of Student Affairs, located on the third floor of Gershman Hall. No changes to meal plans may be made after September 12, 2016.

Students with special dietary needs or other questions can visit the website at uarts.edu/dining or email Dining Services at diningservices@uarts.edu.

EDUCATIONAL ACCESSIBILITY

Dr. David J. Thomas, Educational Accessibility Advisor

Telephone: 215-717-6616

djthomas@uarts.edu

1500 Pine Street, Suite 103

Within this community of artists, the process of learning engages, refines, and articulates all of our creative capabilities; the Office of Educational Accessibility is here to assist students with disabilities in the pursuit of their personal, creative, artistic, and educational objectives. The Office of Educational Accessibility strives to coordinate services and accommodations that will enable students to act as independently as possible in a supportive atmosphere that promotes self-reliance and self-discovery.

The mission of the Office of Educational Accessibility is to enable student artists to succeed, creatively and personally, at the University of the Arts and beyond by removing barriers and promoting acceptance and accessibility. Assurance of educational accessibility and opportunity rests upon the legal foundations laid out in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students seeking accommodations and services through Educational Accessibility are expected to self-advocate and disclose fully the nature of their disability. Federal regulations require that students provide appropriate documentation of a disability which substantially limits one or more major life activities before accommodations can be made. Accommodations are tailored to the specific needs of each individual student in order to maximize their potential and will, therefore, differ from student to student.

While disclosure of a disability is voluntary, students are highly encouraged to notify the office of their intent to disclose using the form available here: UArts.edu/accessibility. Disclosing as early in their UArts career as possible can aid students in achieving the highest levels of success. The Educational Accessibility Advisor is available for regular appointments as well as drop in consultation on issues related to your experience at the University of the Arts.

HEALTH SERVICES

Suzanne Scott, Director
Telephone: 215-717-6230
Fax: 215-717-6237
healthservices@uarts.edu
sscott@uarts.edu

Gershman Hall 401 South Broad Street, Suite 306

Good health during college is an essential part of being a successful student artist. In order to provide medical support for students, the Director of Health Services oversees an office Monday through Friday dedicated exclusively to student health. The office renders first aid, treats minor illnesses, provides wellness/disease prevention counseling and refers students to other professionals within the local area. In addition to on-campus services, Jefferson Family Medicine Associates, located a few blocks from the University, provides medical services free of charge for UArts students with a referral from the UArts Health Services office.

The University of the Arts requires that all students have health insurance while enrolled in six or more credit hours. Since costs of specialists, X-rays, laboratory work, ambulance service and emergency room visits are not covered by UArts Health Services or JFMA, it is essential that a student's health insurance policy cover these specific expenses. All students are required to provide health insurance information, whether the student has private health insurance or plans to enroll with Academic Health Plans (AHP). This should be done on-line at myuarts.uarts.edu/ahpins. Students who do not provide proof that they are currently enrolled in an insurance program by the start of the academic year will be automatically enrolled in (AHP) Student Health Insurance and are responsible for the annual insurance fee. It is the students' responsibility to complete the on-line form to ensure that they are covered either through private insurance or through the University sponsored health insurance plan.

For more information about the University sponsored health insurance plan to, please access the following link: uarts.myahpcare.com. To enter the required health insurance information go to: myuarts.uarts.edu/ahpins

The Commonwealth of Pennsylvania requires that all colleges and universities screen first-time students for immunizations. Therefore, entering students must schedule a physical exam, have a physician fill out the University of the Arts Health Form, and return it to the Health Services office by August 1, 2016. Health forms will be considered incomplete without an up to date immunization record. Failure to submit immunization records may restrict your ability to attend classes.

Students living in University housing are also required by Pennsylvania law to fill out a Meningitis Waiver Form. The University is not able to allow students to move into University housing without proper health information filed with Health Services.

Downloadable versions of the Health Information form and Meningitis Waiver can be found at: uarts.edu/students/student-health-documents.

In addition to the above, Health Services is pleased to provide students with special services such as free and confidential HIV testing during the school year and the annual Health and Wellness Fair in the spring. The latter hosts 35+ local health-oriented vendors and businesses and is free to all UArts students. Students who wish to remain up-to-date on these offerings are encouraged to follow UArts Health Services at facebook.com/uartshealthservices.

Students who have additional questions about Health Services or the insurance policies are advised to read the Health Services FAQ page at uarts.edu/students/health-services-faq.

INTERNATIONAL STUDENT PROGRAMS

Mara Flamm, Director
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mflamm@uarts.edu
Gershman Hall
401 South Broad Street, Room 412

Melanie Boston, ESL Coordinator
Telephone: 215-717-6822
mboston@uarts.edu
Gershman Hall, Room 401

April Read
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aread@uarts.edu
Gershman Hall, Room 412

International Student Programs assists all students from abroad as they adjust to living and studying in the U.S.A. In addition to serving as liaison for students from abroad, the Director of International Student Programs assists students in securing necessary services provided by other departments of the University. Special programs designed to help international students include special Orientation sessions, ESL tutoring, Immigration Service advisement, and the Global Exchange Network, an ISP and student-run organization committed to creating supportive and innovative programming for international students. The Global Exchange Network also facilitates cultural programming for the entire university student body with the aims of cultivating cross-cultural relationships and increasing university-wide exposure to global arts and international issues.

The Office of Student Life makes special efforts to consider the needs of international students living on campus and provides information and guidance regarding off-campus options.

All international students should take special note of the University's requirement that they maintain or secure appropriate medical insurance coverage, either through their family or through the medical insurance plan offered through the University. The ESL Coordinator supervises the initial placement and registration of ESL students, coordinates academic support for students enrolled in the ESL curriculum, and monitors student progress through the ESL and Liberal Arts curricula.

English as a Second Language Institute (ESLI)

The International Student Programs also coordinates the English as a Second Language Institute (ESLI) to prepare international students for whom English is a second language for college or graduate level studies in the U.S. Classes are offered and meet on the UArts campus five days a week for five hours daily. The ESL Institute provides instruction in English grammar, conversation and college-level reading and writing, with a focus on art, design and the performing arts.

Weekly studio art and music classes will prepare students for their degree programs at UArts, including practice in communication strategies for studio and performance environments, critiques and juries. Field trips, social activities and participation in UArts' cultural events will immerse students in the contemporary arts culture at the University and in Philadelphia.

PUBLIC SAFETY

Jeanette Brown, Director
Telephone: 215-717-6827
Emergency: 215-717-6666

jebrown@uarts.edu

1228 Spruce Street, Mezzanine Level

The University posts security personnel in all of its buildings to provide 24-hour protection. Every semester, identification cards are issued for all students, faculty, and employees and validated by the Office of Student Financial Services. Public Safety Officers may deny access to University facilities for anyone not carrying a validated identification card. Spot-checking of identification cards occurs throughout the day. Complete identification checking occurs each weekday from 7 p.m. until 8 a.m.; after 12 noon on Saturday until 8 a.m. on Monday; and when classes are not in session. The general campus area is patrolled on a regular basis.

Public Safety also provides programs to develop student awareness of safety and security concerns in an effort to diminish exposure to loss. The Public Safety Department administers the University Safety Program to ensure the safety of all students, faculty, and staff. In the event of a family emergency about which it is necessary to contact students at the University, parents or guardians should call 215-717-6617 during business hours or at 215-717-6666. Security personnel will take the necessary information, contact the appropriate offices to locate the student, and deliver the message.

ID Cards

At registration, the Office of Student Financial Services issues and validates identification cards to students who have fulfilled all financial obligations to the University. Students, whose ID Cards that have not been validated by SFS after the Add/Drop period, will be documented by Public Safety staff and referred for disciplinary action.

Student ID cards allow students to gain access to all buildings and facilities and to procure services and privileges available at the University. In addition, ID cards may be used for admission to performances and exhibitions at the University and to qualify for discounts at many locations throughout Philadelphia.

If during the course of the year you should lose your ID Card, contact Student Financial Services immediately. Replacement ID cards cost \$35, which can be charged to the student's account if the student does not have the necessary funds available at the time of replacement.

Lost and Found

Items either lost or found may be turned in to the Office of Student Affairs, Gershman Hall, Room 311.

STUDENT LIFE

Sara Kupferer, Director & Deputy Title IX Coordinator
Telephone: 215-717-6627
skupferer@uarts.edu
Gershman Hall
401 South Broad Street, Suite 309

RESIDENCE LIFE

The University of the Arts has made a strong commitment to providing a supportive living and learning environment. The University has four residence halls on campus. All residence halls are furnished and have a separate bathroom in each apartment; some also have full kitchens or microfridge units. Each building has laundry facilities and 24-hour security and maintenance. Smoking and alcohol are prohibited on all UArts property; therefore, all residence halls are “smoke free” and “alcohol free”.

Each residence hall has a professional live-in staff member, the Coordinator/Hall Director (HD), as well as undergraduate live-in staff members, Resident Assistants (RAs). RAs are trained in community development, peer advising and crisis intervention to assist students in their adjustment to college and life in the city. Together, the HD and RAs strive to develop a community that fosters an experience of student learning and engagement.

By signing an agreement and/or accepting a key and occupying a room, residents agree to abide by the standards listed in the *Housing Agreement* and *Residential Living Handbook*. Failure to abide by the *Housing Agreement* and the *Residential Living Handbook* will result in students being referred to the University’s conduct review system for violation of the Student Code of Conduct. (See Section 3: Residential Policies and Section 8: Student Code of Conduct). Students who live on campus are required to participate in the University Dining Plan.

Students will receive housing information outlining facilities and accommodations after they are admitted to the University. All new students are guaranteed housing if their housing deposits are received by May 1. On-campus housing for students after their first year will be determined through the Housing Selection Process.

The Office of Student Life assists students in finding off-campus accommodations through its off-campus housing programs that support both the student and the neighborhood, and are consistent with policies as outlined in this Handbook. Early inquiries regarding this information are strongly recommended. Services include an Off-Campus Housing Guide, seminars and a depository of private off-campus housing listings.

STUDENT ACTIVITIES

The Office of Student Life sponsors a variety of activities to complement the academic programs including the University New Student Orientation program, YouArts Extended Orientation, Open Mic Nights, and social programming. Other annual events include Voter Registration Drives, Grocery BINGO, Thanksgiving Dinner, Masquerade Ball, and the UArts Late Night Breakfast.

Students play a major role in determining the character of student life programs. There are many opportunities for involvement and leadership. SOCA (Students of Creative Action) helps develop, plan, and implement changes that benefit the student body. The University community welcomes and encourages students to join this organization, which acts as the voice of the student body in the University governance system.

Student clubs and organizations also contribute to campus activities and students are encouraged to investigate the opportunities these groups have to offer. To learn about all clubs, organizations, the emerging leaders program and so much more, go to uarts.edu/students/student-organizations. There are also opportunities to start new organizations to fit your needs. To encourage participation in sports and physical fitness, the University offers reduced cost memberships at a local fitness center (12th Street Gym) along with events organized by students involved in intramurals.

For more information about any of these opportunities, contact the Office of Student Life.

Facebook: [facebook.com/UArtsOSL](https://www.facebook.com/UArtsOSL)

Twitter: @UArts_OSL

Instagram: UArts_OSL

SECTION 3

RESIDENTIAL LIVING POLICIES

All of the policies and codes outlined in the Campus Policies (Section 7) and Code of Conduct (Section 8) sections outline the standards and behaviors expected of all University of the Arts students. There are additional standards and policies that apply to students living on-campus in University housing. The policies described below are not meant to serve as a comprehensive list and are subject to review and modification by the Director of Student Life, as deemed necessary for the safety and security of the community. For more information regarding residential living, please refer to the Student Life website at uarts.edu/studentlife.

ANIMALS

Pets of any kind are not permitted in the residence halls, except for fish. The maximum size for an aquarium is 15 gallons. Failure to abide by the above restriction will result in a \$25.00 fine for each day the pet remains in the residence hall. Students requesting exceptions to this policy under the auspices of the Americans with Disabilities Act (ADA), must do so through the Office of Educational Accessibility (see Section 2 of this Handbook for contact information). Animals, live or dead, may not be used in pranks or otherwise for amusement or ceremony. Use of animal materials, bi-products or bodily fluids are prohibited in the Residence Halls.

ART PROJECT AND SUPPLIES

All residents are expected to exercise caution when completing art projects or collecting materials to complete projects while in the residence halls. Paint should be used in an appropriate manner and in well-ventilated areas, including but not limited to; studios and designated classroom spaces. Students are not permitted to use paint, including spray paint on any balconies or in stairwells. Students may not use spray paint in their rooms or in lounge space. Students may not store hazardous or unsafe materials in their residence hall room. Drug or alcohol paraphernalia used as a prop or as part of an art project will be documented as per the UArts Code of Conduct outlined in Section 9 of this Handbook.

BAG CHECKS

All residents and guests may be asked to open their bags by Public Safety Officers and Student Life Staff if circumstances warrant. Residents or guests who are non-compliant with bag check requests may not be permitted to enter the building and/or be subject to disciplinary action.

BED BUG POLICY

The Office of Student Life and the Facilities Department are committed to a timely and effective response to any residents who suspect they may have bed bugs. For the safety and health of our campus community, please note the following guidelines in suspected bed bug findings:

1. Contact Emergency Maintenance at 215-717-6611 or go to the Public Safety Office in your residence hall and ask them to contact Emergency Maintenance.
2. Facilities will contact the exterminator to inspect the apartment in question. Students may not, at any time, deny the facilities department access to any part of the living space.
3. If the exterminator finds evidence of bedbugs are present in the apartment, the Office of Student Life in conjunction with Facilities will provide the resident(s) in the affected apartment with a list of instructions that must be completed, in addition to the treatment that will be provided by the exterminator.
4. The office will not cover the cost of anything a student wishes to dry clean or have laundered by an outside vendor. UArts is not responsible for personal property that may be damaged due to bed bugs. Only the University's exterminator can confirm or deny the presence of bed bugs – NOT student health services or any outside person.
5. Bed bugs have the potential to provide serious community disruption to health and safety, and all students are expected to comply with all instructions given to them within 24 hours of bed bug confirmation. Failure to do so will result in a conduct code violation.

BEHAVIORAL AGREEMENTS

Residents may be required to adhere to behavioral agreements should circumstances warrant such an agreement. Behavioral agreements are developed by the Resident Assistant, Coordinator/HD (HD), the Director of Student Life and/or or Assistant Vice President for Student Services, based on the nature of the concern. These agreements may require students to meet regularly with staff members in the Division of Student Affairs and/or follow behavioral expectations while living in residence. Failure to adhere to the terms of the agreement may result in the termination of the housing contract without refund.

CONFISCATION

The Office of Student Life reserves the right to remove any item(s) that are either prohibited by university policy or compromises student health or safety from the residential facilities, including students' apartments. Residents will be held accountable through the conduct process and the item in question may or may not be returned to the student.

CONSOLIDATION PERIOD

In the event that University housing is not at capacity, the University may require students to consolidate rooms. This may require students to move to another room as deemed necessary by the Director of Student Life (or their designee). Students who have not contracted or paid for a designated single room, do not have a roommate, and have been requested to consolidate may select another roommate, have a roommate assigned to them, or change rooms.

Students have the following consolidation options:

1. Consolidate with another student in the same residence hall who is without a roommate, or voluntarily move to a space in another residence hall. The Office of Student Life will supply a list of available spaces and try to match students accordingly or introduce students.
2. Request that the Housing Coordinator reassign them to another room with a roommate.
3. Opt to pay the single room rate, if space is available and housing is not overbooked, and remain alone in the room for that semester only. This option is available at the discretion of the Office of Student Life and is not available for multiple occupancy (three or more) rooms. Students have five business days to opt to pay for a single room once they receive notification from Office of Student Life. If students decide not to secure a room as a single, they will not be given an opportunity to do so later.
4. Stay in their room by themselves without paying the single room rate. Students who choose this option must understand that they are not assigned to a single and a roommate could be assigned at any time. Students should only occupy half of the room and leave the other side unused. Once a student is notified that they will be receiving a roommate they cannot opt out and must provide a healthy living environment for everyone in the room. Failure to do so could result in removal from housing.

DAMAGE TO PROPERTY/DAMAGE BILLING

The resident is individually responsible for any damage beyond reasonable wear and tear to the residence hall room/apartment or University-owned furniture. Damage that results from excess negligence or intentional act may also result in disciplinary action. The resident may not make material alterations or additions to the apartment, residence hall or University-owned furniture. This prohibition includes, but is not limited to, the use of nails, screws, bolts, or permanent adhesives. Removable adhesives may be used and will not damage walls.

DAMAGE TO COMMON SPACE WITHIN THE RESIDENCE HALLS

All residents are equally responsible for damage to common areas in the residence halls in the event that the individual(s) directly responsible is not identified. The Office of Student Life will notify students by email when and if there will be common space charges placed on their account.

EMPTY BEDS/BEDROOMS

Residents assigned to a space that has unoccupied beds or bedrooms should expect another student to be assigned to these spaces at any time. Advance notification of a new roommate will be sent to students when possible; however, this is not always the case. Residents should not disassemble university issued furniture or utilize unoccupied beds, furniture or space so that it will be available to an incoming student at any time. All unoccupied spaces should be kept accessible and clean.

FIRE SAFETY

The resident is required to exit the residence hall immediately in the case of a fire alarm and may not return to the residence hall until instructed to do so by the University. The resident may not:

1. Intentionally cause a false fire alarm;
2. Interfere with the proper functioning of the fire safety system;
3. Tamper with the sprinkler, smoke detector or fire hose system;
4. Misuse the chemical fire extinguishers;
5. Place items on an active heating device.

The following items and/or acts are prohibited:

1. Items that involve or could involve an open flame. These items include, but are not limited to candles, incense, sterno lamps and kerosene lamps.

2. Any electrical device that the University deems a fire hazard. These include but are not limited to, hot plates, electrical outlet powered string/rope lights, halogen lamps, hoverboards, extension cords and live Christmas trees. Students must use power strips in lieu of extension cords.
3. The hanging of tapestries, cloths or carpeting from the ceiling or against walls of the apartment. Fabric wall hangings may not be larger than 2'x3'.
4. Smoking, polluting or lingering on the fire escapes or stairwells as they provide an egress to the ground level in case of fire.
5. Obstructed path from the bed to the front door.

Failure to abide by the above fire safety guidelines may result in disciplinary action.

FURNITURE (UNIVERSITY PROVIDED)

All of the furniture and appliances provided by the University remain the property of the University throughout the resident's occupancy. The resident may not remove or disassemble any University-owned furniture or appliances from the apartment. The resident may not remove any University-owned items from the common spaces within the residence hall. Any furniture brought into the halls that is deemed a health hazard, as defined by the Director of Student Life, is subject to removal. Construction such as, but not limited to, panels, dividers, lofts, shelves and bunks are not permitted. Beds may not be placed on top of other furniture. Residents are not permitted to adjust university furniture into an unsafe position. Failure to abide by the above restrictions may result in disciplinary action.

GUEST/VISITATION POLICY

A guest is defined as any person not assigned to the resident host's room. Resident hosts must sign in their guest(s) following proper procedure at the front desk of the residence hall. Resident hosts may not have more than three (3) guests signed in at any given time. Each guest is required to leave a photo identification card at the front desk while in the building. The guest(s) ID card(s) must remain at the desk until the guest(s) vacate the building. It is the responsibility of the host to inform the guest of the photo ID requirement. Acceptable forms of photo ID include: driver's license, non-driver's ID, school ID, or passport. No other forms of ID will be accepted. Guests without ID will not be allowed access into the residence hall, except in emergencies. (See emergency ID section.) Resident hosts must escort their guest(s) at all times within the building, including when they exit the building.

The host is responsible for signing their guests in and out of the residence hall. Resident hosts are responsible for their guest's actions. A guest may not occupy a resident host's room when the host is not present. A resident may not pressure a roommate to tolerate the presence of a guest. All guests to a room are subject to the agreement of all room residents. The presence of guests must not restrict free access for assigned residents to all common spaces and any private space they may have or create any situation that infringes on the need of roommates to remain undisturbed. Any student wishing to visit a hall other than the hall to which they are assigned must be signed in as a guest by a resident of that hall. Students may not sign in or sign out guest(s) for other residential students. UArts students, in the role of guest or host, are responsible for properly following sign in procedures.

Residents are permitted to have overnight guests in accordance with the above-mentioned policy. However, cohabitation is not permitted and is defined at the discretion of the Director of Student Life. Residents, who have guests that are deemed to be cohabitating, or are causing a disruption to the community, will be asked to have their guest leave immediately. Follow-up through the UArts conduct system may apply.

No guest under the age of 12 years old is permitted to stay overnight in the residence hall space.

Verified immediate family members who come to visit a resident student and do not have proper ID can be issued an emergency ID by the Student Life On-Call (SLOC) staff member. Students should contact the Public Safety Officer at the front desk of the residence hall for assistance contacting the SLOC. Requests from non-family members without ID who request building access will be handled on a case-by-case basis by the Public Safety Officer at the desk and residence hall staff on duty. Emergency IDs will only be issued when non-admittance to the residence halls could impact a person's safety. Emergency IDs will not be issued to guests simply because they forget proper identification.

No guest, regardless of age, may bring alcoholic beverages into the residence halls.

HEALTH & SAFETY INSPECTIONS

Residents are responsible for keeping their apartments in a safe and healthy condition. The Office of Student Life will perform regular inspections of the resident's apartment to ensure compliance with University standards of health and safe living practices. The dates and approximate times of these inspections will be communicated to residents at least 48 hours in advance and will be conducted by two (2) staff members from Student Life. Violation of policies found will be documented and addressed through the conduct review process. Continued failure to maintain a healthy and safe living environment may result in removal from the residence halls.

HOUSING AGREEMENT

Students sign an electronic *Housing Agreement* for the current academic year and are provided with an assignment for a space on campus, not a particular apartment or room. Students who leave the University due to withdrawal, leave of absence (medical or personal), dismissal, or termination of the housing agreement must contact the Office of Student Life and are responsible for officially checking out of their housing assignment. Similarly, students who are notified during Winter Break that they are being academically dismissed or who choose not to return to the University during the break, must also contact the Office of Student Life and checkout of their assignment as indicated. This check-out process must occur no later than 72 hours prior to the Spring Semester opening of the Residence Halls. If a student is mandated by the Office of Student Life and/or the Student Affairs Office to relocate to a new apartment or out of the residence halls, they must do so according to the timeline outlined in the sanction. Upon departure, a student's personal items that remain in an apartment more than 48 hours after the student has been re-assigned or removed from residence become the property of the University and will be removed and disposed of accordingly. Failure to adhere to this policy and timelines may result in a fine for improper or late checkout.

The *Housing Agreement* is a binding document and cannot be broken without documented hardship and approval from the Director of Student Life (or their designee). Students who wish to break the agreement must apply to the Office of Student Life by completing the *Residence Hall Agreement Cancellation Request Form* available in Gershman Hall, Suite 309. If granted, the student will be required to pay a \$500 administrative fee. Additional specific fees and terms apply to international students and are stated clearly in the *Housing Agreement*.

ID POLICY

All residents must display a valid, University-issued ID card with the appropriate residential building and academic term to gain access to the residence halls. The resident must enter the residence halls only through the main entrance at which the Public Safety security station is located. The resident may not intentionally provide another person their ID card for the purpose of that other individual gaining access to the residence hall. If a student loses their ID card, they should report it to Public Safety immediately so access is shut off. Failure to abide by the above policies may result in disciplinary action.

KEYS/LOCKOUTS

In the case that the resident is no longer in possession of the apartment key, the lock mechanism for the apartment door will be replaced for security reasons. The resident will be charged \$65.00 for this replacement. A \$10.00 charge will be assessed for replacing the mail key. Failure to return the apartment key upon checkout will require the lock mechanism for the apartment door to be replaced for security reasons. The resident will be charged \$65.00 for this replacement. A \$15.00 fine will be charged to the account of any resident student who requires a member of the University staff to open the door to that resident's apartment. When a resident switches apartments they must return their old key within 72 hours or they will be charged \$65 for the lock replacement.

LOUNGES

The lounges are for use by residential students and their guests only. Students are not permitted to sleep or conduct inappropriate behavior in the lounges, nor should they complete projects whose materials have a potential for property damage within the lounges.

MAINTENANCE/REPAIRS

Residents are responsible for submitting online work order requests for repairs needed to their apartment through the UArts portal. In emergency situations, residents should notify the emergency maintenance hotline at 215-717-6011 or ask the Public Safety Officer at their residence hall front desk to contact Maintenance on their behalf. Residents are responsible for reporting pest concerns online through the website above. Pest Control services are on site once a week to address reported concerns.

NOISE

All noise must be kept at a moderate level. Use of musical instruments, especially amplified musical instruments or particularly loud instruments (e.g., brass instruments or drums), are not permitted in the residence halls. Courtesy Hours are in effect at all times, when a resident must lower the level of noise being created upon another resident's request. Quiet Hours are in effect 24 hours a day during Final Examination, Critiques and Juries Weeks. Outside of those weeks, quiet hours are in effect Sunday-Thursday from 11pm-7am and Friday-Saturday 12am-7am. All residents are expected to act in a conscientious fashion regarding noise levels that respects others including neighbors of the University. Failure to abide by the above guidelines will result in disciplinary action.

OCCUPANCY

If a resident's eligibility status changes during the length of the Housing Agreement, the resident is expected to move out of the residence halls within forty-eight (48) hours. If an extension is required, the resident must submit the request in writing to the Office of Student Life. Graduating seniors participating in the University's Commencement ceremonies will be allowed to remain in the residence halls until the date of Commencement.

The Room Condition Report (RCR) is a preliminary assessment of the condition of the assigned apartment verified by both the resident and the University. In order to officially check-in to University housing, the resident must complete a RCR. Failure to properly complete and return the RCR will result in the forfeiture of the right to contest damage assessments made by the University.

In order to check out of an assigned space in University housing, the resident must complete the following procedure. Failure to complete these steps properly may result in charges against the Residence Hall Damage Deposit.

1. The resident must remove all personal belongings and trash as well as make a reasonable attempt to clean the apartment.
2. Personal belongings remaining in the apartment following check-out will be removed and discarded by the University at a cost to the resident.
3. The resident must return the key for the apartment door and mailbox, if applicable, to the Office of Student Life.
4. The resident must remove the on-campus student identification sticker on their University ID.
5. The resident must sign the Resident Checkout Form or Express Checkout Form, acknowledging responsibility for the present condition of the apartment.

PERSONAL PROPERTY (LOSS)

The University is not responsible for loss or damage of personal property in the residence halls. Students are encouraged to purchase private insurance and/or to obtain personal lockboxes. In addition, students should refrain from keeping cash and/or expensive items in their residence hall apartment. Students should keep their apartment doors locked whenever they are not present.

PHYSICAL ACTIVITIES

Students may not participate in any physical activity or recreation inside the residence halls that poses a threat to the safety of other students or to the facility itself. These activities include, but are not limited to, riding hoverboards, skateboarding, roller-blading, roller-skating, bike riding, and throwing objects. Failure to abide by the above prohibitions may result in disciplinary action.

POSTING POLICY

All signs, either from students or from outside vendors, must have prior approval from the Office of Student Life to be posted and/or hung in or around residential facilities. Approved signs, posters and advertisements will be given to RAs to be hung throughout the building accordingly. Students who do not live in a respective building are not permitted to roam freely hanging up posters. Signs that have not been approved or are placed in an inappropriate location may be moved or taken down. *Please use ONLY transparent tape or poster putty to post signs.* Signs and posters may not be hung on interior and exterior entrances and exits, in stairwells, or in elevators.

PROHIBITED AREAS

For safety and security reasons, residents may not access the following areas of any residence hall:

1. Roof and/or terraces;
2. Balconies;
3. Fire-escapes and/or stairwells except for exit due to fire or other emergency.

PROHIBITED ITEMS

The following are prohibited for use and/or possession in the residence halls. This is not a comprehensive list. Any other item that is deemed unsafe or inappropriate for residential living may be considered prohibited, at the discretion of the Director of Student Life.

1. Air Conditioners (bringing your own is prohibited)
2. Alcohol containers (empty or not), alcohol paraphernalia
3. Candles/Incense/Wax burners (open flame, hot plate heating element, or lit ember)
4. Drugs and drug paraphernalia
5. Electric Blankets
6. Extension cords
7. Fireworks
8. Halogen lamps
9. Hot tubs/pools/slip n'slides
10. Hookahs
11. Hoverboards
12. Microwave ovens (bringing your own is prohibited)
13. Pets or animals of any kind (fish are allowed, maximum size aquarium is 15 gallons)
14. Refrigerators (bringing your own, of any size, is prohibited)
15. Space Heaters
16. String lights, rope lights, holiday lights (limited to 3 strands per apartment, must be solar or battery powered)

17. Tapestries/fabric wall hangings larger than 2' x3' (see hanging guidelines in Fire Safety policy)
18. Body Modification Equipment (including branding, tattooing, piercing guns or other body modification equipment)
19. Weapons

PROJECTILES

Residents may not be involved in defenestration, which is the act of causing an object to fall out of a window. This includes, but is not limited to trash, ashes, cigarette butts, other items or fluids. Students found responsible for violating this policy may be relocated to another residence hall, or removed from campus housing, immediately. Students will be responsible for any injury or damage caused to University or private property damaged in the act of defenestrating. Other sanctions may apply as well, based on the nature of the incident.

ROOM ENTRY/SEARCH POLICY

The University respects each student's right to privacy and is committed to protecting this right. However, University officials (such as Student Life, Public Safety, and Facilities staff) may enter a student room when they have reason to believe that the health or safety of residents and/or residential space is in jeopardy or a University policy is being violated. Generally, all residence hall rooms will be entered and inspected by hall staff for safety, security and health concerns twice per semester and before hall closings prior to breaks. While Student Life staff will not conduct a room search, they may open cabinets or closets to find fire equipment and/or locate safety hazards. If, in the course of doing so, they locate an item or items that are banned via this Handbook or Student Life policies, that item will be confiscated via Public Safety and the issue will be addressed as outlined in the Student Code of Conduct. Maintenance may also enter rooms to perform necessary repairs, as needed.

Permission of the resident to enter a room is suggested by procedure but NOT required and, while University personnel will attempt to have the room resident(s) present when entering a room, this may not always be possible.

If the staff person has reason to believe that some condition exists that constitutes a threat to the safety or well-being of the occupants of the building or the campus, or that a probable violation of University policy or State or Federal Law is occurring or has occurred, a cursory search of student rooms may be done. A cursory search of a room includes viewing everything that is in plain sight. At the discretion of the Office of Student Affairs and, or their designee, a student's room may be searched thoroughly.

A room search will only be conducted when authorized by one of the following people:

1. Vice President for Enrollment Management & Student Affairs
2. Associate Vice President for Student Services
3. Director of Student Life

Students do not have to be present for the search, but University personnel will make a good faith effort to contact the student and provide them with written documentation of search authorization either at the time of the search or the next business day. During the search, the student may be required to open any locked trunks, suitcases, etc. If the student is not present, any item in the room, including purses, trunks, etc., may be searched. The University will take due care to ensure proper handling of student's belongings, but it is not liable for damage or clean up as a result of a room search. Any paraphernalia confiscated during the search that violates State or Federal law will be turned over to Public Safety to address according to law.

SMOKING

The University of the Arts maintains a smoke-free environment. Smoking is prohibited on ALL University property, including outdoor building courtyards, balconies, stairwells, and steps. Smoking is therefore prohibited in all areas of the residence halls. Students found smoking in their apartments, hallways, roofs, stairwells, catwalks, and/or balconies will be in violation of the smoking policy and will be subject to disciplinary action. Any used cigarettes, ashtrays, smoking paraphernalia, and/or ashes will be considered a violation of the smoking policy. Smoking is, in part, defined as carrying or holding of any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device. Smoking is permitted only out of doors and 20 feet from building entrances and exits.

SOLICITATION

No solicitation is permitted in or around the residence halls.

SPECIAL ACCOMMODATION REQUESTS

Students who wish to request housing accommodations or adjustments due to a disability must contact the Office of Educational Accessibility at 215-717-6616. For more information, please refer to the following website: uarts.edu/accessibility

TEMPORARY HOUSING

Students who are assigned to temporary or overflow spaces will be required to relocate to a permanent space once one is available. Students will be kept informed of their status and be given instructions with regards to moving and vacating temporary spaces.

WEAPONS

Students are not permitted to have weapons on campus including, but not limited to, firearms of any kind, kung fu sticks, shuriken, knives (other than eating utensils), cap guns, ammunition and explosives (or explosive chemicals), among other dangerous weapons or substances. Students found to be in possession of such weapons or substances are subject to sanctions ranging up to expulsion from the University. Weapons used as props, whether real or otherwise, are not permitted in the residence halls. Weapons used as props for performances/exhibits are permitted at the discretion of the supervising faculty or staff and are not permitted outside of performance or exhibit space.

SECTION 4

ACADEMIC POLICIES AND PROCEDURES

Please see The University of the Arts Course Catalogue at <http://catalogue.uarts.edu/> for the full listing of academic policies and procedures pertaining to matriculated students, including the policy on intellectual property.

ACADEMIC INTEGRITY POLICY

Academic Integrity is a commitment to the core values of honesty, trust, fairness, respect and responsibility and their role in ensuring the health and vigor of the academic and creative community. Please note that students are encouraged to contact their instructors and/or the University librarians for guidance in maintaining academic integrity in their work.

Violations of Academic Integrity

Violations of academic integrity are considered to be acts of academic dishonesty and include (but are not limited to) cheating, plagiarizing, fabrication, denying others access to information or material, and facilitating academic dishonesty, and are subject to the policies and procedures noted here and within the Course Catalogue, including the Student Code of Conduct and the Student Conduct System. Please note that lack of knowledge of appropriate citation procedures, for example, is an unacceptable explanation for plagiarism, as is having studied together to produce remarkably similar papers or creative works submitted separately by two students. Additionally, students should first receive approval from faculty if they intend to submit work produced for other classes as part of a course assignment.

Procedures for Addressing Violations of Academic Integrity

If an instructor suspects a student of any violation of academic integrity, the following process is to be followed:

1. After an initial consultation with the Program Director/Director/Academic Dean where the infraction is identified and its seriousness assessed, the instructor must address the situation with the student, either in writing or in person. After having addressed the situation with the student, the instructor shall determine an appropriate course of action within their purview as a member of the teaching faculty. (Please refer to the "Sanctions" section of this policy for possible actions to be taken in such cases.)
2. In the case of Assignment Sanctions (see below), the instructor may submit a written summary as outlined above if the instructor deems it to be warranted.
3. In the case of Course Sanctions (see below), the instructor may submit a written summary as outlined above if the instructor deems it to be warranted.
4. In cases where either the Associate Provost or the instructor determines that the offense merits consideration by the Campus Standards Board, the instructor works in conjunction with the Associate Provost to formally refer the case to the Campus Standards Board.
5. In all academic integrity matters that are handled by the faculty member, notification of the sanctions, if any, must be sent to the Provost's office, which will notify the Conduct Coordinator and the Office of Student Affairs. Students who receive numerous violations of academic integrity may be brought before a Campus Standards Board.

Sanctions

After consulting with the department Chair/Director/Academic Dean offering the course, it is up to the instructor to determine the severity of the offense (based on their academic standards and expectations) as it relates to the sanctions to be imposed within their course. Both the Associate Provost and the instructor have the right to determine whether the offense warrants advancement to the Campus Standards Board. The Associate Provost must be kept apprised by the instructor of the actions taken. If it is judged that a student has violated the University's standards for academic integrity, sanctions may include but are not limited to:

Assignment Sanctions

1. Repeating the assignment or completing an additional assignment. (Please note that when sanctions are imposed in this manner, students become ineligible for an Incomplete or a Withdrawal from the course in which the sanctions are imposed if it is pursued as a result of the sanction.);
2. Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an F will equal a "0").

Course Sanctions

1. Issuance of a warning or verbal reprimand with a written description of the interaction by the instructor. Copies of such reprimands must be kept by the instructor, and submitted to the Office of the Provost who will forward copies to the Student's Conduct File and the student;
2. Failure of the class. Courses failed due to academic integrity violations are excluded from the University's grade replacement policies for repeated courses.

3. Referral to the Campus Standards Board for possible actions that may include but are not limited to suspension, dismissal or expulsion. Such referral is likely in the extreme or repeated cases involving a violation of academic integrity.

Appeals Procedure

Students who wish to appeal the instructor's sanction(s) should follow the procedure as outlined in the Academic Policies section of the Course Catalogue under "Academic Grievances". Students who wish to appeal the decision of the Campus Standards Board should follow the procedure outlined in the "Conduct System" section of this handbook.

OFFICE OF THE REGISTRAR

Jeffrey Kisler, Registrar

215-717-6420

215-717-6417 (Fax)

registrar@uarts.edu

Hamilton Hall

320 South Broad Street, Room 230

The Office of the Registrar provides academic and enrollment services in support of the University of the Arts' diverse academic community. The office is the steward of student academic records. We coordinate services in the areas of course information, course selection, grading, program declaration, degree progress, classroom assignment, certification of enrollment and degrees awarded, and the security and release of academic records.

Student Email

For security and privacy reasons, the Office of the Registrar can only offer in depth support to student inquiries received from student UArts email accounts: only limited and general policy information can be shared with inquiries received from non-UArts email accounts. For this reason students are expected and encouraged to use their UArts email account for all UArts business. Students are responsible for regularly reading and responding to email sent by the University faculty, staff, and administration to the student's UArts email account.

Directory Information

Directory information can be released to third parties without prior student consent. In accordance with the Family Educational Rights and Privacy Act of 1974, students can request that this information is not released. Requests must be filed in person at the Office of the Registrar, who will counsel students on the related implications. Requests must be made within the first three weeks of the semester.

The University of the Arts considers the following information to be directory information:

- Name
- Address
- Telephone listing
- Email address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Last institution attended

Resources provided by the Office of the Registrar include:

Registrar.UArts.edu

This site provides students with information relating to services, documentation, and support provided by the Office of the Registrar. This includes the academic calendar, office hours, advising and registration resources including course offerings, forms, historical publications, transcript request procedures, readmission procedures and guides for navigating MyUArts record.

[UArts Course Catalogue](#)

Students are responsible for observing all regulations in the UArts Course Catalogue. The Catalogue includes information concerning the University administration and mission, academic policy, admission policy, course details, financial aid, program requirements, information technology policy, and tuition and fees. The Office of the Registrar staff can assist students in

understanding and navigating the policies and procedures documented within the catalogue.

Self-service: Student Planning

Student Planning is a newly implemented self-service web-tool which provides students access to their academic record for the purposes of advising and registration. This product is new and in time will replace functionality previously available via MyUArts Record. New features and functionality are being added regularly.

Student Planning provides student access to:

- Academic advising (advisor and course planning)
- Class schedules
- Course sections by term
- Degree progress
- Emergency and missing person contact data updates
- Grades
- Registration
- Unofficial Transcripts

MyUArts Record

MyUArts record is a self-service web-tool which provides students access to their academic record. MyUArts record is accessed via the [UArts portal](#). Login instructions and guides for navigating this resource are published on the [resources page](#) of the Office of the Registrar's website.

MyUArts Record provides student access to:

- Address data update
- Enrollment verifications through the National Student Clearinghouse, delivered instantly via PDF
- Petition to graduate
- Transcript requests through the National Student Clearinghouse

SECTION 5

FINANCIAL INFORMATION

Michael Light
Assistant Vice President for Enrollment Management & Director of Student Financial Services
Telephone: 215-717-6170
Fax: 215-717-6178
Email: milight@uarts.edu
Hamilton Hall
320 South Broad Street, Room 270

The University of the Arts offers a variety of financial aid programs to assist students in meeting their educational goals. All students are assigned a financial aid counselor upon their application to the University. Aid may be offered in the form of grants, scholarships, loans, or employment, and is funded through federal, state, institutional, or private organizations. Grants and scholarships are considered gift aid and need not be repaid. Loans, which must be repaid, are usually offered at a low interest rate and have flexible repayment options.

Financial need is defined as the difference between the cost of attendance and the family's federally calculated Expected Family Contribution (EFC). Where need exists, the University assists in meeting costs within the resources available to the institution.

Eligibility for aid is based upon the student's financial need, the ability to meet individual program requirements, and the availability of funding.

Typically, 80 percent of the University's students enrolled on a full-time basis are eligible for some type of need-based aid. Therefore all students, undergraduate and graduate, are encouraged to apply for aid.

Information on application procedures, types of aid, program requirements, educational costs as determined by the University, and the students' rights and responsibilities are detailed on The University of the Arts website at uarts.edu/finaid.

Scholarships

The Office of Student Financial Services maintains a scholarship bulletin board online to help students and their families find additional funding opportunities. SFS also recommends using fastweb.com to search for funding opportunities.

Student Employment and Federal and Non Federal Work Study (FWS)

Federal Work Study (FWS) is a federally funded program administered by the University. Eligibility for this program is based upon the availability of funds to the University and the student's financial need.

Non-Federal Work Study (NFWS)

Students who do not qualify to work under the Federal Work Study program may work on-campus under the NFWS program.

The Student Financial Services Office will make a determination of the student's eligibility to earn money through the FWS program. Notification of eligibility will be included in the award letter.

An FWS award is not an offer or a guarantee of a job; it is the amount a student is eligible to earn should a student secure a job. Work study awards are not applied against the student's bill, but payment for work completed is made directly to employed students by University payroll check.

FWS-eligible students are permitted to work up to 17.5 hours weekly when classes are in session. Students are paid at least minimum wage and hours may be arranged to accommodate the class schedule. The 2016-17 FWS award can be used between July 1, 2016, and June 30, 2017. Jobs are usually available throughout the University in academic departments, offices, and libraries. Positions require various levels of skill and experience. For students who are interested in working in the larger community, there are several off-campus work study positions available. These jobs are located at sites such as community and arts organizations, theaters, and museums. The Student Employment web page contains expanded information about FWS and NFWS job openings. Go to: uarts.edu/admissions/student-employment

Students are reminded that falsifying time cards is a criminal offense, which can subject them to criminal prosecution, disciplinary action, expulsion, and loss of all financial aid.

Student Emergency Loan Fund

The University sponsors an emergency loan program for students funded by the donations of faculty, staff, trustees, and benefactors of the school. Students in need of a small amount of money (up to \$100) to tide them over a weekend or to their next paycheck may request a loan in Student Financial Services. The loans are issued on a no-interest basis for a 30-day period. Repayment of the loan then provides funds to be circulated to other students in need. Nonpayment of the loan will result in a charge to your tuition account, a hold placed on academic records, and ineligibility for future loans.

Special Circumstances

Sometimes it may be necessary to review the family contribution and financial aid award for a student when changes occur in a student's family or in academic circumstances. Such reviews are conducted in response to a written request for an appeal from the student in which the change in circumstances is described in detail, and submitted for consideration to Student Financial Services. Some circumstances that may qualify for a review include: income reductions, divorces or separations, deaths or dependency overrides.

Financial Holds

Students who do not satisfy their financial obligations to the University will have a financial hold placed on their record. Such a hold may result in cancellation of the student's registration and will prevent the student from being permitted to register until the financial hold is lifted. Furthermore, students with outstanding financial obligations to the University will not be eligible to receive official copies of their transcripts or their diplomas. To avoid incurring late fees and/or a hold on academic records, students are expected to make arrangements to pay all tuition, fees, library fines and fees, and residence hall charges by the due date on their bill. Students are encouraged to apply early for financial aid.

Tuition and Fee Refund Policy

See the University's course catalogue (catalogue.uarts.edu/) for complete refund policy.

Student Billing

The University bills students via eBilling (electronic billing). eBilling enables students and authorized payers to receive bills through email, access bills through an online account, and make payments directly online. You can access your bill and review billing policies at uarts.edu/billing.

Students will receive emails at their UArts email address, enabling them to review their statement and make payments via e-billing. All charges to the student's account, including tuition, room and board, health insurance, course fees, and other miscellaneous fees will be on the ebill and will be available for viewing and printing via the internet.

SECTION 6

UNIVERSITY LIBRARIES

Carol Graney, Associate Provost and Director of University Libraries

Telephone: 215-717-6280

cgraney@uarts.edu

Greenfield Library, Anderson Hall,

333 South Broad Street, Room 115

<http://library.uarts.edu/>

Facebook: www.facebook.com/UArtsLibraries

Instagram: <https://instagram.com/uartslibraries/>

Tumblr: <http://uartslibraries.tumblr.com/>

Twitter: <https://twitter.com/uartslibraries>

The University Libraries are central to the educational mission of the University, enabling and enriching every student's professional preparation and general education. Through the services the library staff provides, and through the materials it collects or to which it provides access, the University Libraries seek to enhance teaching and improve learning, and to educate students in the arts to be effective researchers and critical users of information. The Albert M. Greenfield Library, Music Library, and Visual Resources Collection comprise the University Libraries.

The Libraries can be a quiet haven away from the residence halls and classroom areas, a place to meet for group study or do your research and use library materials, to read any of the 328 current magazines and journals, or to plug in and charge your laptop and surf the web. We welcome the UArts community. Listening and viewing facilities, internet access, and scanners/photocopiers are available in addition to general reading facilities in the Greenfield and Music libraries.

[Reference assistance](#) and [course reserves](#) are available at each University library location and electronically. Electronic reference service is also available via instant messaging on the Libraries' website by selecting "need help? chat live with library staff" and by email. Other information services such as interlibrary loan, class instruction in research techniques and library use, and advanced electronic research capabilities are also provided. The Libraries maintain reciprocal use arrangements with two other nearby academic libraries.

The University Libraries add approximately 3,000 new items every year and put new books on display every week. The total holdings include more than 127,000 books and bound periodicals, 19,000 music scores, 114,000 mounted and encapsulated pictures, 20,000 digital images, 21,000 items of recorded music in LP and CD formats, and over 4,000 audiovisual materials in video and multimedia formats. In addition, over 130,000 ebooks can be accessed through the library catalog.

Over 55 electronic reference tools are available online, including periodical indexes with full-text articles, encyclopedias and reference works, and streaming audio and video databases. [Online resources](#) can be accessed anywhere on the UArts campus network and from off-campus by logging in with your UArts username and password.

The Libraries develop and provide access to [Digital Collections](#), a repository for materials documenting UArts history, publications, student work, and campus events. This growing collection also includes materials from the Libraries special collections.

News about services and collections can be found on the Libraries' homepage at library.uarts.edu and on the UArts Libraries' social media sites.

Albert M. Greenfield Library

Location: Anderson Hall, 333 South Broad Street, 1st Floor

Fall and Spring Semester Hours:

Monday - Thursday, 8:15am - 10:30pm

Friday, 8:15am - 6:00pm

Saturday, 12pm - 5:00pm

Sunday, 4:00pm - 9:00pm

Circulation Services: 215-717-6280

Reference Services: 215-717-6282 / 215-717-6283

The Albert M. Greenfield Library serves as the main library for the campus and contains materials in many formats on art and design, communication, dance, theater, film and television, multimedia, liberal arts, and other general subjects. Librarians are available to assist with research and questions. The Greenfield Library houses the Libraries' administrative offices, as well as the Picture File, and the [University Archives](#).

Music Library

Location: Merriam Theater Building, 250 South Broad Street, 3rd Floor

Fall and Spring Semester Hours:

Monday - Thursday, 8:15am - 8:00pm

Friday, 8:15am - 6:00pm

Saturday, 12pm - 5:00pm

Sunday, 4:00pm - 9:00pm

Circulation Services: 215-717-6292

Music Reference Librarian: 215-717-6293

The Music Library is a specialized library serving academic programs and interests in music. Its holdings and services are also important for students and faculty studying or needing information about dance, musical theater, and other areas related to music. The Music Reference Librarian is available to assist with research and questions. The Music Library contains listening facilities for recorded sound in addition to general reading areas and a music education resource area.

Visual Resources and Special Collections

Location: Anderson Hall, 333 South Broad Street, Mezzanine level

Fall and Spring Semester Hours:

Monday 9:00 am-5:00 pm

Tuesday - Thursday 9:00am - 7:00pm

Friday, 9:00am - 6:00pm

Telephone: 215-717-6290

Visual Resources Librarian: 215-717-6294

Visual Resources and Special Collections (VRSC) provides image resources for teaching and study, and houses the Libraries' Special Collections, with particular strengths in book arts and textiles. The visual resources collections are made up of digital images and pictures of a variety of subjects with a focus on reproductions of artwork. The Visual Resources and Special Collections Librarian provides training in and support for using digital images in the classroom, and in the use of the library's images and the licensed image databases such as ARTstor. The VRSC staff also provides assistance with Special Collections. Equipment in the VRSC may be used for scanning, viewing personal images, as well as digital images from the collections.

Additional and updated information can be found on the University Libraries website: library.uarts.edu.

SECTION 7

TECHNOLOGY & INFORMATION SERVICES

VICE PRESIDENT AND CIO OFFICE

Thomas H. Carnwath
Vice President and CIO
Hamilton Hall, Room 212
Telephone: 215-717-6440

Patti Kelly
Senior Secretary
Hamilton Hall, Room 212
Telephone: 215-717- 6597

OTIS SUPPORT SERVICES

Mira Sophia Adornetto, Director
Help Desk & Service Center
HelpDesk Telephone: 215-717-6677 (OOPS)
helpdesk@uarts.edu
Terra Hall, Room 802
211 South Broad Street, Room 802

PRINT SERVICES

Amanda D'Amico, Director
Anderson Imaging Lab
Telephone: 215-717-6461
Anderson Hall
333 South Broad Street, Room 616
Hours: M-F 8:00 am to 9:00 am
Terra Imaging Lab
Telephone: 215-717-6693
Terra Hall
211 South Broad Street, Room 1316
Hours: M-F 9:00 am to 5:00 pm

MEDIA RESOURCES

Adam Carrigan, Director
11th floor Equipment Room
Phone: 215-717-6475
Terra Hall
211 South Broad Street, Room 1127
Hours: M-F 8:00 am to 8:00 pm
Saturday 9:00 am to 5:00 pm

OTIS Support Services is the division of the Office of Technology and Information Services (OTIS) responsible for supporting use of technology on campus. OTIS provides all computers, projectors and printers on campus as well as software and a number of web services including MyCampus Portal, Google Apps accounts, and lynda.com. Students can get guidance and help with technology problems by calling or emailing the HelpDesk or by visiting the Service Center located in the Terra building.

OTIS Support Services also provides access to University software to students at no extra cost. Students can install University licensed software on their Mac laptop for free to use for the duration of their time at the University. Some software is available to all students and some only to students enrolled particular courses. For more information call our HelpDesk or visit our Service Center.

All printing on campus is handled by Print Services, another division of OTIS. Each student is given a \$25 Print Allowance that can be used to print in classrooms and labs, and make copies on any public copier. Students are prompted to enter their UArts ID and password when printing from a computer, and required to swipe their ID card to make copies. If students exceed their \$25 allowance, they will need to add money to their eAccount, which can be accessed through the Portal. Print Allowances are renewed on July 1 each year, and balances do not carry over from the previous year. Most computing facilities are equipped with black and white printers or copiers. Assistance with on campus printing can be obtained throughout the HelpDesk. Large scale, color or

specialty printing can be done at either of the Imaging Lab printing facilities. The Imaging Lab accepts eAccounts, credit and debit cards. The Print Allowance cannot be used to pay for services in the Imaging Labs.

There are 18 computer labs and 49 studios and suites managed by OTIS Support Services. The Terra 802 and Anderson B9 labs are primarily open for general use throughout the day. Access to other labs outside of classroom time is provided under the supervision of student employees called Lab Monitors. Students who are in search of work-study positions are welcome to apply for positions as a Lab Monitor, as well as in Print Services and Media Resources. Questions about access to labs can be answered by our HelpDesk.

Students needing camera, audio and lighting equipment can go to the Media Resources Equipment Rooms. Some specialty equipment is reserved for use by students enrolled in particular courses but there is also equipment available for general use.

Other OTIS sub departments include Information Services and Infrastructure Services. Information Services maintains MyUArts Portal and the university's main database Colleague. Colleague holds student information on courses and transcripts as well as billing and financial aid. Student may access this information through MyUArts Record.

Infrastructure Services maintains the University network infrastructure and telephone systems. The university maintains an internet connection of 400 Mbs through two providers and assures connectivity through both Ethernet and wireless systems. All residence halls are wireless as well as wired (every student can connect to the network through either mode from their residence hall room).

SECTION 8

CAMPUS POLICIES

The policies described below, mandated for all students whether on (in residential or academic spaces) or off campus, are not meant to serve as a comprehensive list and are subject to review and modification by the Assistant Vice President for Student Services (or their designee) if deemed necessary for the safety and security of the UArts community.

ACCESS TO FACILITIES

By way of being registered for classes and having an account in good standing, students are granted access to all of the academic facilities on-campus, provided that they show a valid ID upon entering. This is a privilege; not a right. Every semester, identification cards are issued for all students, faculty, and employees and are validated by Student Financial Services. Public Safety Officers may deny access to University facilities for anyone not carrying a validated identification card.

During 24 hour building access, students are permitted to enter academic buildings. Students are not permitted to occupy academic spaces in a way that would disrupt the academic community, such as performing basic life functions in classrooms or other common spaces. Students found in violation of this policy are subject to removal of their 24 hour access.

Each residence hall on campus is equipped with an electronic, computerized card reader. Only residents of the building can gain access by swiping their card through the card reader on each building. The system is operational 24 hours a day, 7 days a week while classes are in session. Additionally, each resident is responsible for swiping themselves into the residence hall. No other residents or non-UArts affiliates should be tailgating behind a current resident, i.e., one entry per swipe. The resident is responsible for anyone who tailgates in behind them. If you are having issues with the card reader, please notify the Public Safety officer at the front desk of the building.

If, during the course of the year, you should lose your ID Card, contact Student Financial Services immediately. Replacement ID cards cost \$35, which can be charged to the student's account if the student does not have the necessary funds available at the time of replacement.

ALCOHOL & OTHER DRUGS POLICY

All members of the University of the Arts community are hereby notified of the primary components of the Substance Abuse Prevention Policy in compliance with the Drug-Free Schools and Community Act of 1989 and subsequent amendments.

Local, State and Federal Laws

A person in the Commonwealth of Pennsylvania who is under 21 years of age commits a summary offense if they attempt to purchase, consume, possess or transport alcohol. If convicted of this offense the minor's driver's license will be suspended for 90 days. There is a \$300 fine for a first offense and second offense will yield a fine up to \$500. The police must notify the parents of any individual under the age of 18 charged with violating this law. Any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor of the third degree. There will be a \$1,000 fine for the first offense and a \$2,500 fine for subsequent offenses. Maximum penalties are \$2,500 in fines and one-year imprisonment.

Minors carrying or using false I.D. cards face a 90-day driver's license suspension and are subject to fines up to \$500. For subsequent offenses, a driver's license can be suspended for one year for the second offense and two years for additional offenses. Imprisonment is possible up to 90 days for the first offense and one year in prison is possible for subsequent offenses. Manufacturing or selling a false I.D. card has been made a criminal offense, punishable by minimum fines of \$1,000 for a first offense and \$2,500 for subsequent offenses. Maximum penalties are \$5,000 in fines and two years in prison.

Federal and state laws prohibit the possession, use and distribution of illegal drugs. The sanctions for violating drug laws consist of mandatory imprisonment and substantial fines. The penalties for particular offenses vary widely, depending on the nature of the offense and the type and quantity of the drug involved. For example, under federal law, simple possession of a controlled substance carries with it a penalty of imprisonment of no more than one year, plus a fine of an amount between \$1,000 and \$5,000. If the controlled substance contains a cocaine base and the amount exceeds five grams, the offender will be imprisoned for not less than five years and not more than twenty years, or fined, or both. Also under federal law, anyone who is at least eighteen years old and who distributes drugs to anyone under age 21 will be imprisoned and/or fined up to twice what is otherwise provided by law, with a minimum prison sentence of one year.

Pennsylvania law, which prohibits the use, possession and distribution of drug, are also strict. In addition to imposing fines and/or prison terms for violations of its drug laws, Pennsylvania has also enacted a forfeiture statute that allows the state to seize property used to accomplish the violation of Pennsylvania's anti-drug laws, including automobiles.

For more details, please refer to the Pennsylvania Liquor Control Board webpage at: lcb.state.pa.us/PLCB/index.htm.

Standards of Conduct

The following behaviors are specifically prohibited in the University of the Arts community, regardless of whether the infraction occurs on or off campus property. Students, whether residential or commuter, may not use, possess, manufacture, distribute, dispense or sell controlled substances of any kind, including illegal drugs or drug paraphernalia, on University premises or in University-owned vehicles. Additionally, students may not:

- Be under the influence of an unauthorized substance or illegal drug on University premises or in University-owned vehicles.
- Be in possession, including internal possession, of an unauthorized substance or illegal drug on University premises or in University-owned vehicles.
- Use alcohol or other controlled substances or drugs to the extent that the performance of the employee or student is adversely affected.
- Use alcohol or other controlled substances to the extent that the safety of one's self or of others on the campus is jeopardized.

Health Risks of Alcohol and Other Drugs

Alcohol depresses the central nervous system, slowing the thought process, reflexes and other physical skills. Under the influence of alcohol, a person may become confused, moody, angry, emotional and disoriented. Larger doses can result in unconsciousness, coma and/or death. Dangers associated with alcohol use include addiction, damage to key organs, automobile accidents, social problems, and birth defects, among other negative consequences.

Marijuana impairs physical coordination, sensory perception, judgment, reasoning skills and memory. Marijuana use has also been linked to chronic anxiety disorders and schizophrenia, among other mental health problems.

Ecstasy can cause severe depression, fatigue, internal hemorrhaging (bleeding), permanent brain damage and failure of body organs including the kidneys, heart and liver.

Cocaine, LSD (acid), and heroin, among other drugs, impact the mind and body in different ways, but each has dangerous or deadly consequences. Cocaine, for example, raises blood pressure, heart rate and body temperature; narrows arteries; restricts blood flow to the heart; causes tremors, convulsions, nausea and vomiting and can lead to failure of the respiratory system. Hallucinogenic drugs such as Acid cause severe psychological distress including panic and psychotic episodes that can last for weeks or months and return as flashbacks years later.

Alcohol Policy Violations

The following acts are considered violations of the UArts alcohol policy:

1. Consumption, on or off campus, or possession of alcoholic beverage or containers intended to contain alcoholic beverages, whether empty of alcohol, used for purposes other than holding alcohol or not.
2. Being intoxicated as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, alcohol on breath, vomiting or disturbance to others.
3. Sale or trade of alcohol on the campus property or to members of The University of the Arts community.

The resident(s) in whose UArts housing alcohol is being consumed is (are) responsible for the behavior of guests and will be held accountable for policy violations. It is the responsibility of the "host" to ensure that alcohol is not consumed in their residence. Students found to be in the presence of alcohol but not drinking will be considered responsible for condoning the violation of community standards and will be sanctioned with an educational sanction, probation and/or a written warning, among others.

Alcohol is prohibited at any University sponsored events for students with exceptions to this policy granted only by the Assistant Vice President of Student Services (or their designee). Exceptions will ONLY be considered for art exhibitions and/or receptions with the use of a faculty/staff sponsor and arrangements for food and beverage made through Parkhurst Catering. Approved events may be required to have UArts Public Safety staff present. The sponsoring faculty/staff member must complete the *Alcohol Permission Request for Reception* form on the UArts portal **no less than two (2) weeks before** the event. The sponsor and/or the students are responsible for all costs for the event, with the exception of Public Safety staff members which will be provided by the University at no additional cost.

Any University official (including members of Public Safety, Student Life and the Student Affairs staffs) who has a reasonable suspicion that the alcohol policy is being violated may access any University facility to determine an appropriate course of action. University officials are authorized to intervene in any situation that warrants action including, but not limited to: removal of attendees; closing of the event; and/or dumping or confiscation of alcohol; and notification of University personnel. All confiscated alcohol is turned over to the Department of Public Safety for disposal.

Sanctions for Alcohol Violations

The disciplinary response to alcohol-policy violations provides a balance between punitive action and an opportunity for education and personal growth. These sanctions are applicable to both residential and commuter students. Sanctions for alcohol violations accumulate over the duration of a student's matriculation at The University of the Arts.

A University conduct review body determines the sanctions imposed by the University for students (see *Standard Sanctions section*). Generally, the minimum sanctions for violations of the alcohol policy are:

- First Violation: Alcohol education, monetary fine and probation.
- Second Violation: Alcohol education to include a mandated alcohol assessment, monetary fine and continued probation.
- Third Violation: possible suspension from University housing or the University.
- The parents/guardians of dependent students are informed of alcohol violations by University personnel (see Student Records policy).
- A conduct review body may alter the above sanctions at their discretion in certain circumstances depending upon the quantity and type of alcohol involved in a case or by the number of people impacted by the violation, among other factors.
- All funds collected as a result of alcohol policy fines are credited to a Student Affairs account dedicated to alcohol-education efforts, non-alcoholic events, and community-building programs on campus.

Drug Policy Violations

The following acts are considered violations of the UArts drug policy:

1. Consumption or possession of illegal drugs on or off campus.
2. Being under the influence of illegal drugs as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, vomiting or disturbance to others.
3. Sale, distribution or trade of illegal drugs on the campus property or to members of The University of the Arts community.
4. Possession of drug paraphernalia.
5. Being in the presence of drugs.

The resident(s) in whose apartment illegal drugs are being consumed is (are) responsible for the behavior of guests and will be held accountable for policy violations. It is the responsibility of the host to ensure that guests do not consume illegal drugs. Intent to sell is defined as possession of what is perceived by University staff to be beyond a level of personal use. Possession of paraphernalia such as a scale and multiple containers, as well as the growth and germination of marijuana and other illegal narcotics will be considered indicative of trafficking and may result in suspension or expulsion.

Any University official (including members of Public Safety, Student Life and the Student Affairs staffs) who has a reasonable suspicion that the drug policy is being violated may access any University facility to determine an appropriate course of action. University officials are authorized to intervene in any situation that warrants action including, but not limited to: removal of attendees; closing of the event; and/or confiscation of illegal drugs and paraphernalia; and notification of University personnel. All confiscated drugs are turned over to the Office of Public Safety for disposal, in conjunction with the Philadelphia Police Department.

A student found by University staff to be in the presence of illegal drugs will be subject to a hearing in which a conduct officer will determine if the student committed any of the violations described above. Students found to be in the presence of illegal drugs but not using drugs will be considered responsible for condoning the violation of community standards and will be sanctioned through the University conduct process

The presence of marijuana within a room may be determined by odor or odor-masking devices, paraphernalia and/or materials later determined through testing to be marijuana.

If suspected drugs are confiscated and the student denies the substance(s) are drugs, the Office of Public Safety will provide for testing of the substance. If the substance is found to be an illegal drug, the student will be charged for the cost of the testing, in addition to the other sanctions that may be imposed through the student disciplinary process.

When University officials confiscate illegal drugs, such items will be turned over to the Philadelphia Police Department as required by law. Prosecution for violation of the law will be made at the discretion of the Philadelphia Police Department. In the case of alleged supplying of or selling of illegal drugs, students may be referred to the Campus Standards Board or an administrative hearing for conduct review action. Sanctions could include suspension or permanent expulsion from the University.

The University reserves the right to test a student for the presence of drugs in their system if necessary and may prevent a student's return to University housing (or withhold other privileges) until compliance and/or such tests show an absence of illegal drugs.

Sanctions for Drug Policy Violations

The disciplinary response to drug policy violations provides a balance between punitive action and an opportunity for education and personal growth. These sanctions are applicable to both residential and commuter students. Sanctions for drug violations accumulate over the duration of a student's matriculation at The University of the Arts.

A University conduct review body determines the sanctions imposed by the University for students (see *Standard Sanctions*). Generally, the minimum sanctions for violations of the drug policy are:

- First Violation: Drug education including a mandated Drug Assessment, monetary fine and possible suspension from University housing. Commuter students face drug education including a mandated Drug Assessment, monetary fine and possible suspension from all non-academic facilities and events, random drug testing throughout tenure.
- Second Violation: Possible minimum of one (1) semester suspension from the University for use; one (1) year suspension from the University for distribution.
- Third Violation: Possible expulsion from the University.
- The parents/guardians of dependent students are informed of drug violations by University personnel (see Student Records policy).
- A conduct review body may alter the above sanctions at their discretion in certain circumstances depending upon the quantity and type of drugs involved in a case or by the number of people impacted by the violation, among other factors.
- All funds collected as a result of drug policy fines are credited to a Student Affairs account dedicated to drug education efforts and community-building programs on campus.

AUTOMOBILES

Students living in the University's residence halls are not permitted to maintain vehicles (except bicycles) on campus. Any resident student found to be maintaining a vehicle (except a bicycle) on campus will be subject to disciplinary action through the Code of Conduct. Such action may include dismissal from the residence halls. Students with disabilities may request an exemption from this rule from the Educational Accessibility Advisor.

COMPUTERS AND TECHNOLOGY RESOURCES

The University of the Arts provides access to computing and information resources, telephones and other equipment and resources for students, faculty, and staff to support the University's mission of teaching, creative exploration, research, and public service. Recognizing the value of such resources to our education and artistic mission, the University has made substantial investment in such resources and equipment and expects them to be used for University purposes only, in accordance with University rules, policies, and directives.

No University resources or equipment may be used improperly by any faculty, student, or staff member, or for personal gain or profit.

Email Policy

This policy applies to all members of the University of the Arts community and refers to all electronic mail resources at the University. Any person who uses the University's electronic mail facilities consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state and federal laws and regulations. Violations may result in revocation or restriction of computer privileges; disciplinary action as outlined in the Code of Student Conduct, the Faculty and Staff Handbooks, and other University policies and procedures; or may be referred to local, state, and/or federal authorities.

General Use

The primary purpose of email accounts is to facilitate communication between users. Email must be used in accordance with the responsible use provision contained in this policy. Users shall not, under any circumstances, give their passwords for any email system to an unauthorized person nor shall they obtain any other individual's password by any unauthorized means whatsoever. No user shall use the University's email systems or services for the purpose of transmitting fraudulent, defamatory, harassing, obscene, or threatening messages, or for the promotion of non-university-authorized goods, services or personnel, or for any other communications that are prohibited by law. Email is one very frequent method for illegal activities from outside the university to gain access to personally identifiable information. OTIS will never ask for such information through email so do not respond to requests for personal information. If in doubt about an email, please call the Help Desk (215-717-6677 or OOPS) to report your concerns.

Email Monitoring and Disclosure

The University of the Arts does not routinely monitor or inspect email. Nonetheless, email is subject to a number of laws, policies, and practices that apply to the disclosure and protection of The University of the Arts' records. Examples include but are not limited to the Federal Family Educational Rights and Privacy Act; University personnel policies; disclosure pursuant to litigation; and other provisions of The University Guidelines for Responsible Computing.

The University of the Arts may access email accounts to satisfy a legal obligation or to ensure proper operation of the electronic mail facilities, and it reserves the right to take appropriate investigatory and/or disciplinary action.

Computing Guidelines

The University of the Arts provides access to computing and information resources for students, faculty, staff, and other authorized users in support of the University's mission of teaching, creative exploration, research, and public service. Computing resources include host computer systems, University-sponsored computers and workstations, peripherals, software, electronic files, the UArts network, email services and the *MyUArts* portal.

Proper use demonstrates respect for intellectual property, ownership of data, systems security mechanisms, and each individual's rights to privacy and to freedom from intimidation, harassment, and unwanted annoyance. Under the auspices of the Vice President, Technology and Information Services, all University computer systems, including user files, may be monitored and/or confiscated at any time should any portion of the system be threatened, or its integrity, security, or proper use be in question. Members of the University community should understand that all computer files and communications are subject to review, and should not expect such files and communications to be private.

All users of the University's information and technology resources are expected to:

- respect the rights of others and not use such resources to threaten, endanger, harass, intimidate or insult others, or to engage in unlawful, defamatory, or obscene activity;
- abide by all applicable licenses, copyrights, patents, intellectual property rights, contracts, security agreements, University policies, and other restrictions;
- use such resources solely for University related activities and purposes;
- behave responsibly with respect to these resources at all times, respecting the integrity and security of these resources;
- respect the rights and property of others, including the right of privacy and confidentiality, the freedom of thought, inquiry and expression.

The University reserves the right to restrict or rescind computing privileges, or the use of any other University facilities or resources, in accordance with this and other applicable University policies when the user has exhibited inappropriate behavior in the use of such resources. Other discipline and remedial measures may be appropriate, as set forth in other applicable University policies.

The same policies and laws that govern faculty and student publications in traditional media are applicable to publications in computer media. With few exceptions, Web pages, electronic mail, and electronic files may not contain copyrighted material without the approval of the owner of the copyright. Likewise, theft or misuse of private property—whether tangible or intellectual property—is prohibited.

Copyright Infringement

All UArts students should be aware that the use of copyright or creative material is the protected by law and regulatory agencies. Most artists have protections under the law that allows them to receive compensation for their creative works. Downloading protected works without compensating the owner of the work is illegal and may result in prosecution. Anyone downloading material from the internet should use legal file-sharing sources (such as iTunes) ONLY. Follow the URL this address for a list of several legal file-sharing sites to use in downloading music, video or other creative materials for entertainment - www.educause.edu/legalcontent.

If the University of the Arts receives a notice of violation from the recording or movie industry, it is required to take appropriate measures, which includes blocking wireless and/or portal access by the user who initiated the illegal download. The following steps outline the response by the institution if an individual is identified as abusing the privileges of the UArts network:

- The identified student who is/was using the university network to download protected material will have their account immediately disabled.
- Access to the network and its resources will not be re-activated until the student attends a mandatory meeting with the Vice President of Technology and Information Services.
- Failure to schedule the meeting will result in you being subject to disciplinary action as per the Student Code of Conduct.
- A second offense will result in disciplinary action in accordance with the Student Code of Conduct of the University.

The [Digital Millennium Copyright Act of 1998](#) provides details of the sanctions violators might incur to include fines of up to \$25,000 for each offense.

The University is required to monitor for illegal activity and is required by law to provide safeguards that prevent such activity from taking place. As an institution dedicated to creativity, the University is keenly aware of the need to protect one's artistic efforts. The institution will not shelter a student who has engaged in these illegal activities.

Misuse of Technology

This policy covers all types of inappropriate behavior. The following types of activities are selected examples of behaviors that are unethical, unlawful, and/or inappropriate.

- Attempting to alter system, hardware, software, or account configuration.
- Accessing or monitoring another individual's accounts, files, software, electronic mail, or computer resources without the permission of the owner.
- Misrepresenting one's own identity, role, or the identity of any other person in any type of electronic communication.
- Intentionally or negligently revealing passwords or permitting another to use one's personal account.
- Altering, or destroying communications, or intentionally compromising the security of electronic information passing through the UArts network.
- Misrepresenting or implying that the content of a personal home page constitutes the views or policies of the University, or altering the University's official Web site or related pages without prior authorization in writing.
- Misusing the University's computing resources so as to reduce their efficiency or to affect access to the detriment of other users.
- Producing chain letters or broadcasting messages to individuals or lists of users, or producing any communication that interferes with the work of others.
- Breaching or attempting to breach computer security systems, with or without malicious intent.
- Engaging in any activity that might be harmful to systems, the network or to any stored information such as creating or propagating viruses, worms, Trojan horses, or other rogue programs, disrupting services, or damaging files.
- Wasting system resources or overloading the UArts network with extra data.
- Violating copyright and/or software license agreements.
- Using computing resources for commercial or profit-making purposes without the written authorization of the University.
- Downloading or posting to University computers, or transporting across University networks, material that is illegal, proprietary, in violation of University contractual agreements, or in violation of University policy.
- Violating local, state or federal laws.

The University considers any violation of these regulations to be a serious offense. Violations may result in revocation or restriction of computer privileges; disciplinary action as outlined in the Student Code of Conduct, the Faculty and Staff Handbooks, and other University policies and procedures; or a referral to local, state, and/or federal authorities. The above policies supplement the University's Student Code of Conduct and all existing policies.

Name/Image Use

The University of the Arts reserves the right to use students' names and to use, reproduce, exhibit, display, broadcast and distribute photographic, videotaped or other images of students, as well as University-related works derived from said images, for use in connection with the activities of the University or for promoting, publicizing, or explaining the University or its activities. This policy includes without limitations, the right to publish such images as public relations/promotional materials such as marketing and admissions publications, advertisements, fundraising materials, and any other University-related publications. These images may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. Students whose name/image is used will not be compensated by the University for such use. Students who do not wish to have their name and/or image used by the University for these purposes must request in writing by sending an email to University Communications at news@uarts.edu.

On-Line Behavior

Students should be aware that their on-line activities are part of the public domain and, accordingly, should be handled with good judgment. The University does not actively monitor on-line activity outside of the University domain and does not progressively monitor the web for violations of campus policies. However, if made aware, via an electronic medium, of activity that violates University policy, the University will take appropriate action, as it would if made aware through a conventional communications medium.

DISSENT AND DEMONSTRATIONS

There may be times that students will choose to dissent with University or public policy and openly demonstrate on campus.

Demonstrations may be held on campus as long as they do not disrupt the normal and proper operation of the University.

Specifically, disruptions will include activities which:

1. Interfere with the rights of students, faculty, staff or guests of the University;
2. Disrupt or obstruct educational and other activities of the University;
3. Obstruct or restrict free movement of persons on any part of the University campus;
4. Interfere with the proper use of offices or other facilities to the students, faculty, trustees, staff or guests of the University;
5. Endanger the safety of any person at the University; and/or,
6. Threaten or result in the destruction of property.

To use a campus facility for demonstration purposes, a student group must file a room-reservation form with the University's Facilities office. The student group must also register its intent to demonstrate by submitting a letter to the Assistant Vice President of Student Services at least 48 hours prior to the demonstration.

The University will insist all planned protests be peaceful and orderly, carried out in accordance with these guidelines and in areas other than faculty and administrative offices, classrooms, libraries and study rooms. Students who violate these guidelines will be subject to disciplinary action.

FIRE SAFETY

Candles, hoverboards, incense, lanterns, potpourri and other flammable items including, but not limited to, hot plates, electric frying pans, halogen lamps, immersion coils, fireworks, flammable liquids, space heaters, and flammable decorations are not permitted on campus unless officially sanctioned and supervised by University officials. Tampering with alarm-pull stations and/or fire extinguishers without just cause and failing to evacuate from a building during a fire alarm are strictly prohibited. Students are required to exit the building expeditiously during a fire alarm. Failure to do so will be considered a violation of the Student Code of Conduct and may result in sanctions, including suspension from housing, if applicable.

GAMBLING

Any form of gambling on the University of the Arts property or involving University functions including but not limited to extra-curricular activities is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome. Students found responsible for participating in gambling activities are subject to disciplinary action by the University.

HAZING POLICY

The purpose of the Hazing Policy is to protect the safety and rights of all students of the University of the Arts who choose to join a club or other organization that is associated with the University. It applies to all such organizations whether its facilities are located on or off the University campus. Hazing of a student by any organization or group of its members is absolutely prohibited.

1. For the purposes of this policy, hazing is defined as: any action or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: paddling in any form; use of alcohol; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; the wearing of public apparel, which is conspicuous and normally not in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and late work sessions or any activities which are not consistent with the policies and regulation of the University of the Arts. Hazing also includes any action or situation that requires or encourages violation of public law. The foregoing definition is based on the definition cited by the Fraternity Executives Association and the Commonwealth of Pennsylvania.
2. Any alleged violations of the non-hazing policy by students will be referred through the University's conduct review system, which may impose such penalties, including suspension or expulsion from the University, as it deems appropriate.
3. Any alleged violations by an organization will be referred to the Assistant Vice President of Student Services or their designee, who may impose such penalties, including suspension or revocation of recognition status as a University organization, as may be deemed appropriate.

The University will not tolerate hazing. All student clubs and organizations enhance community life, the University and its members. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

MEDICAL AMNESTY POLICY

Student health and safety are of primary concern of the University. As such, in cases of significant intoxication as a result of alcohol or other substance use, we encourage individuals to seek medical assistance for themselves or others.

Amnesty for Victims/Reporting Party: The University encourages the reporting of Code violations and crimes by victims. Sometimes, victims are hesitant to report to University Officials because they fear that they may personally face sanctions due to policy violations involving underage drinking or drug use at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University Officials. To encourage reporting, the University has a policy of giving such victims amnesty from policy violations involving underage drinking or drug use at the time of the incident.

Amnesty for Help-Seeking: The University encourages students to seek medical assistance for those in need, including oneself. Sometimes, students are hesitant to seek medical assistance for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to seek help for another student who is incapacitated due to alcohol or drug use, or who has been the victim of sexual misconduct). The University has a policy of giving amnesty from policy violations involving underage drinking or drug use at the time of help seeking for students who actively seek medical help for themselves or others, or for students who provide help-seeking assistance to victims.

If medical assistance is sought, the Office of Student Affairs will not pursue conduct charges against the following individuals for violations of the University alcohol or drugs policies:

- The intoxicated student
- Student(s) actively assisting the intoxicated student.

Actively assisting requires that an individual:

- Call Public Safety (215-717-6666 or 6404) or seek another individual qualified to assess the student's condition such as a Resident Assistant (RA) or other Student Life On-Call Staff Member and monitor the intoxicated student's condition.

The following are not covered by the Medical Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by University faculty, staff, or student
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol/drugs policy
- Possession with the intent to distribute drugs

Actions by the Office of Student Affairs:

- The intoxicated student (and possibly those who were attending to/assisting the student) will be required to meet with a member of the Office of Student Affairs, or their designee, who may issue educational requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment.
- Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the educational assignments or treatment recommendations will result in disciplinary action.
- The student will be responsible for any costs associated with drug or alcohol education interventions.

Application to Student Organizations:

In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy or Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy or Drug Policy.

Disclosure of Amnesty Incidents:

The University may disclose amnesty incidents with the student's consent. The University also may disclose an incident if a student is applying for a position within the Office of Student Life or for study abroad or if the University has received subsequent alcohol or drug related incidents involving the student.

MISSING PERSONS

The University of the Arts will respond to a reported missing person, within reason, and as outlined in the University's Crisis Management Plan. Whenever possible, student affairs staff will ascertain the nature of the concern, utilize existing technology to track student's whereabouts and, if necessary, locate student in housing or class. Generally, local authorities will only be notified by the University if foul play is evident or strongly indicated, as observed by appropriate members of the Students of Concern Team.

OFF-CAMPUS LIVING POLICY

The University of the Arts has limited space in on-campus housing and, therefore, only guarantees housing to full-time, first-year students who make a financial commitment to the University on or before May 1st. Students residing off-campus, either with their parents, by themselves, or with other students in the city of Philadelphia, are expected to conduct themselves in a manner that does not hinder the decorum of the community within which they reside. The University has an obligation to address all student conduct, including off-campus behavior, and may follow-up through the conduct system on any infractions. Sanctions could include, but are not limited to, probation, fines, and mandated relocation.

PSYCHOLOGICAL AND/OR MEDICAL EVALUATION & WITHDRAWAL

The University of the Arts acknowledges that some students may experience emotional or physical difficulties during their time at the University that usually will not interfere with an individual's ability to remain in an academic setting. If, however, there is clear and convincing evidence that a student may be suffering from a mental or physical disorder and, as a result of that disorder, their continued presence in the UArts community may be inappropriate, then the student may be required to take a temporary leave until such a time that their behavior does not interfere with the academic pursuits of the community. The following guidelines address situations in which the University may require a student to undertake a psychological and/or physical evaluation and/or withdrawal:

1. The University will consider mandatory evaluation and withdrawal in cases where there is reason to believe there is threat of danger to self, others or property, or there is disruption of the educational process and mission of the institution;

2. The University will make a good faith effort to work cooperatively with the student in question;
3. The University reserves the right to contact the student's parents/guardians in life-threatening or other extreme situations;
4. The University reserves the right to remove a student from housing and/or the institution temporarily pending the outcome of an evaluation. The student will be notified in writing of the procedures for psychological/physical evaluation;
5. The University will refer cases involving alleged violation of the Student Code of Conduct through the standard conduct review process except where, due to the student's psychological or physical condition, the student is either: (a) unaware of their actions; (b) unaware of the wrongful nature of their actions; or (c) a disciplinary hearing is otherwise deemed inappropriate by the Assistant Vice President for Student Services
6. A student being required to undergo a mandatory evaluation by a psychologist/physician or psychiatrist will be notified in writing by the Assistant Vice President for Student Services, or designee. The University will release pertinent information regarding precipitating events and areas of concern to this evaluator. All evaluation reports are to be sent to the Assistant Vice President for Student Services or their designee. The report is available for the student to review with a member of the Counseling Center staff;
7. If a student refuses to undergo a mandatory evaluation, the Assistant Vice President for Student Services may automatically withdraw that student;
8. The student has the right to voluntarily withdraw from the University at any time;
9. The Assistant Vice President for Student Services, or their designee, after consulting with Counseling Center and/or Health Services staff, will review the evaluation and render a decision. A student has the right to appeal the AVP's decision to the Vice President for Enrollment, Retention & Student Affairs. An appeal must be submitted to the Vice President in writing within five business days. The decision of the Vice President will be final;
10. The University will provide guidelines for processes leading to reinstatement at the time of removal or withdrawal.

The Psychological and Medical Evaluation and Withdrawal policy serves as a guideline; reasonable deviations from this policy will not nullify a decision or plan of action unless significant bias toward a student results.

SCHOOL CLOSINGS

In the event of inclement weather, University officials will make every attempt to render a prompt decision regarding whether classes will be cancelled. The information will be communicated throughout campus and to the local media. The University recognizes that our students travel from a wide geographic area and that road conditions can vary greatly. Common sense and good judgment should act as your guide as to whether you can get to the University, or whether you need to leave earlier than the announced closing time.

UArts emergency closings will be communicated via:

- The University's recorded hotline – The recorded message can be accessed directly by calling 215-717-6996.
- Uarts.edu – A bulletin will be displayed on the homepage.
- UArts Alert – A brief message announcing closing or delay information will be sent via text message to students, faculty, staff and others registered in the "UArts Alert" notification system.
- UArts Email – A message will be sent to your UArts email address.
- KYW-News Radio 1060 AM – Listening for our closing number – 116, which will be announced twice every hour. In addition to this, information is listed online at: www.kyw1060.com.
- KYW-TV 3 – School opening delays or closings will be aired beginning at 5 a.m. (also available at www.CBS3.com)
- Fox-29 TV (check your local listings) – School opening delays or closings will be aired beginning at 5 a.m. (also available at www.myFoxPhilly.com)
- NBC-10 TV – School opening delays or closings will be aired beginning at 5 a.m. (also available at www.NBC10.com)
- 6-ABC TV – Opening delays or closings will be aired beginning at 5 a.m. (also available at www.6ABC.com)

SEXUAL ASSAULT, SEXUAL MISCONDUCT, AND SEXUAL HARASSMENT

The University's uniform policy on Sexual Misconduct, Sexual Harassment and Other Forms of Harassment is contained in Appendix A. Guidelines, information, and resources of particular relevance to students are discussed below. Questions about the University's sexual assault and harassment policies, information, and resources can be addressed to the Office of Student Affairs.

Sexual assault, sexual misconduct, and sexual harassment are offenses with physical, psychological, social, and legal implications for the victim. The University complies with the Jeanne Clery Campus Crime Statistics Act and Section 304 (previously known as the Campus Sexual Violence Elimination (SaVE) Act, of the Violence Against Women Act (VAWA), in working to ensure a campus environment that is safe and secure for students with respect to domestic violence, sexual assault, dating violence and stalking.

Definitions:

Dating violence is defined, according to VAWA and Section 304, as violence, sexual or physical in nature, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This includes any behaviors that

intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence is defined as a felony or misdemeanor crime by a current or former spouse or intimate partner, a person with whom the victim shares a child, and/or a person who is cohabitating with or has cohabitated with the victim as an intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

Sexual harassment refers to unwanted sexual advances, requests for sexual favors, or other 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, advancement or success at the University; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, offensive or abusive working or educational environment, or otherwise unreasonably interferes with an individual's terms and conditions of employment or enrollment as a student.

Sexual harassment also may include:

- unwanted physical contact or conduct of any kind, including sexual touching, lewd gestures, or flirtation;
- unwelcome sexual advances or propositions;
- requests for sexual favors;
- verbal abuse, threats or jokes of a sexual nature;
- demeaning, insulting, intimidating, or sexually suggestive comments about an individual, their dress, or body;
- the display in the workplace of demeaning, insulting, intimidating or sexually suggestive objects, words or pictures, including nude photographs;

Staff/Student Interaction In addition to the general prohibitions against harassment of any type, the University imposes an obligation on its staff members with regard to their interactions with students. No staff member may ask for a date, make a sexual advance to a student, or in any other way become romantically or sexually involved with a student. This rule is for the protection of students, staff and the University.

Sexual assault and sexual misconduct are violations of state and federal law and of the UArts Student Code of Conduct. Sexual assault is defined as touching the body of another with a sexual intent and without the consent of the person being touched. This definition includes the offenses of stranger and date/known offender rape, forced anal or oral sex, and the unwanted touching of the sexual or other intimate parts of the person.

Stalking, for purposes of this policy, is defined as a course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cellular phones, texts, or similar devices or forms of contact are used to pursue, harass, track or make unwelcome contact with another person.

Consent is defined, for the purpose of this policy, as clear, voluntary and unambiguous communication indicating a willingness to engage in a particular activity. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response. In the absence of an outward demonstration, consent does not exist. Consent can be withdrawn by either party at any point. Consent is not effective if it results from the use of physical force, threat of physical force, intimidation, coercion, incapacitation or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to engage in a particular activity. Individuals are considered impaired and unable to give consent when intoxicated, of limited mental capability or other similar condition that interferes with reasonable judgment. In the event that both parties are considered impaired, for the purpose of the conduct review process, the standard of consent is deemed to lie with the initiator of each sexual activity.

Rights and Resources

The University of the Arts is committed to treating the reporting party of a sexual assault, sexual misconduct, or sexual harassment with maximum sensitivity. The University encourages individuals to come forward and report sexual assault, misconduct, or harassment, whether it has occurred on or off campus, so that they may receive assistance and learn about their options to file a complaint.

Reports of sexual assault, misconduct, or harassment will be kept as confidential as possible. Information about complaints and investigations will be shared only on a need-to-know basis. Campus representatives must balance requests for confidentiality by reporting parties/responding parties who do not wish their names shared with responding party/responding parties or who do not wish to pursue formal investigation with the responsibility to provide a safe and non-discriminatory environment for all members of the campus community. At times, information identifying the individuals involved in an incident must be shared with responsible employees on campus.

Certain campus professionals are considered confidential resources that are not required to share reports of sexual assault, misconduct, or harassment, unless the circumstances involve an imminent risk to individuals. These confidential resources include the counselors of the Counseling Center, the staff of the Health Center, and pastoral and religious counselors.

Campus Sexual Assault Victims' Bill of Rights

In accordance with section 485 of the Higher Education Act of 1965, the University of the Arts has implemented the following bill of rights that shall be afforded to all victims of reported campus-related sexual assaults. These rights have been adapted for UArts from the language used in the Higher Education Act.

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have any sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, if the victim so chooses; and the right to the full and prompt cooperation and assistance of University staff in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. Victims have the right to be free from any kind of pressure from University staff that:
 - a. not report crimes committed against them to civil and criminal authorities or to public safety and student life staff; or
 - b. report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes because:
 - a. victims are somehow 'responsible' for the commission of crimes against them;
 - b. victims were negligent or assumed the risk of being assaulted; or
 - c. by reporting crimes they would incur unwanted personal publicity.
5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to counseling services from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
7. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that appropriate University staff take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing and transfer of classes if requested by the victims.
8. The right to report any inappropriate action, or lack thereof, in the handling of a reported sexual assault on the part of the University as a Title IX complaint.

Additionally, and in accordance with the SaVE Act, the University will work with the student to ensure that they are able to continue their studies safely while the matter is addressed. This includes applying, at the discretion of the Office of Student Affairs (or their designee) and as dictated by the situation and the needs of the victim, the use of administrative room changes, No Contact Directive, Persona Non Grata, and/or other steps deemed necessary.

Campus and Community Resources

The reporting party of sexual assault, sexual misconduct, sexual harassment, or other forms of sexual misconduct has multiple resources within the University and Philadelphia community with whom they may feel comfortable reporting an incident:

- Counseling Center 215-717-6614
- Health Services 215-717-6230
- Student Life 215-717-6970
- Public Safety 215-717-6666
- Student Affairs 215-717-6617
- Women Organized Against Rape 24-Hour Hotline 215-985-3315

Public Safety assists the reporting party and works with the Philadelphia Police Department to ensure the safety and security of the University community. If the reporting party reports the crime, they are provided information to assist in making a decision to file formal criminal charges. When a charge is filed, the Philadelphia Police Department is always the primary investigatory agency. The reporting party may be escorted by the Philadelphia Police Department to the Pennsylvania Sexual Assault Response Center (PSARC), a designated center for forensic exams following a sexual assault. UArts recommends that the reporting party be accompanied by a supportive partner or ally to PSARC, where the reporting party may receive a forensic medical examination to identify and treat injuries, and to have evidence collected which may be used later should they wish to press charges. Members of the Philadelphia Police Special Victims Unit, who are specially trained in handling sensitive investigations of this nature, will conduct an investigation.

Student Life professional staff and residential assistants (RA's) are trained to assist a reporting party of acquaintance or stranger sexual assault, as well as provide resources available at the University and in the community. When a sexual assault is reported to residential life staff, they balance requests for confidentiality by reporting parties who do not wish their names to be shared, or who do not wish to pursue formal investigation, with the responsibility to provide a non-discriminatory environment for all members of the campus community. At times, information identifying the individuals involved in an incident must be shared with responsible parties on campus. All employees of the University are considered responsible parties with the exception of individuals who have been identified as a confidential resource. All responsible parties are required to share reports of sexual harassment, sexual misconduct or other forms of harassment with the appropriate identified Title IX Deputy Coordinator or Title IX Coordinator. Student Life staff members can make referrals for medical treatment and/or counseling, provide information regarding the options to file a formal complaint and make recommendations regarding safety precautions.

Counseling Services staff confidentially assists reporting parties of sexual assault who are experiencing emotional distress and/or social adjustment issues with the recovery process. Any student who experiences sexual assault/sexual misconduct is encouraged to contact a counselor at the Counseling Center. Counselors are prepared to assist with processing the emotional impact of an incident and to aid with decision-making. Counselors work with students to help restore their sense of control and personal empowerment. Counseling Center staff may not disclose any information, including that related to the sexual assault, to any person on or off campus without the student's permission. Confidential counseling services are also available to the responding party of a sexual assault who must focus on the attitudes, values, and behaviors involved in such a crime. Counselors will receive referrals from campus personnel including those in Student Affairs, Student Life, Student Health Services, Public Safety and the faculty. Students are also strongly encouraged to call the counseling staff on their own. Any individual of sexual assault who is in crisis will be seen immediately during working hours. Counselors can be contacted at other times through residential staff or Public Safety.

Health Services offers confidential medical treatment to reporting parties of sexual assault until they are able to be transported to the proper facility. Immediate medical support is strongly recommended in cases of sexual assault and rape. If Health Services is closed at the time treatment is needed, a member of the Public Safety or Student Life staff may contact the Director of Health Services to assist. The reporting party should not shower, bathe, douche, brush their teeth, tidy up, or otherwise discard or conceal any evidence that might be used to apprehend the perpetrator. If there is any chance that the reporting party may choose to press criminal charges, time is critical and some options may be lost by a delay. Immediate medical steps do not interfere with the individual's decision whether or not to press charges. Health Services can also assist the student in contacting other resources available at the University or in the community.

Conduct Procedures

Any student who has been the victim of sexual assault or harassment can report the incident, either orally or in writing, to either the Director of Student Life, who also serves as a Deputy Title IX Coordinator. The matter should be reported as soon as possible after the conduct has occurred, so that it can receive prompt and appropriate attention through the conduct review process outlined in the Student Handbook. If, for any reason, the student is uncomfortable discussing such matters with one of the above officials, the student must promptly report the matter to the University's Title IX Compliance Coordinator via email at titleix@uarts.edu.

Retaliation or reprisal of any kind against anyone reporting allegations of sexual assault, misconduct, or harassment, or cooperating in an investigation of such a report, is strictly prohibited. Such retaliation shall be considered a serious violation of this policy and shall be punishable by discipline up to and including suspension. Examples of prohibited retaliation include: threatening reprisals against an individual that reported or cooperated in an investigation; retaliation conducted through print or online media or forms of academic or artistic expression. If student is found to have intentionally lied about a claim of sexual assault, misconduct, or harassment, or brought the claim in bad faith, knowing that the allegation is false, then that student may also be subject to discipline.

An administrative hearing on charges of sexual assault will follow the procedures for handling charges against students as published in the University's policy on Sexual Misconduct in Appendix A of this Handbook.

SMOKING POLICY

The University of the Arts maintains a smoke-free environment. Smoking is permitted only out of doors and 20 feet from building entrances and exits. Smoking is, in part, defined as carrying or holding of any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by The University of the Arts may not make solicitations or distribute literature at the University at any time for any purpose. The University recognizes that students and alumni may have interests in events and organizations outside the University. However, students and alumni may not make solicitations or distribute literature concerning these activities on the University campus or by electronic mail.

STUDENT RECORDS

In 1974, the Congress of the United States enacted the Family Educational Rights and Privacy Act (FERPA), Public Law 93-380, as amended, setting out requirements designed to protect the privacy of students. Specifically, the statute governs 1) access to records maintained by certain educational institutions and agencies, and 2) the release of such records. In brief, the statute provides that such institutions must provide students access to official records directly related to themselves and an opportunity for a hearing to challenge such records; that institutions must obtain the written consent of the student before releasing personally identifiable data from records to other than specified exceptions; and that students must be notified of these rights.

Student Rights

As such, all students of The University of the Arts have the following rights with regard to educational records maintained by the University:

- A. The right to review educational records that are maintained by the University. These records generally include all records of a personally identifiable nature; however, they exclude the financial records of parents and confidential letters and statements of recommendation received prior to June 1, 1975.
- B. The right to inspect and review records. Such requests may be made by completing an "Access Request for Educational Records," which is available in the Office of the Registrar. Upon receipt of a request an appointment will be made to review records within 45 days.
- C. The right to appeal misinformation in the files. If a student believes any information in the file is inaccurate or misleading, that individual may request, in writing, the custodian of the record to amend, delete, or otherwise modify the objectionable material. If said request is denied, the student may request that a hearing be held to further pursue the request. At this hearing, the student may be represented by a person of their choice, if so desired. If after the hearing the request to amend is again denied by the University, the student has the right to place in the file a statement or other explanatory document, provided that such statements or documents relate solely to the disputed information.
- D. The right to appeal violation of rights. If a student believes that any of their rights have been violated by the University, the student should make such facts known to the Assistant Vice President for Student Services in writing. If the Assistant Vice President for Student Services does not resolve the matter and the student still feels that their rights have been violated, the student may so inform the Department of Education in writing.
- E. The right to file a complaint with the US Department of Education. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C.
- F. The right to select a physician or other appropriate professional, at personal expense, to review records on a student's behalf, that have been created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional while an individual has been a student at the University, filed with The University.

Definitions:

- A. The Educational Record maintained by the University will consist of:
 - Directory information
 - Application for admission
 - Applicant's secondary school records
 - Cumulative University of the Arts records of grades, credits, grade-point average, and academic actions
 - Correspondence (or copies thereof) re: admission, enrollment, registration, probation
 - Student petitions
 - Disciplinary actions
 - Departmental appraisals and evaluations of student progress
- B. The Educational Records do **not** include:

- Parents' and students' confidential financial documents
 - Counseling notes, records or files
 - Health Office files
 - Faculty and staff memoranda/files retained for personal/professional use
- C. Educational Records are maintained by the following:
- Office of the Registrar
 - Office of Student Affairs
 - Financial Aid Office
 - Finance Office
 - Office of Continuing Studies
 - Student Conduct
- D. A dependent student is defined as one who is declared a dependent by their parents for income-tax purposes. A student is defined as a person who attends or has attended the University. Persons who have applied to but who have not attended the University as an enrolled student are not covered under FERPA.

University Rights & Responsibilities

- A. The University may not generally release any information outside the University that is maintained in educational records without prior consent or waiver. However, the University does have the right to release the following information:
- Name
 - Address
 - Email address
 - Telephone listing
 - Date and place of birth
 - Major field of study
 - Participation in officially recognized activities
 - Dates of attendance
 - Degrees and awards received
 - The most recent previous educational institution attended by the student
 - Enrollment status
- If a student does not wish any of this information made public, either in a directory of students or in any other manner, the student must inform the Office of the Registrar no later than the end of the third week of classes each semester of the information not to be released.
- B. The University may disclose FERPA-related information without consent to school officials when there is a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, or research or support staff position (including law enforcement unit personnel and health staff); or a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.
- C. While release of information from educational records to outside parties requires the student's explicit consent, the following exceptions do not require the student's consent:
- Compilation of general enrollment data for reports required by U.S. Government and Commonwealth of Pennsylvania Authorities;
 - Participatory information-sharing with educational service associations such as the College Scholarship Service and the American Council on Education;
 - Information about an individual student in the event of a personal emergency that is judged to threaten the health and/or safety of that student;
 - Compliance with conduct orders and lawfully issued subpoenas;
 - Reference by appropriate University of the Arts faculty and professional staff.
 - In cases of violent crime, the results of any disciplinary proceeding conducted by the University against an accused student to the alleged victim.
 - The status of a student who is a Registered Sex Offender.
- Any release of information as outlined above that identifies an individual student and requires that student's consent will be recorded in their permanent record.
- D. The University reserves the right to inform parents/guardians of dependent students where it deems appropriate — specifically when it has cause to believe that a student's status at the University may be in jeopardy due to disciplinary reasons.
- E. Requests for the records of a deceased student must be accompanied by a notarized statement from the executor of the estate of the deceased approving the release of records. Requests concerning students who have long been deceased will be evaluated by the University based on legitimate educational interest.

WEAPONS

Students are not permitted to have weapons on campus including, but not limited to, firearms of any kind, kung fu sticks, shuriken, knives (other than eating utensils), cap guns, ammunition and explosives (or explosive chemicals), among other dangerous weapons or substances. Students found to be in possession of such weapons or substances are subject to sanctions ranging up to expulsion from the University. Weapons used as props, whether real or otherwise, are not permitted in the residence halls. Weapons used as props for performances/exhibits need permission from faculty and are not permitted outside of performance or exhibit space.

WORKPLACE VIOLENCE

The University is committed to maintaining a safe working, learning, and living environment for all members of the University community. Threats, acts of aggression, and violence are unacceptable in the University community. Any such threat or violent act, regardless of intent, will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal. In addition, the University prohibits the possession of firearms, explosives, and other dangerous weapons on campus and at University functions off-campus (see weapons policy above).

WORKING FOR FACULTY/STAFF

Students may, on occasion, be asked by faculty or staff to work on external professional projects or activities. Such activities may range from assisting with single events (e.g., performing in a one-night “gig”, or a half-day of exhibition installation work off campus) to an ongoing employment relationship of greater duration (e.g., multiple rehearsals and performances for a show or series of shows). When faculty or staff hires current UArts students to work for a single event or activity, the following norms must be observed:

1. The student must be paid an agreed hourly rate or flat fee for their work, and all payments to the student must be made mindful of and consistent with city, state and local tax regulations.
2. The student must be provided with a written and signed understanding recording the activity involved, the agreed-upon payment, and the student’s acceptance of the terms.
3. A student may not be hired by an instructor while registered for a class taught by that instructor. (Exceptions to this norm require approval by the Dean of the student’s major academic unit.)
4. The project must not require the student to miss scheduled classes or other activities required by registration in a course.

Additionally, when faculty or staff hires students over a period of multiple dates and times, or across multiple events, these norms must be observed:

1. The student’s participation must be approved in advance by the student’s School Director (in CAMD and CPA) and by the Dean of the student’s major academic unit (or their designate).
2. The student must notify their faculty advisor of the project or activity, in order to provide ongoing mentorship of academic commitments and time management.

SECTION 9

STUDENT CODE OF CONDUCT & PROCEDURES

COMMUNITY STANDARDS AND THE STUDENT CONDUCT SYSTEM

The overriding principle of the UArts Student Code of Conduct is the promotion of a civil educational environment for all community members. The UArts Student Code of Conduct acknowledges that every student has both the freedoms and the responsibilities of being an adult student-artist.

As appropriate to an institution of higher education, standards of performance and social conduct are generally more demanding than those required of the general public.

It is assumed that students are mature and responsible individuals. By registering at the University of the Arts, each student agrees to accept responsibility for compliance with academic regulations, course syllabi and conduct regulations as listed in the Student Handbook, the Course Catalogue, and regulations pertaining to any specific operation within the University.

The principal responsibility for proper conduct rests with each student, and as much as possible, each student is encouraged to resolve conflicts of individual rights and responsibilities independently. The University will become involved, however, when a student cannot resolve a conflict independently; when there exists a reasonable basis to believe that laws have been broken; when there could be or is a potential for personal harm or property damage; or when there exists a reasonable basis to believe that University regulations have been violated.

No sanction shall be brought against a student accused of a violation of the Student Code of Conduct until a conduct review body has reviewed the complaint, made a decision and issued a disciplinary sanction, except in those matters handled directly by the Assistant Vice President for Student Services or instances of academic dishonesty handled by faculty members in accordance with policies set forth in their syllabi and the academic integrity policy in the Course Catalogue. Students wishing to appeal academic decisions made by faculty members should consult the Academic Grievance Procedure section of the Course Catalogue for guidelines.

Should a student's presence on campus create a threat to the safety or well-being of other members of the University of the Arts community, the University reserves the right to immediately interim suspend that student from campus until the time of a hearing. Additionally, the University reserves the right to resolve a case and sanction a student, including suspension, without a hearing where such action is deemed necessary or appropriate by the President of the University.

Definitions

The following definitions refer to the University of the Arts conduct review procedures and processes only:

1. The term "University" means the University of the Arts;
2. The term "student" includes both full and part-time students, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students";
3. The term "University official" includes any person employed by the University or an out-sourced auxiliary service who performs assigned administrative or professional responsibilities, including conducting classroom activities;
4. The term "Student Life staff" includes resident assistants, coordinators/hall directors, and the Director of Student Life;
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University, including any University auxiliary service employee and vendors;
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the University;
7. The term "University organization" means any number of persons who have complied with the formal requirements for University recognition/registration;
8. The term "conduct review body" means any person or persons authorized to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions; exercise disciplinary action following a proper hearing. The University will exercise this right in cases where its reputation or orderly functions as an academic community are involved;
9. The term "appellate body" means any person or persons authorized to consider the appeal of a conduct review body's determination that a student has violated the Student Code of Conduct or the sanctions imposed by the conduct review body;
10. The term "University policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, and the Course Catalogue;
11. The term "hearing officer" means the person present during conduct review hearings responsible for ensuring that due process, as defined by the Student Handbook, is followed. The hearing officer in Campus Standards Board hearings is the chair. In all other hearings, one individual serves as both the hearing officer and the "conduct review body."

Jurisdiction of the University Conduct System

The University Conduct System will hear complaints concerning violations of University policy or regulations whenever the conduct in question occurs in any of the following circumstances:

1. If it occurs on the campus or in any University facility;
2. If it occurs while the student who is charged was attending or participating in any University-related activity, i.e., study abroad, field trip, social event, activity sponsored by a recognized student organization; or
3. If the conduct, whenever and wherever it occurs, including via online media, calls into question the student's suitability as a member of the University community. Unlawful acts of violence, violations of another's civil rights, hazing, the unlawful sale or possession of drugs, the unlawful use of alcoholic beverages and crimes against persons or property are examples of conduct that will subject a student to the conduct review system regardless of where the conduct occurs. In cases involving student behavioral problems that occur off campus, the University reserves the right to initiate disciplinary action in the interest of preserving its reputation and orderly functioning. The fact that a student's conduct may also constitute a crime in violation of local, state, or federal law does not limit the ability of the University to discipline the student for that conduct. The University, therefore, reserves the right to submit a complaint to the conduct review system even if the same conduct is or may become the subject of a criminal case.

STUDENT CODE OF CONDUCT

In addition to the policies listed in various sections of this handbook, the University of the Arts Student Code of Conduct outlines behaviors that are prohibited at the University. The specific items are not meant to serve as an exhaustive list, but as a general guideline for addressing student behavior. The University reserves the right to address other behaviors that occur that are considered detrimental to the learning environment and/or health and safety of the University community.

To that end, prohibited behavior at the University of the Arts includes the following:

1. **Academic dishonesty or misconduct including, but not limited to, cheating and plagiarism;**
 - a. Cheating: using or attempting to use unauthorized materials, information, or study aids in any educational exercise.
 - b. Plagiarism: representing the ideas or language of another as one's own in any educational exercise.
 - c. Fabrication: falsifying or inventing any information or citation in an educational exercise.
 - d. Denying others access to information or material.
 - e. Facilitating academic dishonesty: assisting another student to cheat, plagiarize, and/or fabricate information.
 - f. Submission of the same, or essentially the same, assignment for two or more classes without the direct prior permission of all instructor(s) involved.
2. **Non-academic dishonesty, including, but not limited to, theft, attempted theft, possession of stolen property, forgery, and falsification of information provided to any University official;**
 - a. Lying: any statement, action, or behavior with the intent to deceive.
 - b. Possession or use of a fake ID.
 - c. Stealing: knowingly taking an item or items without the owner's expressed permission.
 - d. Possession of stolen property: any items of material value possessed or controlled by an individual without the explicit permission or authorization of the owner or the owner's designated representative.
 - e. Eluding or evading: any statement, action, or behavior with the intent of hiding the truth, including running or hiding from University personnel.
 - f. Aiding and abetting: knowingly encouraging, assisting and or being an accessory to any act prohibited by the Student Code of Conduct.
3. **Conduct which threatens the physical or psychological health and/or safety of any person (including the person committing the act) or the sanctity of the campus, including, but not limited to physical or sexual assault;**
 - a. Dating Violence (as defined in Section 8 of this Handbook)
 - b. Domestic Violence (as defined in Section 8 of this Handbook)
 - c. Sexual Harassment. Unwelcome and/or unreciprocated sexual advances, whether online, in person, or through a third-party, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
 - d. Sexual Assault/Rape (as defined in Section 8 of this Handbook)
 - e. Sexual Exploitation (as defined in Appendix I of this Handbook)
 - f. Stalking: any act, whether via phone, internet, or physical proximity, that, through unwanted and/or unsolicited viewing or communicating, threatens an individual's physical or emotional safety.
 - g. Physical Attack.
 - h. Hazing.
 - i. Harassment: any act, whether written or verbal, via online or in person, that belittles, intimidates, or threatens the safety of a member of the University of the Arts community.

- j. Failure to maintain personal health, whether physical, mental or emotional, in such a way that it threatens the safety and security of the individual or the University community.
 - k. Use or possession of firearms, fireworks, or other weapons that could be considered lethal, including those weapons in which the person has a permit.
- 4. Damage to or misuse of public, private, personal or University property;**
- a. Property Damage, either to an individual's or the University's property.
 - b. Removing approved postings and/or Office of Student Life notices or bulletin boards.
 - c. Littering, applying graffiti, and/or other behavior which threaten the cleanliness and appearance of the University.
 - d. Use of fire equipment, including sprinklers, extinguishers, and/or hoses, in any manner for which it was not intended.
 - e. Defenestration: throwing objects outside of window or from balcony or roof.
- 5. Violation of policies as described in the Student Handbook, the Course Catalogue, the UArts Housing Agreement and all other rules governing University facilities, programs and services including, but not limited to the following;**
- a. Violation of Student Life policies (see Residential Living policies section)
 - b. Possession or use of alcohol paraphernalia.
 - c. Purchase, possession, use, sale or distribution of alcohol.
 - d. Distribution or attempted distribution of alcohol to any person under the legal drinking age
 - e. Possession or use of drugs and/or drug paraphernalia.
 - f. Distribution or attempted distribution of a drug, including prescription medication.
 - g. Illegal use or possession of a drug, including prescription and over-the-counter drugs.
 - h. Manufacturing of any drug, including growing marijuana for any purpose.
- 6. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, other University activities or activities authorized to take place on University property;**
- 7. Disorderly conduct including acts which breach the peace;**
- a. Disruptive behavior.
 - b. Unauthorized entry, whether peacefully or by force, into a prohibited area (including but not limited to, fire escapes, balconies, and basements) or residence hall apartment in which there is no documented reason for being present.
 - c. Urinating in public.
- 8. Non-compliance with the directions of University or civil authorities performing official duties;**
- a. Failure to give proper identification when requested
 - b. Repeated unexcused non-attendance of classes
- 9. Violation of a student's rights or privileges and verbal or written harassment, discrimination, abuse and/or disrespect of any person;**
- a. Harassment: any act, whether written or verbal, via online or in person, that belittles, intimidates, or threatens the safety of a member of the University of the Arts community.
 - b. Acts or abusive language, either in public or via online sources, which includes failing to abide by policies set forth by the College of Art, Media, and Design (CAMD) with regards to conduct with live models.
 - c. Making, distributing, or publishing a media recording of any person without that person's consent and/or prior knowledge (e.g., audio, picture, video, Google Glass).
- 10. Violation of statutes, laws, ordinances and/or regulations of the City of Philadelphia, Commonwealth of Pennsylvania (or other states, when applicable) and the United States of America.**

CONDUCT REVIEW PROCESS

Any member of the University community may initiate the conduct review process against any student for alleged violations of the Student Code of Conduct generally within two to three months of the alleged violation(s) by submitting a complaint in written form to the Assistant Vice President for Student Services (or their designee). The University online incident report database can be found online at uarts-advocate.symphlicity.com/public_report/. Student Life and Public Safety staffs initiate charges in writing through their supervisor by completing an incident report after addressing a violation. Charges filed by all other members of the community must be prepared in writing, preferably through the online system, and will be directed to the Conduct Coordinator. Alleged violations of the Student Code of Conduct generally may be adjudicated by one of three types of campus conduct review bodies, depending upon the nature and seriousness of the charges (see below for levels of violations), the location of the event and/or the number of students involved:

- Student Life Coordinators (Hall Directors) generally address lower-level violations by residents living within their respective residence areas;
- Professional staff members of the Division of Student Affairs generally address intermediate-level violations and cases involving commuter students or multiple residents from different living areas;
- The Campus Standards Board, consisting of students, faculty, and/or administrators generally conducts hearings to address violations of the most serious nature that have the potential to result in University suspension or expulsion. The Board is advised by the Assistant Vice President for Student Services who appoints a trained administrator to serve as the chair.

There are two exceptions to the above-stated procedures. With respect to non-academic matters, exceptions to this policy may be made by the Assistant Vice President for Student Services, at their discretion. With respect to academic dishonesty, faculty may choose to follow policies and procedures described in their course syllabi.

Anyone with questions about the conduct process should contact the Office of Student Affairs at 215-717-6617 or the Conduct Coordinator at 215-717-6606 during regular business hours.

GENERAL CONDUCT REVIEW PROCEDURES

All University hearings are open only to members of the University community and individuals who have specific involvement in the case, and only at the discretion of the hearing officer. The University conduct review process shall be conducted by a conduct review body according to the following guidelines:

1. All charges of misconduct shall be presented to the accused student in written form generally between 2 and 15 business days after the student has been notified;
2. Hearings shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the hearing officer;
3. The responding party and the reporting party have the right to be accompanied throughout the hearing by advisors of their choice selected from among members of the University community. Only when the student is exposed to concurrent criminal charges or civil liability may a responding party request to have legal counsel as an advisor. An advisor, including legal counsel, may not speak on behalf of the responding party or address the conduct review body. The names of the advisors must be provided to the hearing officer at least two working days prior to the hearing in order to be approved;
4. The responding party and the reporting party may present as witnesses only those persons with first-hand knowledge of the alleged incident or violation or others having information that can otherwise be shown to be credible. The decision to hear testimony from witnesses having information other than first-hand knowledge shall be made by the conduct review body or the hearing officer;
5. In hearings involving more than one accused student, the hearing officer, at their discretion may permit the hearings concerning each student to be conducted separately;
6. All procedural questions are subject to the final decision of the hearing officer. Technical rules of evidence and other "due process" rights associated with courts are not applicable to the University conduct review process;
7. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a conduct review body at the discretion of the hearing officer. Assumptions, speculations, or references to prior, unreported incidents will normally not be permitted;
8. After the hearing, the conduct review body shall determine (by majority vote in Campus Standards Board hearings) whether or not the student has violated each section of the Student Code with which the student has been charged. The conduct review body's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct (a preponderance of evidence standard);
9. There shall be a record of all hearings before a conduct review body for use by the appellate body; a copy of this record will not be provided to the accused or the reporting party. The record shall cite the violation(s), the decision (responsible or not responsible), a brief statement of the facts upon which the finding is based, and the sanction(s). Generally, there shall be no audio/visual recordings of hearings other than those conducted by the Campus Standards Board;
10. Failure to obey the summons of a hearing officer or failure to attend one's own hearing does not preclude the case from being heard and a decision being rendered; and
11. Decisions made by a conduct review body shall be final, pending the normal appeal process. Following a general conduct review hearing, the hearing officer shall advise the accused in writing of the decision of the hearing and of the sanction(s) imposed, if any, within three business days whenever possible.
12. Students found responsible may appeal the decision within 48 hours of email notification. Appeals will be heard by the Assistant Vice President for Student Services (and/or their designee)

CAMPUS STANDARDS BOARD HEARING PROCEDURES

It is at the discretion of the Assistant Vice President for Student Services (or their designee) whether or not a case is heard by an individual student affairs administrator or by the Campus Standards Board (CSB). CSB hearings are open only to those people who have specific involvement in the case or who will serve as an advisor to the accused. The reporting party shall at all times have the burden of proof, upon preponderance of the evidence, that the responding party has violated the Student Code of Conduct.

1. The chair shall call the meeting to order formally, announcing the date and time.
2. The due process compliance officer shall introduce the purpose of the hearing, outline the conduct process and identify roles for those attending the hearing. (The due process compliance officer is responsible for ensuring that procedures are followed as outlined in this Handbook and as such, may interject as needed during the proceedings).
3. All parties involved will introduce themselves by name and role at the hearing (panel member, responding party reporting party, witness, advisor).
4. The chair shall read the charges and the responding party will provide a preliminary indication of whether they are responsible or not responsible for those charges.
5. The reporting party shall present their opening statement and present their complaint.
6. Members of the CSB may ask questions of the reporting party, responding party, and all witnesses for the purpose of fact finding and clarification;
7. The responding party may question the reporting party and witnesses as they appear;
8. The responding party shall present their opening statement and present their response.
9. Members of the CSB may ask questions of the reporting party, responding party, and all witnesses for the purpose of fact finding and clarification;
10. The chair, or relevant witnesses if present, will read into record any additional pieces of information, witness accounts, etc. that are deemed necessary and relevant for the case.
11. CSB members may call witnesses from either side after all original testimony has been heard for the purpose of fact finding and clarification;
12. The reporting party may present a closing statement;
13. The responding party may present a closing statement;
14. All parties except CSB members shall be excused from the hearing room while the Board discusses the case to determine their decision.
 - a. Their decision will be made at the time of the hearing unless unusual circumstances make deferment necessary; and
 - b. A majority vote of CSB members present is sufficient to declare a decision.
15. The responding party will remain in the vicinity of the hearing during the Board's deliberation, unless excused by the committee;
16. The responding party shall be called back to the hearing room to be verbally informed of the decision, if rendered at the time of the hearing.
17. If the responding party is found not responsible an outcome letter will be sent from the due process compliance officer within 48 hours of the verbal notification by the board. At the discretion of the chair, the reporting party will be informed of the not responsible outcome via email within 48 hours of the hearing
18. If the responding party is found responsible, the decision for sanctions will be made by the Assistant Vice President for Student Services or Provost, dependent on the charges found in violation, based on the facts of the case and prior relevant sanctions, if any. Responding party and reporting party will be notified of sanctions within 7 calendar days following a panel decision of responsible.
19. There shall be a single recording of all University Campus Standard Board hearings (not including deliberations). The recordings shall be property of the University and will be maintained in accordance with FERPA. Copies of files will not be provided except under compliance with federal regulations or legal subpoena. Transcripts may not be shared with any persons not directly involved in the hearing;
20. In case of an appeal, an audio file of the transcript is available to either the reporting party or responding party for review in a space approved by the due process compliance officer and in the presence of the students hearing advisor. Appeals must be submitted within one (1) week of either responsible or not responsible decision notification.
21. Appeals will be heard by the Vice President for Enrollment Management & Student Affairs or the Provost depending upon the policy violations or charges. Appeal outcomes will be sent within two (2) calendar weeks of the receipt of the appeal submission.

THE ROLE OF THE ADVISOR

If requested at least 48 hours prior to a hearing, the hearing officer may approve the responding party to have an advisor present during the proceedings. An approved advisor must be a member of the University of the Arts community and is not permitted to speak at the proceedings. Prior to the hearing, the hearing officer will meet with the advisor to provide information about the code of conduct and to answer any questions they may have about the proceedings. The hearing officer cannot answer questions about the incident itself or the student's responsibility. The advisor is permitted to meet with the responding party in advance of the hearing and to be present at the hearing and the outcome. The advisor's role is to provide guidance to the responding party with

regards to what to ask and how to act, what questions to ask, and how to prepare their case. Advisors are able to share notes with the responding party at the hearing.

A list of trained student advisors is available on the UArts website at <http://www.uarts.edu/students/hearing-advisors>. Advisors for Campus Standards Board hearings will be offered during the notice of hearing meeting with the Conduct Coordinator.

SANCTIONS

The following sanctions, among others, may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning – A written notice to the student that they are violating or have violated the Student Code of Conduct;
2. Loss of privileges – Denial or restriction of specified privileges or use of specified facilities for a designated period of time;
3. Fines;
4. Conflict mediation;
5. Restitution – Compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense;
6. Referral to support services/educational programs;
7. Community Restitution – Service to the University or other related discretionary assignments;
8. Probation – Defined as the middle status between good standing and suspension. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the Student Code of Conduct during the probationary period;
9. Mandated room reassignment or residential suspension – Behavior merits immediate relocation of the student to another campus residence or removal from the University’s residence halls;
10. Living/learning contract – Disciplinary letter placing the student on probation; this letter is signed by the student requiring them to satisfy certain sanctions within a period of time;
11. Failing assignment or course grade (in cases of academic dishonesty only) – If the sanction is failure of the course, an “F” will be given and will appear on the transcript, the student will not be allowed to drop the course, even within the drop period. A reason for the “F” will not appear on the student’s transcript, except in the case of suspension or expulsion due to academic dishonesty; course grades of “F” that are given as a sanction for academic dishonesty are excluded from the University grade replacement policies: these F’s will not be replaced if the course is repeated.
12. Persona non grata – Prohibition from a specific or all campus property and/or activities. Violation of a persona non grata sanction may subject the violator to arrest for trespass;
13. Suspension – Removal from classes and other privileges, including campus housing or activities as a student for a designated period of time. Suspension from the University will result in automatic “W” grades in all classes in the semester of the suspension. A suspended student is considered “not in good standing” and therefore may not be cast or participate in University of the Arts shows, performances or exhibitions or participate in student organizations. A suspended individual must turn in campus photo identification, University keys and all other University property at the time the suspension goes into effect and is considered persona non grata. Conditions for readmission may be specified. When a student returns from a suspension, they are required to meet with the Assistant Vice President for Student Services or a Designee to determine if all requirements have been met prior to the student’s return. Suspension may be deferred to begin at a later date or under specific conditions;
14. Expulsion – Permanent removal from classes and other privileges or activities as a student. Expulsion from the University will result in automatic “W” grades in all classes for the semester in which expulsion was sanctioned. Expelled individuals must turn in campus card photo ID, University keys and all other University property at the time expulsion goes into effect and the student is considered persona non grata.

More than one of the above sanctions listed may be imposed for any single violation. Additionally, educational sanctions may be imposed at the discretion of the hearing officer. Other than University expulsion, disciplinary sanctions shall not be made part of the student’s academic transcript but shall become part of the student’s permanent record. A student’s record is, therefore, subject to review by those authorized to request it, such as transfer higher-education institutions and future employers and in other cases when the student initiates the disclosure.

The following sanctions, among others, may be imposed upon student groups or organizations:

1. “1” through “8” sanctions listed above;
2. Deactivation – Loss of privileges, including University recognition, for a specified period of time.

When a student organization engages in some act of misconduct, the University may take action not only against the student(s) involved, but also against the organization itself.

Standard Sanctions

In recognition that no two circumstances are identical, the following tables provide guideline for sanctions for standard violations. Actual sanctions may vary based on the situation and nature of the infraction.

TABLE 1: EXPECTED SANCTIONS (FIRST VIOLATION) *Assumes student is found RESPONSIBLE*

Violation	Hearing Type	Probation	Fine	Warning	Parents Notified	Educational Sanction	D/A	Assessment	No Contact Order	Random Drug Test	Persona Non Grata	Res Change	Community Restitution	Loss of Privileges	Suspension (Housing)	Suspension (University)	Expulsion
Alcohol (Possession of Paraphernalia)	AD	6 months	\$50*	*	*	X											
Alcohol (Possession, Use)	AD	6 months	\$100		X	*	*										
Defenstration	AD	6 months		*								X	*		*		
Drug: Marijuana (Possession, Use)	AD	1 year	\$200		X		X			X					*		
Drug: Marijuana (Sale, Distribution)	CSB		\$250*		X						X				X	X	*
Drug: Other (Possession, Use)	AD/CSB	1 year*	\$300*		X		X			X					X	*	
Drug: Other (Sale, Distribution)	CSB		\$450*		X					X	X				X	X	*
Fire Safety	AD/CSB	6 months	\$300								*	*	X	*	*	*	
Lying	AD/CSB	6 months	\$100										*	*			
Noise Violation	AD			X								*					
Guest Policy	AD	6 months*		*										*			
Pets	AD	6 months	\$25 p/d												*		
Smoking	AD	6 months	\$25										*				
Theft	AD/CSB	1 year*							*		*		X	*	*	*	X
Unauthorized Access	AD	6 months	\$50								*	*	*	*			
Vandalism	AD	1 year									*	*	X	*	*		
Violence/ Fighting	AD/CSB	1 year							X		*	*	X	*	*	*	*
Weapons	AD/CSB	1 year*							*		*	*		*	*	*	*

x Recommended sanction, based on the severity of the violation and the circumstances surrounding the incident.

* Possible sanction, based on the severity of the violation and the circumstances surrounding the incident.

TABLE 2: EXPECTED SANCTIONS (SECOND VIOLATION) Assumes student is found RESPONSIBLE

Violation	Hearing Type	Probation	Fine	Warning	Parents Notified	Educational Sanction	D/A	Assessment	No Contact Order	Random Drug Test	Persona Non Grata	Res Change	Community Restitution	Loss of Privileges	Suspension (Housing)	Suspension (University)	Expulsion
Alcohol (Possession of Paraphernalia)	AD	1 year	\$100			X						*	X				
Alcohol (Possession, Use)	AD	1 year	\$250		X	X	X						X		*		
Defenestration	AD	6 months										X	X		*		
Drug: Marijuana (Possession, Use)	AD	1 year	\$450		X		X			X		X			X	X	X
Drug: Other (Possession, Use)	CSB				X		X			X		X			X	X	X
Fire Safety	AD	1 year	\$500		X								X		X		
Lying	AD/CSB	1 year	\$200											*	*	*	
Noise Violation	AD	6 months	\$25									*					
Guest Policy	AD	6 months										*		X	*		
Pets	AD	6 months	\$100 p/d									*		X	X		
Smoking	AD	1 year	\$100		X												
Theft	AD/CSB	1 year	\$250						*		*		X	X	X	*	*
Unauthorized Access	AD	6 months	\$100										X	X	*		
Vandalism	AD	1 year	\$250										X	X	X		
Violence/Fighting	AD/CSB	1 year							X		*		X	X	X	*	*
Weapons	AD/CSB	1 year							*		*		X	X	X	*	*

x Recommended sanction, based on the severity of the violation and the circumstances surrounding the incident.

* Possible sanction, based on the severity of the violation and the circumstances surrounding the incident.

TABLE 3: EXPECTED SANCTIONS (THIRD VIOLATION) Assumes student is found RESPONSIBLE

Violation	Hearing Type	Probation	Fine	Warning	Parents Notified	Educational Sanction	D/A Assessment	No Contact Order	Random Drug Test	Persona Non Grata	Res Change	Community Restitution	Loss of Privileges	Suspension (Housing)	Suspension (University)	Expulsion
Alcohol (Possession of Paraphernalia)	AD	1 year	\$200										X	X		
Alcohol (Possession, Use)	AD	1 year			X						X			X	X	
Defenestration	AD	6 months	\$250							X		X	X	X		
Fire Safety	AD											X	X	X	X	
Lying	AD/CSB												X	X	X	
Noise Violation	AD	6 months	\$50								X		X	X		
Guest Policy	AD	1 year	\$100										X	X		
Smoking	AD	1 year	\$250		X									X	*	
Unauthorized Access	AD	1 year	\$250								X		X	X	*	
Vandalism	AD	1 year	\$500								X	X	X		X	*
Violence/ Fighting	CSB							X			X				X	*
Weapons	CSB										X				X	X

x Recommended sanction, based on the severity of the violation and the circumstances surrounding the incident.

* Possible sanction, based on the severity of the violation and the circumstances surrounding the incident.

TABLE 4: EXPECTED SANCTIONS (TIX Investigation REQUIRED) Assumes student is found RESPONSIBLE

Violation	Title IX Investigation	Probation	Fine	Warning	Parents Notified	Educational Sanction	D/A Assessment	No Contact Order	Random Drug Test	Persona Non Grata	Res Change	Community Restitution	Loss of Privileges	Suspension (Housing)	Suspension (University)	Expulsion
Dating Violence	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	X
Domestic Violence	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	X
Sexual Harassment	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	*
Sexual Exploitation	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	X
Sexual Misconduct	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	X
Sexual Assault	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	X
Stalking	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	*
Harassment	TIX Investigation	X			*	*	*	X	*	*	*	*	*	X	X	*

x Recommended sanction, based on the severity of the violation and the circumstances surrounding the incident.

* Possible sanction, based on the severity of the violation and the circumstances surrounding the incident.

INTERIM SANCTIONS

In certain circumstances, the Assistant Vice President for Student Services (or their designee) may impose a University or residence-area suspension pending an assessment and/or a hearing before a conduct review body. Interim suspension may be imposed to:

1. help ensure the safety and well-being of members of the University community or preservation of University property;
2. help ensure the student's own physical or emotional safety and/or well-being;
3. help prevent disruption or interference with the normal operations of the University.

During interim suspension, students may be denied access to the residence area and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Assistant Vice President for Student Services (or their designee) may determine to be appropriate.

In certain circumstances, the Assistant Vice President for Student Services (or their designee) may impose an interim residence suspension, mandated room reassignment or other restrictions prior to a hearing before a conduct review body.

Whenever interim sanctions are imposed, a hearing convenes at the earliest possible time. The interim sanction(s) may remain in effect until a final decision has been reached, including any appropriate appeals process.

GENERAL CONDUCT REVIEW PROCESS APPEALS

The accused student(s) may appeal a decision made by a conduct review body. A request for an appeal must be submitted in writing to the Assistant Vice President for Student Services (or their designee) within two business days (48 hours) of the decision. Generally, the Assistant Vice President for Student Services (or their designee) will direct an appeal to the supervisor of the hearing officer, who will make a final decision in the case. The Director of Student Life will generally hear appeals of residential suspensions; the Vice President for Enrollment Management & Student Affairs will hear the appeal of University suspensions or expulsions. The Assistant Vice President for Student Services may assign any appeal as they deem appropriate to be heard by conduct staff, except for those that they adjudicated.

The written request for any appeal must be based upon one or more of the following reasons, which must be specifically specified in the appeal:

1. Violation of University conduct review procedures;
2. Misinterpretation of the policies alleged to be violated;
3. New evidence not reasonably available at the time of the hearing;
4. Improper or excessive sanction(s);
5. Decision not supported by a preponderance of evidence.

Upon receipt of the appeal, the appellate body will do one of the following:

1. Accept to hear the case at their discretion;
2. Refuse to hear the case for lack of sufficient reason for appeal;
3. Request that another hearing be conducted;
4. Investigate and amend the decision and/or sanction.

Appeals of decisions made by the Campus Standards Board are handled as follows:

1. The Vice President for Enrollment Management & Student Affairs hears appeals of non-academic decisions made by the Campus Standards Board, except in cases where the Vice President is the reporting party or a witness in the matter. (In such instances, appeals will go to the Provost);
2. The Provost (or their designee) hears appeals of academic decisions made by the Campus Standards Board, except in cases where the Provost is the reporting party or a witness in the matter. (In such instances, appeals will go to the Vice President for Enrollment Management & Student Affairs);

In appeals by the accused involving claims of improper or excessive sanctions, decisions following appeal cannot result in more severe sanctions for the accused student. Review of the audio transcript or other supporting materials will be available to the appellate officer at their request. The decision and sanction(s) resulting from any appeal will be sent to the responding party, reporting party, president of the University and/or persons and offices notified of the original sanction(s).

The University of the Arts reserves the right to change and/or add to the policies, procedures and programs described in the Student Handbook and will make reasonable efforts to inform students of such changes and/or additions via UArts email notification.

SECTION 10

GUIDE TO PHILADELPHIA

AIRLINES

Philadelphia International Airport Information, 215-937-6800
American Airlines, 800-433-7300
Continental Airlines, 800-523-3273
Delta Airlines, 800-221-1212
Southwest Airlines, 800-435-9792
United Airlines, 800-241-6522
US Air, 800-428-4322

ART SUPPLY STORES

Blick, 1330 Chestnut Street, 215-545-3214

ATM/MAC LOCATIONS

Furness Hall Lobby
Broad & Walnut Sts.
13th & Walnut Sts.
Broad & Locust Sts.
15th & Locust Sts.
16th & Locust Sts.
18th & Spruce Sts.
9th & South Sts.
2nd & South Sts.
2nd & Pine Sts.

BANKS

TD Bank North, 17th & Walnut 888-751-9000
Wells Fargo, 123 S. Broad St., 215-985-8237
PNC Bank, 230 South Broad St., 215-772-2010
Citizens, 1417 Walnut St., 215-561-1438

BOOKSTORES

The UArts Bookstore, 307 South 13th St., 215-875-0373
Barnes & Noble, 18th & Walnut Sts., 215-665-0716
Joseph Fox, 1724 Sansom St., 215-563-4184
The Book Trader, 7 N. 2nd St., 215-925-0517
UPenn Bookstore, 3601 Walnut St., 215-898-7595

COFFEE SHOPS

Last Drop, 1300 Pine St., 215-893-9262
Starbucks, Broad & Pine Sts.; 15th & Latimer Sts.; 1528 Walnut St.
Xando/Cosi, 235 S. 15th St.; 1720 Walnut St.
La Colombe, 1414 S. Penn Square, 215-977-7770

HEALTH CARE SERVICES

Jefferson Family Medicine

833 Chestnut Street, Suite 301, 215-955-7190. After office hours, call the same number and ask to speak to the “on-call doctor.”

Birth Control, Pregnancy and Family Planning

Planned Parenthood, 1144 Locust Street, 215-351-5550
Jefferson Family Medicine, see above
Elizabeth Blackwell Center, 1124 Walnut St., 215-923-7577
CHOICE hotline, 215-923-7577, www.choice-phila.org

Sexually Transmitted Diseases

Jefferson Family Medicine, see above
The Mazzoni Center, 809 Locust St., 215-563-0652
Circle of Care, Free HIV testing, 260 S. Broad St., Suite 1000, 215-985-6837

Substance Abuse

Horizon House, 120 S. 30th Street, 215-386-3838
Diagnostic & Rehabilitation Center, 229 Arch St., 215-625-8000
Alcoholics Anonymous, 1218 Chestnut St., Suite 1004, 215-574-6900
Narcotics Anonymous, 215-440-8400

Mental Health

Hall Mercer, 245 South 8th St., 215-829-5433
Suicide and Crisis Intervention Line, 215-686-4420

Eating Disorders

The Renfrew Center, 475 Spring Lane, 215-482-5353
American Anorexia/Bulimia Association of Philadelphia, 215-221-1864

Philadelphia Department of Public Health

District #1, Broad & Lombard Sts., 215-875-6570

Dental

Penn Dental, 34th & Walnut Sts., 215-573-8400
Temple University Dental School, 1801 N. Broad St., 215-707-2900
Dr. L. Parrish & Dr. J. Jasionowicz (emergency dentistry), 225 South 17th St.,
Suite 1401, 215-545-5455, emergencydentist247.com
Philadelphia County Dental Referral Service, 215-925-6050

Lesbian, Gay, Bisexual, Transgender Resources

The Mazzoni Center, 809 Locust St., 215-563-0652
The William Way Community Center, 1315 Spruce St., 215-772-2220
Philadelphia Lesbian and Gay Taskforce, 1616 Walnut St., 215-772-2000

Resource/Hotlines

Community AIDS hotline, 215-985-AIDS
Toll-free AIDS hotline 1-800-590-2439
Suicide Hotline, 215-686-4420
Women Organized Against Rape, 215-985-3315 or 215-985-3333 (24 hour)
Domestic Violence Hotline, 1-800-799-7233
Department of Public Welfare, 1-800-692-7462

MALLS

The Gallery, 901 Market St., 215-625-4962
Liberty Place, 1625 Chestnut St., 215-851-9055

MARKETS / PHARMACIES

Spruce Market, 1523 Spruce St., 215-735-3382
Whole Foods, 10th & South Sts., 215-733-9788
Trader Joe's, 2121 Market St., (215) 569-9282
CVS, 15th & Spruce Sts. 215-790-3290
Rite Aid, 215 South Broad St., 215-735-3593
Acme, 1001 South Street, 215-238-8859
Reading Terminal Market, 51 N 12th St, 215-922-2317

MOVIE THEATERS

Ritz at the Bourse, 4th & Ranstead Sts., 215-925-7900
Ritz Five*, 214 Walnut St., 215-925-7900
UA Riverview, 1400 S. Columbus Blvd., 215-755-2219
The Bridge, 40th & Walnut Sts., 215-386-7971
*Student discounts with UARTS I.D. card

MUSEUMS

Academy of Natural Sciences, Benjamin Franklin Parkway at 19th St, 215-299-1000
The Barnes Foundation, 2025 Benjamin Franklin Pkwy, (215) 278-7200
Fabric Workshop and Museum, 1222 Arch St., 215-568-1111

Masonic Temple, 1 N. Broad St., 215-988-1900
Mutter Museum, 19 S. Broad St., 215-563-3737
Philadelphia Museum of Art, Benjamin Franklin Parkway at 26th St., 215-763-8100
(admission is free with valid UArts student ID)
Pennsylvania Academy of Fine Arts, 118 N. Broad St., 215-972-7600
Rodin Museum, Benjamin Franklin Parkway at 22nd St., 215-568-6026
Rosenbach Museum and Library, 2008 Delancey Pl., 215-732-1600
The Franklin Institute, 222 N. 20th St., 215-448-1200
The Mummers Museum, 11.00 S. 2nd St., 215-336-3050

NEIGHBORHOOD RESTAURANTS

Applebee's, 215 South 15th St., 215-772-2791
Domino's Pizza, 716 South St., 215-592-8534
Irish Pub, 1123 Walnut St., 215-925-3311
Mandarin Garden, 1736 Chestnut St., 215-564-4845
Moriarty's, 1116 Walnut St., 215-627-7676
More Than Just Ice Cream, 1119 Locust St., 215-574-0586
Society Hill Pizza, 1410 South St., 215-545-4747
The Bean Cafe, 615 South St., 215-629-2250
Subway, 106 S. 16th St., 215-561-1481
Giorgio's Pizza, 1336 Pine St., 215-545-2482
McDonalds, 1706 Walnut St., 215-545-9574
Wendy's, 42 S. 15th St., 215-569-4087
Wok and Tofu, 1034 Spruce St., 215-925-1706
For more local info, visit <http://citypaper.net>

POST OFFICES

Broad & Chestnut Sts.
20th & Chestnut Sts.
13th & Market Sts.
Penn Center/Suburban Station, 16th & JFK Blvd

PUBLIC TRANSPORTATION

Train Stations

Suburban Station, 16th & JFK Blvd.
Market East Station, 12th & Market Sts.
30th Street Station, 30th & Market Sts.

Subway Travel

Market-Frankford (the blue line) travels east-west
Broad St. Line (the orange line) travels north-south

Transportation Telephone Numbers

Amtrak Trains, 215-824-1600
Greyhound Bus, 215-231-2222
PATCO, 856-772-6900
Philly Phlash, 215-4-PHLASH (Downtown Loop)
SEPTA, 215-580-7800

TAXICAB SERVICES

Academy Cab, 215-333-3333
City Cab, 215-492-6500
Olde City Taxi, 215-338-0838
Quaker City Cab, 215-728-8000
Lady Liberty Airport Shuttle, 215-724-8888

THEATERS

Academy of Music, Broad & Locust Sts., 215-893-1935
Arts Bank, Broad & South Sts., 215-545-0590
Forrest Theater, 11th & Walnut Sts., 215-923-1515
Kimmel Center, 260 S. Broad St., 215-790-5800
Merriam Theater, 250 S. Broad St., 215-732-5446
Walnut St. Theater, 8th & Walnut Sts., 215-574-3550
Wilma Theater, Broad & Spruce Sts., 215-546-7824

VIDEO RENTALS

Redbox (located inside Walgreens), Chestnut & Broad St.
Beaux Art Videos, 1000 Spruce St., 215-923-1714
Spruce Street Video, 252 S. 12th St., 215-985-2955
TLA Video, 1520 Locust St., 215-735-7887
West Coast Video, 212 S. 15th St., 215-985-3600

RELIGIOUS ORGANIZATIONS

Baptist

First Baptist Church, 123 S. 17th St.
New Central Baptist Church, 2139 Lombard St.

Catholic

St. John the Evangelist, 21 S. 13th St.
St. Patrick's, 242 S. 20th St.

Episcopal

Church of the Holy Trinity, 1904 Walnut St.
St Mark's Church, 1625 Locust St.

Greek Orthodox

St. George Greek Orthodox Church, 256 South 8th St.

Latter Day Saints

Church of Jesus Christ of the Latter Day Saints, 3913 Chestnut St.

Lutheran

Church of the Holy Communion, 2110 Chestnut St.

Methodist

Arch Street United Methodist Church, Broad & Arch Sts.

Presbyterian

Tenth Presbyterian Church, 17th & Spruce Sts.

Unitarian

First Unitarian Church, 2125 Chestnut St.

Hindu

Samarpan Hindu Temple, 6515 Bustleton Ave.

Islamic

Muhammads Mosque of Islam No. 12, 2508 N. Broad St.

United Muslim Movement, 810 S. 15th St.

Jewish

Philadelphia-Area Students

Multi Campus Philly Hillel, <http://phillyhillel.org/>

Traditional Egalitarian

Gershman Y Congregation, 401 S. Broad St.

Conservative

Beth Zion Beth Israel Temple, 18th & Spruce Sts.

Reform

Union for Reform Judaism, 1511 Walnut St.

Orthodox

Lubavitch House, 754 S. 9th St.

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APPENDIX A:

UNIVERSITY POLICY ON SEXUAL MISCONDUCT, SEXUAL HARASSMENT, AND OTHER HARASSMENT

The University of the Arts is committed to maintaining an environment in which students, faculty and staff can pursue academic, artistic and professional excellence. Inappropriate workplace behavior and harassment create conditions that are wholly inconsistent with this commitment. Such an environment can be secured only through mutual respect and unconstrained academic and professional interchange among faculty, staff and students. Faculty, staff and students of the University are entitled to participate in and obtain the benefits of University programs, activities and employment without being discriminated against on the basis of: race, color, religion, sex, gender identity, national origin, age, mental or physical disability, veteran status, genetic information, the use of a guide or support animal because of the blindness, deafness or physical handicap of any individual or independent contractor, possession of a GED instead of a high school diploma and military status as defined by Pennsylvania law, sexual orientation, marital status, familial status and domestic/sexual violence victim status or any other prohibited factor.

The rights defined by this policy apply to all faculty, staff and students of the University, and the obligations are binding on all faculty and staff as part of their employment, regardless of tenure or years of service, and all students, regardless of academic status.

Academic Freedom and Freedom of Artistic Expression

This policy shall not impair the lawful exercise of free speech (including written, graphic, verbal or artistic expression) that serves legitimate educational or artistic purposes; shall not infringe upon legitimate teaching methods; and shall not restrict the academic or artistic freedom of the members of University of the Arts community. However, expression that intimidates or creates an otherwise hostile environment for community members will not be tolerated.

Sexual Misconduct and Sexual Harassment Defined

The University regards any act of sexual misconduct, sexual harassment or other forms of harassment to be a violation of the standards of conduct required of all persons associated with the institution, including applicants for employment and third parties over whom the University has control. The prohibition against sexual harassment, sexual misconduct and other forms of harassment applies to all interactions occurring on campus, in University facilities, or within the context of University-related activities and applies regardless of the gender, gender identity or sexual orientation of the individuals involved.

Sexual Misconduct

For the purposes of this policy, sexual misconduct refers to a range of behaviors that include sexual harassment and all forms of non-consensual sexual activity. For purposes of this policy, the University prohibits the following specific forms of sexual misconduct: sexual harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, and retaliation. These various forms of sexual misconduct are defined below.

Sexual Assault

For purposes of this policy, sexual assault is defined as having or attempting to have sexual intercourse or sexual contact with another individual without consent.

Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when:

- submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, education, academic success, living environment, or participation in a University-related activity; or
- submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, academic success, living environment, or participation in a University-related activity; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational performance or creating an intimidating, hostile or offensive environment for that individual's employment, education,

academic success, living environment or participation in a University-related activity.

Some examples of what may constitute sexual harassment are: threatening to take or taking actions, such as discharge, demotion or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender- or sex-based pranks; and the display of sexually suggestive objects or pictures. The above list of examples is not intended to be all-inclusive. Care should be taken in informal situations, including University functions, performances, exhibitions, and business trips.

Sexual Exploitation

For purposes of this policy, sexual exploitation is defined as an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose.

Examples include, but are not limited to: observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved; non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Domestic Violence/Dating Violence

For the purposes of this policy, Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Dating Violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the relationship shall be determined based on the reporting party's statement with consideration of 1) length of the relationship, 2) type of relationship, 3) frequency of interaction between the persons involved in the relationship.

Stalking

For purposes of this policy, stalking is defined as a course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to place that individual in fear of harm or injury, including physical, emotional, or physical harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cellular phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

Retaliation

Retaliation or reprisals of any kind against anyone reporting allegations of sexual misconduct, sexual harassment or other forms of harassment, or against anyone cooperating in an investigation of such a report, are strictly prohibited. Such retaliation shall be considered a serious violation of this policy and shall be punishable by discipline up to and including dismissal, regardless of whether the charge of sexual misconduct, sexual harassment or other form of harassment is substantiated. Examples of prohibited retaliation include: threatening reprisals against an individual who complained or cooperated in the investigation; unfairly changing the evaluations, assignments or working, studying or living conditions of such an individual; or otherwise continuing any sexual harassment, sexual misconduct or other form of harassment against such person.

If a faculty member, employee or student is found to have intentionally lied about a claim of sexual harassment, sexual misconduct or other form of harassment, or brought the claim in bad faith, knowing that the allegation is false, then that faculty member, employee or student may be subject to discipline up to and including termination or dismissal from the University.

Definitions:

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may be used in other contexts, as such in connection with concurrent legal proceedings, and that they may have different meanings in those contexts:

Reporting Party

An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the University at any point.

Consent

For the purpose of this policy, consent is clear, voluntary and unambiguous communication indicating a willingness to engage in a particular activity. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response. In the absence of an outward demonstration, consent does not exist. Consent can be withdrawn by either party at any point. Consent is not effective if it results from the use of physical force, threat of physical force, intimidation, coercion, incapacitation or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to engage in a particular activity. Individuals are considered impaired and unable to give consent when intoxicated, of limited mental capability or other similar condition that interferes with reasonable judgment.

Reporter

An individual who reports to the University a concern regarding possible sexual misconduct.

Responding Party

A University member or participant in a University program who is reported to have engaged in alleged sexual misconduct. This term also includes individuals whose identities are unknown if (a) there is reason to believe that they may be a University member or participant in a University program or (b) the reporting party or reporter is a student.

Responsible Employee

The employees (or categories of employees) listed below are designated as "responsible employees" under University policy and are required to report alleged incidents brought to their attention to the University's Title IX Coordinator. A responsible employee must report all relevant details about the alleged incident shared by the reporting party—including the names of the reporting party, the responding party, any witnesses, and any other relevant information, including the date, time, and specific location of the alleged incident.

If the reporting party wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the reporting party that the University will consider the request but that they cannot guarantee the University will be able to honor it. Responsible employees will not pressure a reporting party to request confidentiality but will honor and support the reporting party's wishes, including for the University to fully investigate an incident. By the same token, responsible employees will not pressure a reporting party to make a full report if the reporting party is not ready to do so.

The University of the Arts recognizes the following faculty, staff, and employee positions as responsible employees for which mandatory reporting, as outlined in the above policy, is mandatory:

- Members of the College Board of Trustees
- President of the College
- Vice Presidents
- Directors (including Executive, Associate, and Assistant)
- Coordinators
- Academic Advisors
- All Academic Deans
- Department Chairpersons
- Faculty/Instructors (including both full-time, adjunct, and part-time)
- Staff members with a formal supervisory role of either students or staff
- Residence Assistants

If a reporting party is unsure of a University official's duties and ability to maintain privacy and/or confidentiality, ask the student before discussing the incident of concern with them. The student will be able to explain and help a reporting party to make decisions about who is in the best position to help. All resources, except those specifically exempted from doing so, are instructed to share limited incident reports with their supervisors and/or the University's Title IX Coordinator. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

Support Person

An individual or individuals chosen by a reporting party, responding party, reporter, or witness to provide support during the review of a report of possible sexual misconduct under this policy. The person(s) chosen may not already be directly involved in the investigative process (for example, as a reporting party, responding party, witness, or reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to provide assistance or advice to the individual they are supporting. An approved support person must be a member of the University of the Arts community and is not permitted to speak at the proceedings.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including sexual harassment and sexual assault, in education programs that receive federal financial assistance.

The Violence Against Women Reauthorization Act of 2013

The Violence Against Women Reauthorization Act requires colleges and universities "to strengthen institutional policies related to these crimes, provide greater support and accommodations for victims, and protect the rights of both parties (reporting party and responding party) during institutional disciplinary proceedings ("Violence Against Women Act; Notice of Proposed Rulemaking," 79 Federal Register 119 (20 June 2014), pp. 35422.

Other Forms of Harassment Defined

For purposes of this policy, other forms of harassment are defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, gender, age, religion, national origin, sexual orientation, disability, veteran status or any other characteristic protected by law, and that:

- creates an intimidating, hostile or offensive work or academic environment; or
- unreasonably interferes with an individual's work or academic performance.

Some examples of such harassment are: using epithets or slurs; mocking, ridiculing or mimicking another's culture, accent, appearance or customs; threatening, intimidating or engaging in hostile or offensive acts that focus on any characteristic protected by law, including jokes or pranks; displaying on walls, bulletin boards or elsewhere on University premises, or circulating in the University community, of written or graphic material that denigrates or shows hostility or aversion toward a person or group because of any characteristic protected by law. The above list of examples is not intended to be all-inclusive.

Employee/Student Interaction

In addition to the general prohibitions against sexual misconduct, sexual harassment and other forms of harassment of any type, the University imposes an obligation on its staff and faculty members with regard to their interactions with students. No employee may ask for a date, make a sexual advance to a student, or in any other way become romantically or sexually involved with a student. This rule is for the protection of students, employees and the University.

If a staff or faculty member has any doubt or question about whether their relationship with a student violates this policy, the employee should refrain from further interaction with the student and contact the appropriate Title IX Deputy Coordinator for advice.

A staff or faculty member may not in any way use their status as an employee to intimidate a student or advance a personal or sexual relationship.

Employee/Employee Interaction

Consensual romantic and/or sexual relationships between an employee with supervisory authority and any subordinate, including one not directly reporting to the supervisor, may compromise the University's ability to enforce its policy against sexual harassment. Consequently, if such relationships arise, they will be considered carefully by the University, and appropriate action will be taken as needed. Such action may include a change in the responsibilities of the individuals involved in such relationships or transfer of location within the University to diminish or eliminate the supervisory relationship and workplace contact that may exist. Any supervisory employee involved in such a relationship is required to report the relationship to their supervisor, and to Human Resources.

Student/Student Interaction

Sexual activity and relationships between students of any gender, gender identity, or sexual orientation, must be based in mutual, voluntary, and unambiguous consent. The University's Code of Student Conduct prohibits "conduct which threatens the physical or psychological health and/or safety of any person (including the person committing the act) or the sanctity of the campus, including, but not limited to physical or sexual assault" and includes rape, sexual assault, sexual harassment, dating violence, domestic violence, stalking, and hazing.

Communication, Privacy, and Confidentiality

This policy is part of the University's overall commitment to open communication. The University encourages any employee or student with concerns about sexual harassment, sexual misconduct or other form of harassment, as well as campus community concerns of any nature (including, but not limited to, any alleged discrimination) to bring those concerns to the attention of a campus official.

Reports of sexual harassment, sexual misconduct or other forms of harassment will be kept as confidential as possible. Information about complaints and investigations will be shared only on a need-to-know basis. Campus representatives must balance requests for confidentiality by reporting parties who do not wish their names to be shared with responding parties, or who do not wish to pursue formal investigation, with the responsibility to provide a non-discriminatory environment for all members of the campus community. At times, information identifying the individuals involved in an incident must be shared with responsible parties on campus. All employees of the University are considered responsible parties with the exception of individuals who have been identified as a confidential resource. All responsible parties are required to share reports of sexual harassment, sexual misconduct or other forms of harassment with the appropriate identified Title IX Deputy Coordinator or Title IX Coordinator.

Certain campus professionals are confidential resources who are not required to share reports of sexual harassment, sexual misconduct or other forms of harassment, unless the circumstances involve an imminent risk to individuals. These confidential resources include the counselors of the Counseling Center, staff of the Health Center, and pastoral and religious advisers of student organizations.

Reporting Sexual Misconduct

The University encourages all individuals to seek medical assistance immediately after an incident of sexual misconduct to address concerns about physical and emotional well-being.

The decision to report or not report an incident of sexual misconduct or assault is a personal one, and individuals are not expected or required to pursue a specific course of action or a specific timeline. An individual may choose to speak to a confidential resource, as outlined in the above section, make a report to the University, or report to the Philadelphia Police.

To report sexual assault to the police, contact the Philadelphia Police Department at 215-685-3251 or 3252. The investigating officer will explain the investigatory and legal processes that follow a report. The University encourages reporting parties to pursue criminal action for incidents of sexual harassment or misconduct that may also be crimes under Pennsylvania Law. The University will assist a reporting party in making a criminal report and will cooperate with law enforcement agencies if a reporting party decides to pursue the criminal process to the extent permitted by law.

If the responding party is a member of the University community or participant in a University program, reporting parties may report the incident to the University through the procedures detailed below.

Procedures for Reporting a Complaint of Sexual Misconduct, Sexual Harassment, or Other Forms of Harassment to the University:

1. Title IX Coordinator and Deputy Coordinators

The University's Title IX Coordinator monitors compliance with regulations concerning charges of sexual harassment, sexual misconduct or other forms of harassment; Deputy Coordinators investigate and address such allegations. Any student, staff or faculty member who has been the victim of sexual harassment, sexual misconduct or other form of harassment should promptly report, orally or in writing, the sexual harassment, sexual misconduct or other form of harassment to the appropriate Title IX Deputy Coordinator. The appropriate Title IX Deputy Coordinators are as follows:

- For charges of sexual harassment, sexual misconduct or other forms of harassment in which the reporting party is a student, the Conduct Coordinator conducts the investigation. Reports should be submitted to the by calling (215) 717-6606.
- For charges in which the reporting party is a faculty member, the Associate Provost is the investigating Deputy Coordinator. Reports should be submitted to the Associate Provost by calling (215) 717-6393.
- For charges in which the reporting party is a staff member, the Associate Vice President for Human Resources is the investigating Deputy Coordinator. Reports should be submitted to the Associate Vice President for Human Resources by calling (215) 717-6366.

The Deputy Coordinators report complaints in aggregate to the University's Title IX Coordinator, and consult with the Title IX Coordinator for guidance as needed when investigating complaints.

As soon as a report is received, it will receive prompt and appropriate attention. If, for any reason, the individual is uncomfortable discussing such matters with the designated Deputy Coordinator, the student should promptly report the matter to the Title IX Coordinator, or to another Deputy Coordinator. Failure to report the incident to a Title IX Deputy Coordinator restricts the University's ability to investigate or resolve the issue.

2. Duty of Administrators, Faculty Members and Supervisors with Knowledge of Harassment

In the event that a complaint of sexual harassment, sexual misconduct or other form of harassment -- formal or informal, written or oral, from an alleged victim or otherwise -- is made to an administrator, faculty member or staff member other than those specifically identified above, that administrator, faculty member or staff member must: (a) inform the person making the complaint that the matter will be referred to the appropriate Title IX Deputy Coordinator; and (b) promptly report, either orally or in writing, such complaint to the designated Title IX Deputy Coordinator. Every University administrator, faculty member and staff supervisor has a duty to maintain a workplace/educational environment free of any form of sexual harassment, sexual misconduct or other form of harassment.

3. Investigation Process

In the event of any report, orally or in writing, of sexual harassment, sexual misconduct or other form of harassment, a prompt inquiry will be made to determine whether any sexual harassment, sexual misconduct or other form of harassment has occurred. If a preliminary inquiry into the matter by the Deputy Coordinator indicates there may be validity to the charges, then the University will promptly proceed with a formal, thorough and impartial investigation. If such a formal investigation proceeds, interviews and/or statements will be obtained by the Deputy Coordinator (or their Designee) from all available involved parties, including the reporting party, the responding party and witnesses, if any. At any time during the course of an investigation, the reporting party, responding party, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses, regarding the charge under review.

Throughout the process, any person participating in the process may have a support person present at any meeting related to the review of the reported sexual misconduct.

During the investigation, intermediate or remedial measures may be taken to ensure that further sexual harassment, sexual misconduct or other form of harassment does not occur. Such measures may include schedule changes, removal from specific courses or activities, removal from University housing, or suspension from the University.

Upon completion of the factual investigation, the appropriate Deputy Title IX Coordinator and the Title IX Coordinator will reach a conclusion as to whether sexual harassment, sexual misconduct or other form of harassment occurred. The findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

For matters where a student is the responding or complaining party, the Conduct Review Process will be followed as outlined in the Investigation Model below. Based upon the factual investigation and conclusions, and any other information that becomes available, the Title IX Coordinator and the Deputy Title IX Coordinator will reach a conclusion as to whether sexual harassment, sexual misconduct or other form of harassment occurred. Responsibility of policy violations will be determined by the Title IX Coordinator and the appropriate Deputy Title IX Coordinator. The decision for sanctions will be made by the Assistant Vice President for Student Services & based on the facts of the case and prior relevant sanctions, if any.

Investigation Model:

The investigation model provides procedural protections to both complainant and respondent. The Investigation Model process begins by collecting information pertaining to a complaint or incident, interviewing relevant parties, and synthesizing the material so it can be used to determine whether or not a policy violation occurred.

The basic flow of the investigation model is as follows:

- Complaint is filed and assigned to an investigator.
- The Reporting Party is interviewed and interim action/remedies may be implemented.
- The Responding Party is informed of the nature of the complaint and the policies in question.
- The Reporting Party and the Responding Party have the opportunity to meet with the investigator and provide information regarding the complaint, including suggesting witnesses.
- Witnesses may be interviewed.
- The Reporting Party and the Responding Party review a summary of the incident information prepared by the investigator and can provide additional response or information.
- An investigation report (including policy analysis) is completed and forwarded to the Deputy Title IX Coordinator and the Title IX Coordinator to issue findings using the Preponderance of Evidence Standard.
- If a violation has occurred the Associate Vice President for Student Affairs/ implements sanctions (i.e., outcome).
- The Reporting Party and the Responding Party are notified of the outcome.

4. Remedial and Disciplinary Measures

If the investigating Title IX Deputy Coordinator or Designee finds, following an investigation or conduct review process, that sexual harassment, sexual misconduct or other form of harassment did occur, the University will take immediate steps to stop the sexual harassment, sexual misconduct or other form of harassment, implement appropriate corrective and disciplinary action, and initiate any necessary preventive measures to ensure the sexual harassment, sexual misconduct or other form of harassment does not occur again. Even if the University concludes that sexual harassment, sexual misconduct or other form of harassment did not occur, or that it is unable to determine one way or the other what occurred due to the lack of verifiable or credible evidence, the University may take disciplinary or preventive measures, such as training and monitoring, to ensure sexual harassment, sexual misconduct or other form of harassment does not occur in the future.

A written record of the complaint, any investigation and the resolution of the complaint will be kept in a confidential file by the Associate Vice President of Human Resources, who is the custodian of these records for all matters involving employees,

or by the Assistant Vice President for Student Services, who is the custodian of such records for all matters involving students. In matters involving both student(s) and employee(s), copies of such records will be maintained by both custodians. Any conclusion from the inquiry or investigation will be communicated to both the reporting party and the responding party, stressing the confidentiality and anti-retaliation provisions outlined in this policy.

5. Further Review

If the complaining party or the responding party is not satisfied with the resolution of the matter, they may appeal to the Vice President for Enrollment, Retention, & Student Affairs for matters originating with a student; to the Vice President for Finance and Administration for matters originating with a staff member; or to the Provost for matters originating with a faculty member, within fourteen days of being informed of the proposed resolution. The complaining party and the named responding party have the right to appear before the designated University official. At the conclusion of any further review, the designated official shall either affirm the prior conclusion or take alternative action. A written determination will be issued, and both the complaining party and the responding party will be informed of this decision.

If the complaining party or the responding party believes that the response by the University is insufficient or inappropriate, the student may file a complaint with the Title IX Coordinator, who will review whether these procedures have been properly followed and the University's policies have been properly enforced. At the conclusion of this review by the Title IX Coordinator, they will make recommendations to the President, who shall either affirm the prior conclusion or determine alternative actions or accommodations. The decision of the President will be final. No further University review is available.

The sole exception to the foregoing procedure occurs in a case in which a tenured faculty member is recommended for dismissal due to sexual harassment, sexual misconduct or other form of harassment, and the President is in agreement with the recommendation. In such event, the President will instruct the Provost to initiate the procedures set forth in Section 1.11.2 of the *Faculty Handbook* relating to the dismissal of tenured faculty.

If a recommendation for dismissal is not upheld after exhaustion of the tenured faculty appeal process, the President shall nonetheless take remedial action, including discipline short of dismissal, which is reasonably calculated to prevent any future harassment. Such actions are not subject to further review.