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ACADEMIC HONORS, PROGRAMS & SUPPORT

Pennoni Honors College

<http://www.drexel.edu/honors/>

Overview of the Pennoni Honors College

The Pennoni Honors College is a living-learning community designed to enhance the educational experiences and enrich the lives of accomplished and highly motivated undergraduate scholars at Drexel University. As the interdisciplinary hub for the University, the Pennoni Honors College integrates learning both in and outside the classroom. The College also sponsors a range of unique academic programs serving the campus at large. In addition to the Honors Program, the College is home to the Center for Civic Engagement, Study Abroad, Fellowships, Great Works Symposium, STAR Scholars, The Cultural Passport, Visiting Scholars, *The SmartSet.com*, and the University Writing Program.

Honors Courses

The Pennoni Honors College provides a rich array of exclusive course experiences to its students. The traditionally smaller class size in Honors courses encourages a collaborative learning environment in which the University's most talented students can interact and learn. Several types of courses offer the opportunity to earn Honors credits: a required Honors Freshman Seminar; Honors Sections of existing courses in most academic departments; Honors Options in existing courses; Honors Colloquia, and two special University-wide courses offered through the Honors College. A grade of B- or better is in all cases required in order to receive Honors credit.

The Honors Freshman Seminar introduces students to seminar-style learning. It allows students the opportunity for one-on-one interaction with leading scholars at the University and to engage their peers in active discussions.

Honors Sections of existing University courses provide enriched versions of regular courses. Honors Sections are taught in smaller groups and on an advanced level that enables more discussion, exploration, and practical application. In courses without Honors Sections, students may elect, with faculty approval, to complete an Honors Option by undertaking additional research, writing, or special projects beyond the standard course requirements.

Honors Colloquia, taught by the University's best faculty, are rigorous, enriching and discussion-intensive. In almost all cases, they are open to all Honors students regardless of their major. Some popular course topics offered in the past include *The Hidden God in Cinema*, *Myths of Creation and Existence*, *The Art of Comedy*, and *Law, Literature and Politics*.

Two University-wide courses can be taken for Honors credit. The Great Works Symposium is an interdisciplinary team-taught course that generally focuses on a single but large subject for the entire academic year, emphasizing different aspects of the topic each term.

Past subjects include the European Union, Global Warming, and Modern

Medicine. The Writing and Peer Tutoring Workshop is an interactive class focusing on improving one's writing and learning how to help others improve their writing. Students who complete this course successfully may apply to become paid writing tutors for the University Writing Program.

Honors Program Enrichment Opportunities

In addition to our expanded curriculum, the Honors College offers a broad array of co-curricular experiences, including research forums, informal film and discussion sessions, and trips to nearby cities such as New York and Washington, DC. The College provides opportunities for our students to attend theatrical, dance, and musical performances at Philadelphia's many cultural institutions. We gather regularly for dinners with faculty and administrators, and the students schedule performing-arts nights, ski trips, and sporting events. Honors students mentor one another and help tutor students across campus.

Honors students can choose to live together in Race Street Residence Hall, the newest suite-style dormitory on campus. Mentorship, programming, and other community-building events often take place in the Honors Residence Hall.

Our Honors Center is housed on the fifth floor of MacAlister Hall and includes our administrative office, an Honors Seminar Room for our discussion-based courses, and the Honors Lounge with computers and study space for our students.

Graduation Requirements

Graduation with Distinction is awarded by the Pennoni Honors College to our most accomplished students. This achievement is noted on both the student's official University transcript and the University's Commencement Program. To qualify for Graduation with Distinction, students must successfully complete a minimum of 32 Honors credits (21 credits if admitted during sophomore year or later), maintain an overall GPA of 3.5 or higher, and complete a Senior Thesis/ Capstone course/Design Project (in their major program) judged worthy of honors. The course credits associated with the Senior Thesis/ Capstone course/Design Project are counted toward the 32 required credits.

Admissions Information

The Pennoni Honors College welcomes applications from incoming freshmen, transfer students, and current Drexel students prior to the start of their Junior year. To apply, students should have a minimum GPA of 3.75 or higher, a solid record of extra curricular activities and academic accomplishments, and a record of conduct befitting Honors students. Applications and guidelines are available on the Honors College website at www.drexel.edu/honors

Contact us at:

Pennoni Honors College
5016 MacAlister Hall
Drexel University
3141 Chestnut Street
Philadelphia, PA 19104
E-mail: honorscollege@drexel.edu
Phone: 215-895-1267
Fax: 215-895-6813

BOOKSTORE

The Drexel University Bookstores are operated by Barnes & Noble College Bookstores. The store at the University City Main Campus is the anchor of the

Dragon Shops located in MacAlister Hall at 33rd and Chestnut Streets. The Center City Hahnemann Campus bookstore is located in the Bellet Building at 15th and Race Streets. The College of Medicine bookstore is located on the ground level on the Queen Lane Medical Campus. For updated store hours and information, please visit www.drexel.edu/bookstore or call 215.895.2860

Barnes & Noble Drexel University Bookstores stores stock new and used textbooks and supplies. There is also a wide variety of reference books, emblematic clothing and giftware, snacks and other food items, health and beauty aids, newspapers and magazines, greeting cards, and more.

Purchases may be paid for with cash, check, Visa, MasterCard, Discover, American Express, or Dragon Dollars. When you are purchasing merchandise via check, a valid student ID or driver's license is required.

Online Textbook Orders

Students can order their textbooks online through the Barnes & Nobles Drexel University Bookstore website at www.drexel.edu/bookstore. Online orders provide students first chance at any available used books, as well as no lines to wait in when the term begins. In addition, customized information for required textbooks can be found under the Buy Your Textbooks Now link in DrexelOne.

Refund, Return and Book Buyback Policy

Textbooks with a Receipt

- Full refund within first week of class regardless of reason.
- Full refund with proof of dropped class until 30 days from first day of class.
- Summer or special course session refunds are given for one week after start of class.

General Books (non-textbook)

- Full refund with receipt if returned within 14 days of purchase.
- Test prep guides are non-returnable.

All Other Merchandise with a Receipt

- Full refund anytime in your original form of payment

Other Merchandise (non-textbook) Without a Receipt

- Merchandise credit will be given at the current price
- Cash back on remaining balance of merchandise credit is limited to \$10

No Refunds Given

- On textbooks 30 days after the start of class
- On textbooks without a receipt
- On custom course materials, outlines, study guides, magazines, and prepaid phone cards
- Textbooks and all other merchandise must be in saleable condition

Book Buyback

Students may sell their textbooks back to the Bookstore all year. The best time to sell books back is during finals week. Students must present their Drexel DragonCard in order to sell books back.

OFFICE OF CAMPUS ACTIVITIES

Campus Engagement within Student Life oversees the many aspects of connecting students to campus by engaging students. Our mission is to provide social, cultural

and educational opportunities that promote student involvement outside of the classroom-for all students. The Assistant Dean for Campus Engagements has oversight of the development of leadership programs; program planning; commuter, off-campus, graduate, and transfer student programs and services; community service at the institution; the fraternity and sorority life experience; the funding of all student organizations through the student allocation fee; and orientation for all new students at the University. The areas within Campus Engagement include the Office of Campus Activities, the Office of Fraternity and Sorority Life, the Office of New Student and Family Programs, the Office of Commuter, Transfer, and Graduate Students Programs and Services, and the Student Activity Fee Allocation Committee (SAFAC), in strategic planning and the creation and implementation of mission, vision, and goals for the department and as they relate to the Division and University.

Activities Unlimited

Twice each year, Campus Engagement (OCE) coordinates the Activities Unlimited organization fair, which introduces students to Drexel's student life and helps student organizations recruit new members and promote their activities. This event draws over 1,000 students each time, and is part of the Division of Student Life's semi-annual Welcome Back celebration held during the first week of the fall and spring terms.

Office of Campus Activities (OCA)

A valuable part of the Drexel experience lies in engagement within student organizations or groups where leadership, community responsibility, intellectual curiosity, and social interests can be met.

The Office of Campus Activities (OCA) advances the mission of Drexel University and the Division of Student Life by providing students and enriched collegiate experience through meaningful opportunities to learn and develop leadership, interpersonal, programming, and organizational skills so that they may connect and contribute to the University community and society.

The OCA staff will serve as student-focused advocates, navigators, advisors, educators, and administrators while working collaboratively to support programs that meet the needs and interests of students.

The Three (3) Pillars of OCA that support student development and engagement are:

- **Leadership Development:** We provide opportunities and resources for students to develop and enhance personal and professional skills.
- **Financial Management:** We support student organizations with managing financial responsibilities.
- **Event Planning:** We educate and encourage students and organizations regarding effective and appropriate event planning.

Student Organizations

There are around 200 student organizations at Drexel that have been created by students for students. Whether your interests are athletic, social, artistic, cultural, literary, religious, athletic, service, political, or academic, student organizations are Drexel University's forum for exploration and self-discovery.

Student organizations provide students the opportunity to explore interests and hobbies outside of the classroom. Membership information is provided to interested students and available from the OCA, in the Creese Student Center, Suite 215, or online at www.drexel.edu/oca. In addition, if you do not find an

organization that meets your needs, the Office of Campus Activities (OCA) will help you start a new one.

Student Organization Recognition

Recognition is a privilege given to student organizations that agree to comply with institutional policies and procedures and is the official acknowledgement of the organization by the University. OCA reviews all applications and determines recognition based on policies and procedures (available from OCA). Organizations may apply to be recognized at any point in the year with the annual process beginning in the Spring term. Recognized student organizations receive the benefits of access to a multitude of University resources and services.

Student Organization Directory

The Student Organization Directory is a quick and convenient way to connect with student organizations via the internet. The online directory lists all recognized student organizations, gives a short description of each, and provides contact information for each organization. The directory can help you get a fast connection to student life at Drexel. The student organization directory can be accessed by clicking the student organization link on the OCA website www.drexel.edu/oca.

Campus Activities Board (CAB)

Many of the activities and programs at Drexel stem from student initiatives. The Campus Activities Board (CAB) is a student-run programming board that coordinates many events and activities for the University community. CAB brings high-profile concerts, lectures, cultural programs, comedians, films and other events to campus. CAB leaders play a key role in shaping and supporting many of Drexel's traditions, such as The Women in Society Dinner, New Student Days Carnival, Spring Jam, the Fall Comedy Show, and the Crystal Ball.

Undergraduate Student Government Association (USGA)

Students are viewed as participating members of the Drexel community with a role in the shared governance of the institution. Students are encouraged to assist with the continued development of the University's programs and services through active involvement in organizations, such as the Undergraduate Student Government Association (USGA). Drexel's USGA is composed of student representatives from various Drexel colleges and schools, student organizations, and special populations within the student body. USGA encourages a constructive relationship between the University, community, and students. The organization serves as a channel for expression of student ideas by providing avenues for student input on many University issues.

Student Media Organizations: Lexerd, The Triangle, WKDU

Student media organizations at Drexel are operated and managed by students. Students are responsible for many aspects of the operation of these clubs, including advertising, graphics, layout, editing, photography, production, program format, and fiscal management. LEXERD (Drexel spelled backwards) is the University's yearbook. The student staff is responsible for every aspect of the publication, including theme selection, layout, copy, and photography. *The Triangle* is Drexel's student newspaper, published every Friday during the fall, winter, and spring terms and bi-weekly during the summer term. *The Triangle* is administered and financed through the student members who manage the newspaper. WKDU, 91.7 FM, is a non-commercial student-run radio station. Its progressive and alternative music format has been deemed the "Best of Philly." WKDU members operate and manage the station and report on news and public affairs issues.

Sports Clubs

Sports clubs are student organizations co-recognized by the OCA and the

Recreational Sports Office. The clubs are organized for structured participation in a recreational sport, instruction or competition against other universities and colleges. The Sports Club program complements the University's intercollegiate athletic programs, intramural activities, informal recreation, and group fitness offerings.

Academic and Honor Societies

Academic and honor societies exist for almost every academic program at Drexel. While a good academic record is often a key requirement, membership requirements vary among the different organizations. One society may require a high GPA, while others will look for excellence in community leadership or demonstrated ability in the arts. Some may be open to both graduate and undergraduate students.

Professional Organizations

Professional organizations and societies are an important source of new information and vocational guidance. They also give students additional connections in their chosen fields. Organizations may send representatives to a national conference, allowing students to interact with others across the nation who share the same interest. Many professional organizations are advised by faculty in their academic department.

General Student Organization Information

Contact the Office of Campus Activities (OCA), at askoca@drexel.edu or www.drexel.edu/oca, for questions or information on the following topics:

- Getting involved with an existing student organization
- Starting a new student organization
- Responsibilities and privileges of recognized student organizations, including the annual recognition process
- Event planning for student organizations
- Role of student organization advisors and officers
- Student organization office or storage space
- Financial policies governing student organizations
- Student Activity Fee Allocations Committee (SAFAC)
- Student organization finances and financial management
- Student organization travel
- Student organization fund raising
- Student Organization Orientation and Training (SOOT)

Leadership Development Programs

The OCA sponsors and provides a wide variety of programs and resources designed to develop students' leadership potential and prepare them to effectively engage in leadership opportunities on campus, on co-op, and following graduation. Visit www.drexel.edu/oca/Leadership for more information.

Creating Excellent Organizations (CEO) Leadership Development Series

The CEO Program is a leadership development series providing the skills needed to succeed personally and professionally, and it is designed for members and leaders of student organizations and for any student that desires to learn leadership and organizational skills and strategies. The skills taught in CEO compliment the academic and co-op experiences students have at Drexel University.

CEO's leadership workshops provide educational lessons that can the interpersonal and organizational leadership skills students need to create excellent organizations. Students can refine their leadership styles and broaden their understanding of what it takes to excel and succeed in today's work environment.

The CEO Program covers a wide variety of topics such as: goal setting, risk taking,

character and values identification and clarification, program planning, time management, diversity education, interpersonal communication, running effective meetings, conflict resolution, ethical decision making and transition management. Professional staff and executive trainers from area corporations and Drexel University faculty and administrators facilitate the CEO workshops.

Students who participate in the workshops can earn CEO leadership certificates. Moreover, students who earn certification through CEO's leadership workshops have the opportunity to apply for advanced leadership trainings such as CEO II's corporate-level curriculum and specialty events.

Community Service and Volunteer Opportunities

The OCA promotes community service initiatives for the Drexel University community. Through campus programs, alternative spring break (ASB) opportunities, volunteer information, and referral services, the OCA strives to heighten campus awareness of social issues, increase student involvement in the community, and raise social consciousness.

The Alternative Spring Break (ASB) program places teams of Drexel students in communities around the nation to engage in community service and experiential learning during their spring breaks or on various weekends throughout the year. The objectives of ASB are to involve college students in "weeklong" community based service projects and to give students opportunities to engage in activities that will benefit the environment, the community, and the needy. Visit www.drexel.edu/oaca/cs/what_is_asb.asp for more information.

The OCA works in conjunction with the Center for Civic Engagement (CCE) to promote community service activities of individual student organizations on campus; provide opportunities for student organizations to collaborate on community service activities; and support on-campus programs and events designed to educate and raise awareness about global community issues. For more information, visit www.drexel.edu/oaca/communityservice.

Late Night and Weekend Programming

This new initiative, by the Office of Campus Activities, is to provide more programs on campus during the night and weekend hours. Not only will OCA be sponsoring more events of this type, but student organizations now have the opportunity to plan and execute more activities for the entire campus. All recognized student organizations are eligible to apply for programmatic funding up to \$1500 per event. Applications can be found in the Office of Campus Activities and on the website starting the first week of classes. *This grant is through OCA, not SAFAC.*

Office of Campus Activities Location and Office Hours

OCA is located in the lower level of the Creese Student Union Building in the Student Organization Resources Center (SORC).. Office hours are Monday through Thursday from 8am to 6pm and Friday from 8am to 5pm. For more information, call 215.895.1328, askoca@drexel.edu. You can also visit the OCA website at www.drexel.edu/oaca.

Commuter, Graduate and Transfer Student Programs and Services

Commuter, Graduate and Transfer Student Programs and Services (CGTSPS) recognizes that commuter, graduate and transfer students have unique issues and needs. Therefore, social, academic, educational, and informative programs are offered to help students feel connected to campus, discover involvement opportunities, and learn about campus life.

www.drexel.edu/oca/commuters and www.drexel.edu/transfers is the primary location for students to learn more about the resources, programs, and services for commuters, graduate and transfer students. Upon visiting the CGTSPS website, students will find answers to some frequently asked questions (FAQ's), a place to ask other questions, learn about upcoming events, and more.

Other efforts to keep commuters informed include a weekly newsletter sent via email and weekly emails from students Commuter and Transfer Assistants (CA's and TA's). CA's and TA's are a group of peer paraprofessionals who work with small groups of commuter and transfer students, just like a Resident Assistant (RAs) would do with resident students. These students serve as mentors to help freshmen and transfer commuter students navigate all facets of their Drexel experience, including co-curricular, social, academic, professional, and home life. CA's and TA's aid in extending and expanding services and programs, connecting students, and supporting students through the transitions of their first year at Drexel. Incoming commuters and transfers are automatically enrolled in this program.

Throughout the day and early evening the CA's and TA's plan a variety of fun and education programming around the areas of: Navigating Drexel, Professional Development, Environmental Sustainability, Diversity and Community Service, Health and Wellness, Family Involvement, Fine Arts and Culture, as well, as School Spirit. Some of the programs that have been held in the past are: How to Make a Meal in 20 Minutes, Commuter Thanksgiving Luncheon, Boxed Lunch Workshop Series, Stress Relief Spa Day, Pie Eating Contests, Transfer Seminar Series, and the nationally award winning Annual Commuter Car Show.

CGTSPS has also created spaces on campus where commuters, graduate and transfer students can come, relax and even study. The Charlotte Alletag Commuter Lounge provides a place for students to relax, eat and socialize, and serves as an avenue to highlight the many involvement opportunities that exist at the University. The Lounge resources include a large screen television with cable, refrigerator, and microwave. Lockers are also available to students for a small fee, and many are large enough to hold bicycle helmets.

CGTSPS also advises DCom, the Drexel Commuter Student Organization, which sponsors social and educational activities and advocates for commuter student needs. DCom activities include a Meet and Greet, Pizza with the Provost and Good Morning Commuters.

For more information about Commuter, Graduate and Transfer Student Programs and Services, Creese 215, call 215.895.1328, email commuters@drexel.edu or transfers@drexel.edu, or visit www.drexel.edu/oca/commuters or www.drexel.edu/transfers.

Off Campus Housing

Moving and living off-campus is a whole new experience for most students. Off Campus Housing (OCH) services and programs assist students, faculty, and staff in searching for housing, works through landlord/tenant issues, and develops relationships with community organizations to better assist students living off campus.

The Off Campus Housing search website (www.drexel.edu/offcampushousing) will also allow students to post sublets, find roommates, buy and sell furniture, and connect with other students living off campus.

In addition, OCH sponsors information sessions to educate students on what they should know when becoming apartment renters. These include sessions on legal rights, signing leases, landlord/tenant responsibilities, and being a good neighbor.

The office cannot make guarantees on apartment availability and is not responsible for the condition of the apartments listed.

For more information about OCH, stop by OCA, Creese 215, call 215.895.1328, email offcampushousing@drexel.edu, or visit www.drexel.edu/offcampushousing.

CGTSPS and OCH Location and Office Hours

CGTSPS and OCH are located in the lower level of the Creese Student Union Building in the Student Organization Resources Center (SORC). Information can also be sought at in room 215 of the Creese Student Union Building. Office hours are Monday through Thursday from 8am to 6pm and Friday from 8am to 5pm. For more information, call 215.895.1328, commuters@drexel.edu or offcampushousing@drexel.edu or transfers@drexel.edu. You can also visit www.drexel.edu/oca/commuters, or www.drexel.edu/oca/transfers or www.drexel.edu/offcampushousing.

Student Activity Fee Allocation Committee (SAFAC)

The SAFAC Office is the primary financial resource for student organizations at Drexel University Main Campus and works to educate students on fiscal responsibility, debt management, fundraising, and processes all procurement needs of all recognized student organizations.

The SAFAC Allocation Committee, which is advised by the Budget Coordinator, is made up of currently enrolled Drexel University students and exists to support the initiatives, goals, and activities of Drexel student organizations and Student Life by allocating student activity fees.

SAFAC Location and Office Hours

SAFAC is located in the lower level of the Creese Student Union Building in the Student Organization Resources Center (SORC). Information can also be sought at in room 215 of the Creese Student Union Building. Office hours are Monday through Thursday from 8am to 6pm and Friday from 8am to 5pm. For more information, call 215.895.1811, safac@drexel.edu. You can also visit the SAFAC website at <http://www.drexel.edu/safac/>

New Student and Family Programs (NSFP)

New Student and Family Programs see many initiatives that involve our new students and families. New Student Orientation is a program that welcomes our new students and their families to Drexel University in the summer before the first term of classes occur. New Student Days (NSD) is an extension of the New Student Orientation that takes place on campus the week before the summer term takes place. During NSD, new students can take part in a variety of activities and programs developed to orient the students to campus, college life, and the Philadelphia experience.

New Student and Family Programs also support the Drexel Family Association in their efforts to keep families connected to Drexel University. Family Weekend, which typically occurs in November, welcomes families back to campus.

New Student and Family Programs Office Hours

New Student and Family Programs is located in the Dean of Students suite 215 on the second level the Creese Student Union Building. Office hours are Monday through Thursday from 8am to 6pm and Friday from 8am to 5pm. For more information, call 215.895.1328 or visit <http://www.drexel.edu/studentlife/dfa>.

FRATERNITY & SORORITY LIFE

Fraternity and Sorority membership promotes the core values of leadership, service, friendship and scholarship. Many of our chapters provide a living and learning environment that promotes fraternal values. Students are eligible to join the majority of these groups as early as the fall term of their first year at Drexel.

Fraternity and sorority participation at Drexel plays a significant role in the lives of Drexel students. With more than 800 members, the chapters affect all areas of campus life. The Greek experience begins as part of college life by providing a caring environment that encourages individual development and offers the opportunity for a lifetime of involvement. The Fraternity and Sorority Life staff advises the three governing bodies of the 23 recognized sororities and fraternities: the Interfraternity Council (IFC), Multicultural Greek Council (MGC) and the Women's Panhellenic Council (PHC). University Housing manages all aspects of University owned properties occupied by Greek organizations.

Recruitment/Rush for Fraternity and Sorority Life

Recruitment, or "Rush," is an opportunity for students and fraternity or sorority members to get to know one another. During this process, students find out if chapter membership interests them, and if so, which organization appeals most to them. Membership Recruitment is a mutual selection process. Because each fraternity and sorority is unique, students should visit multiple organizations in order to find the one with which they feel most comfortable. Information about recruitment and membership intake occurs throughout the academic year. Check with the Fraternity and Sorority Life staff for dates and locations. All policies, procedures and minimum expectations governing fraternities and sororities are outlined later in this section.

Policies

Fraternities and sororities have been recognized as student organizations at Drexel University since 1900. Since then, they have played an integral role in the Drexel University community. They share, as do all other University recognized student organizations, the responsibility of making a positive contribution to Drexel's mission. As such, the University expects that fraternities and sororities abide by the policies and expectations that follow as well as policies that apply to all Drexel University students. Fraternities and sororities are also expected to provide their membership with programs and services that support their members' growth and development in social interactions, academic achievement, scholarship, intellectual maturity, self-awareness, civic involvement, and service.

These policies and expectations apply to all fraternities and sororities recognized by the University and the National Association of Latino Fraternal Organizations, Inc. (NALFO), North American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), National Pan-Hellenic Council, Inc. (NPHC), or other appropriate nationally-affiliated organizations. In addition to Drexel University policies and expectations, every fraternity and sorority and each of its members is expected to abide by the policies set forth by their national organization.

Recognition Policy

Recognition of a fraternity or sorority is to be understood as a privilege, not a right. All Greek associations must enhance the educational experience of students. There are obligations that every Greek organization related to Drexel must assume if it intends to be in good standing with the University.

Recognition of a fraternity or sorority by the University entitles the organization to operate on campus, enroll members from the student body, and enjoy certain University services, as well as all other rights and benefits of University-recognized student organizations. If the University believes activities of a fraternity or sorority is inconsistent with University policies, the University reserves the right to suspend or revoke recognition through the use of its judicial process.

Recognized fraternities and sororities receive the same access to University facilities, activities, and programs as other student organizations. Fraternities and sororities also receive support from the Division of Student Life, including the coordination of programs of chapter development and operation, and advising support.

By recognizing fraternities and sororities, the University does not intend to control or be responsible for their operation or the activities of their members. Therefore, although affiliated with and recognized by the University, fraternities and sororities remain at all times independent organizations, separately accountable for their own finances, governance, and activities. Fraternities and sororities are responsible for establishing and enforcing policies and regulations that govern their operation and hold their members accountable for adhering to all national organization policies, University policies and all federal, state, and local laws.

Initial Recognition

Initial recognition of a fraternity or sorority will be based on criteria formulated by the Director for Fraternity and Sorority Life and subject to approval by the Dean of Students and Senior Vice President. Such criteria will be consistent with University goals and be in accordance with the bylaws of the MGC, IFC, and Panhellenic Councils. Drexel University and the governing Greek councils do not recognize local Greek letter organizations. The only exception to this policy is Alpha Pi Lambda Fraternity. It will be the only local Greek letter organization ever recognized at Drexel University.

Continued Recognition

Continued recognition is based on the maintenance of the established minimum standards for Greek organizations as outlined in the annual Chapter Achievement Plan (CAP). Each fraternity and sorority will be reviewed annually through the CAP which is submitted to and reviewed by the Fraternity and Sorority Life staff.

Minimum Standards

Minimum standards will be formulated by the Director for Fraternity and Sorority Life, with the approval of the Dean of Students. The Director for Fraternity and Sorority Life may make changes and/or adjustments to the minimum standards to reflect the trends and growth within the Greek community.

The University's Expectations of Fraternities and Sororities

It is expected that a recognized fraternity or sorority will support the mission of the University by:

- Providing a forum for social interaction in which individuals learn how to effectively relate to others
- Encouraging and stimulating intellectual growth

by promoting participation in the intellectual and cultural life of the University

- Providing an environment in which learning takes place through the free exchange of ideas and beliefs between members
- Maintaining an environment free of racial, ethnic, sexual, or religious bias, discrimination, or harassment, and encouraging respect for all individuals as more fully described in the University's discrimination and harassment policies and consistent with Title IX of the Education Amendments of 1972
- Promoting academic achievement and scholarship through tutorial assistance and special study programs, and by rewarding outstanding achievement
- Promoting campus involvement by encouraging members to become involved with other student organizations
- Providing valuable experience in group living for the fraternities and sororities that have recognized university housing or a residential hall floor
- Providing valuable leadership experience and opportunities for developing fiscal management skills
- Providing a support system for individuals as they move through their university experience
- Promoting an individual's life-long obligation to serve the larger community by sponsoring service and philanthropic activities
- Promoting alumni relations through an alumni newsletter and alumni events and adhering to "The Minimum Standards for Greek Organizations"

Fraternity and Sorority Expectations of the University

It is expected that the University will provide to recognized fraternities and sororities the following:

- The assistance of a professional staff member(s) in the Division of Student Life
- Use of University facilities for chapter social, cultural, and intellectual programs
- Participation as a group in all athletic, social, and other group activities or programs sponsored by or held under the auspices of Drexel University
- The right to petition the University for financial assistance for facility renovation
- Assistance in sponsoring programs to promote effective leadership, chapter maintenance, and fiscal management
- The assistance of the Student Resource Center (SRC) to record, compute, and monitor overall academic performance
- A billing procedure for University services through a chapter accommodations account as arranged by the Comptroller's Office

Fraternity/Sorority Procedures and Policies Governance

All fraternities and sororities will participate in the University's fraternity/sorority governance system through active participation in the Multicultural Greek Council, Interfraternity Council or Panhellenic Council.

Alumni Corporation Board

Each fraternity and sorority is required to identify an active alumni advisory board that maintains on-going supervisory relations with the chapter. This advisory board must be separate from a housing advisory board. If a chapter is unable to identify an active alumni advisory board, then the following steps will be taken:

- The Director for Fraternity and Sorority Life will intervene to identify individuals for the alumni board
- If the Director for Fraternity and Sorority Life is unable to identify individuals, a letter will be sent to the organization's national office, with a copy to the chapter president, stating that an active alumni advisory board must be put into place within six months of the date of the letter
- If this fails, the Dean of Students will review the information and consider whether withdraw of recognition is necessary

Chapter Advisor/Chapter Liaison

Each fraternity/sorority will identify an advisor from the Drexel community who shall be approved by the Director for Fraternity and Sorority Life. The advisor will serve as a resource to the chapter and will be a liaison between the Director for Fraternity and Sorority Life and the chapter.

Questionnaires, Lists, and Reports

Every fraternity/sorority will cooperate with the Director for Fraternity and Sorority Life by supplying all information necessary to have a complete file on each chapter. It is expected at the beginning of each term that the president of each chapter will submit a full membership list of members, a house roster, a list of alumni advisory board officers, and a completed questionnaire containing statistics gathered on a quarterly basis to the Director for Fraternity and Sorority Life.

Review

On a semi-annual basis, each chapter will review the general condition of the chapter with the Director for Fraternity and Sorority Life, indicating strengths and weaknesses, general contribution to the Drexel community, and short- and long-term goals.

Relationship to the National Sponsoring Group

Each fraternity and sorority is to report to its national and/or graduate/alumni sponsoring organization annually regarding the status of membership. The national and/or graduate/alumni sponsoring organization shall communicate regularly with the Director for Fraternity and Sorority Life on its evaluation of the chapter.

Financial Management

It is the obligation of each chapter to maintain chapter viability through sound financial management and supervision of the chapter.

Fraternity and Sorority House Residents

The residents of each fraternity and sorority house must be active, upper-classman, fully matriculated Drexel University undergraduate or graduate students in good standing with the chapter. The national office of the chapter and the Director for Fraternity and Sorority Life will approve exceptions to this regulation. The Director for Fraternity and Sorority Life will, upon request from the chapter president, provide verification of student status for any names that the president might wish to have reviewed. If the facility has additional space, a president may permit a non-fraternity Drexel University upperclassman to reside in the chapter house. However, non-member residents must understand that the chapter bears full responsibility for all matters relating to the chapter house, and must comply with all chapter and University regulations and procedures. Non-members must be appropriately noted on the house roster. The Director of University Housing must approve any variance from the above.

Fire Safety

Fire safety must be of concern to the residents of each chapter house at all times. The chapter risk management chair, house manager and fire marshal should be certain that fire extinguishers, fire alarms, and fire alarm monitoring systems are always in working order, and that the house is checked on a regular basis for obvious fire hazards. The chapter designee should maintain a written log in which he or she records observations and activities. Each chapter is required to have one unannounced fire drill per term. The chapter designee shall attend a semi-annual training session conducted by the Director of Fire and Life Safety.

House Inspections

To ensure these regulations, a team of University officials will visit each chapter house twice a year in accordance with a pre-announced schedule. The emphasis

during each visit is on fire safety and personal health and safety. The results of the visit are reported, in writing, to each president, University Housing, and the Director for Fraternity and Sorority Life. Any violation must be corrected within 30 days. All fraternity and sorority houses must provide accommodations that meet basic fire, safety, and health regulations.

Security and Insurance

The University purchases insurance on University-owned properties occupied by Greek organizations. Each chapter is required to pay the premium for such coverage directly to the University. Failure to remit payment to the University in a timely manner will result in a loss of recognition and suspension of all activities until such time that the chapter has corrected the problem. Each chapter is required to carry liability insurance. Failure to do so under the guidelines stipulated in "Standards for Organizations" will result in the suspension of certain chapter privileges until coverage is maintained.

Any and all matters relating to accidents, fires, burglaries, or other emergencies must be reported to Public Safety and the Director for Fraternity and Sorority Life.

Minimum Standards for Greek Organizations

These standards are formulated by the Director for Fraternity and Sorority Life as the minimum standards that each Greek organization must attain each year. These standards are subject to final approval by the Dean of students. Each Greek organization is reviewed annually, through the use of an annual report, to assess whether that chapter has met these minimum standards. Any Greek organization not meeting the minimum standards will be given a corrective action plan that is developed by the Director for Fraternity and Sorority Life and the national headquarters or appropriate alumni officers for the chapter.

Standards for Organizations

- Each chapter must have a constitution and bylaws to govern itself. A copy of this document is to remain on file with the Director for Fraternity and Sorority Life.
- Each chapter must be a member of the MGC, IFC or Panhellenic councils. The chapter president or representative is required to attend all scheduled meetings in a term.
- Chapter officers must be elected by the date required by the national organization.
- Chapter presidents and/or selected officers are required to participate in formal leadership training programs developed or approved by the Director for Fraternity and Sorority Life.
- Officers must submit all required paper work to the Director for Fraternity and Sorority Life by dates designated by the FSL staff.
- The chapter president and/or other officers must meet no less than once a term with a member of the Fraternity and Sorority Life staff to discuss issues relevant to chapter.
- Each fraternity and sorority must provide to the University a certificate of insurance demonstrating that the chapter carries a minimum of \$1,000,000 general liability insurance with such specific terms as required by the University's Office of Risk Management. It is the responsibility of each chapter to list Drexel University as an additional insured.

Standards of Leadership

- Chapter presidents are responsible for educating all initiated and new members about the University hazing policy.
- Chapter presidents are responsible for educating all initiated and new members about the University discrimination and harassment policies.
- Each chapter must submit an outline of its new member education programs to the Director for Fraternity and Sorority Life.

Standards of Scholarship

Each chapter must:

- Maintain a 2.3 cumulative GPA. If the chapter falls below a 2.0 term GPA or if a chapter falls below a 2.3 cumulative GPA, it will immediately lose social, athletic, and other privileges.
- Ensure that all members possess a minimum 2.0 cumulative GPA. Those individuals who do not meet minimum requirements must be placed on academic probation by the chapter until such time as their academic standing improves to the minimum requirements. These members will immediately lose social, athletic, and other privileges.
- Enforce grade requirements for holding chapter offices, maintaining active status, and affiliating new members as stipulated by the chapter, MGC, IFC and Panhellenic councils and University policies.

Standards for Programs

Each chapter must conduct or attend social awareness programs as required by the MGC, IFC and Panhellenic councils, and/or the Division for Student Life.

Faculty Advisor

- Each chapter must have a faculty advisor. While fulfilling this capacity, the advisor is not intended to be, and is not considered, an agent of the University and does not have the authority to act on the University's behalf. The advisor (or any other University employee) shall not fund, supervise, or participate in social activities where alcohol is served, except as defined in the University's alcohol policy.
- Each chapter must have an advisor as required by its national organization.

Standards of Social Responsibility

- Each chapter must conduct its social and other activities in accordance with federal, state, and local laws and University and national organization policies and regulations.
- Each chapter is responsible to comply with all applicable building, safety, fire, and health codes or laws. Each chapter is responsible to maintain its chapter residence, including common areas, individual rooms, kitchens, bathrooms, dining rooms, and all other aspects of the property in clean, safe, and working order.
- Each chapter is required to abide by all University and national organization policies, including policies on alcohol, registration of social events with alcohol, hazing, discrimination/harassment, and sexual assault.

Alumni Relations

Chapters must publish a newsletter and/or hold an alumni event at least twice a year.

Standards of Community Service/Philanthropy

Chapters must sponsor quarterly chapter service projects, and must sponsor an annual charity/philanthropy event.

Fraternity and Sorority Life Location and Office Hours

Fraternity and Sorority Life is located in the Dean of Students suite 215 on the second level the Creese Student Union Building. Office hours are Monday through Thursday from 8am to 6pm and Friday from 8am to 5pm. For more information, call 215.895.1328, email greeklife@drexel.edu or visit <http://www.drexel.edu/StudentLife/FSL/>.

COMPLAINT RESOLUTION, STUDENT PROCEDURES

Before seeking recourse from the formal Complaint/Grievance Process, a student must first exhaust more immediate means of resolution in the line of authority including any appeals processes provided for under the program or department policy.

Any complaint against a student or student organization should be made directly to Student Conduct and Community Standards, unless it is pertaining to a violation of the academic honesty policy and/or the parking policy (refer to the appropriate section of the Student Handbook for procedures for filing a complaint for these violations). Complaint procedures are outlined below.

Students must comply with the timelines for submitting complaints, grievances and appeals established under this procedure. Otherwise, the matter is not reviewable.

Resolving Complaints Involving Faculty, Academic Deans, School Directors, Program Directors or Department Heads, including Academic Complaints, Grievances, Grades or Other Academic Decisions

Complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Disability.

Throughout this process, students may feel free to contact the Dean of Students, 215 Creese Student Center, University City Main Campus, 215.895.2501 for advice and consultation.

The student must file their written complaint within thirty (30) days after issuance of the grade, evaluation or other academic decision being challenged or within thirty (30) days of the event giving raise to the complaint.

Step I: Faculty Member

Every effort should always be made to resolve an issue directly with the individual faculty member. When this is not possible and/or did not resolve the issue, individuals must file a complaint, in writing, to the academic department head/program director. If the complaint is with the department head/program director, move to Step II.

Step II: Filing a complaint with the academic department head or program director

Students may discuss the complaint with the academic department head or program director informally or chose to file, in writing, a formal complaint.

Step III: Appeal the academic department head's/program director's decision to the academic dean or school director

If a student is not satisfied with the decision of the department head/program director and wishes to pursue the matter further, he/she must appeal the decision to the Academic Dean/School Director, in writing, within five (5) days of receipt of notification of the department head's/program director's decision. The student written appeal should clearly state the basis on which he/she is appealing the department head's/program director's decision and the reasons why the decision should be amended.

The Academic Dean/School Director will review the written materials related to the

appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal.

The Academic Dean/School Director shall send the student a final written response. The decision of the Academic Dean/School Director on appeals of class grades and evaluations is final and not subject to further appeal. The Academic Dean's/School Director's decision on all other matters may be appealed by the student by following the process in step IV.

Step IV: Office of the Provost

If a student is still not satisfied with the result, the student must appeal the decision to the Office of Provost, in writing, within five (5) days of receipt of the final result from the Academic Dean/School Director. The student should clearly state the basis on which he/she is appealing the Academic Dean's/School Director's decision and the reasons why the decision should be amended.

The Provost or designee will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal. The decision rendered by the Office of the Provost is final.

A program/department representative/faculty member may not appeal the decision of the Academic Dean/School Director.

Resolving Complaints Involving Staff and Administrators

Complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Disability. Throughout this process, students may feel free to contact the Dean of Students, 215 Creese Student Center, University City Main Campus, 215.895.2501 for advice and consultation. The student must file his/her written complaint within thirty (30) days of the event or incident giving raise to the complaint.

Step I: Staff or administrator

Every effort should always be made to resolve an issue directly with the individual. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to the individual's immediate supervisor.

Step II: Filing a complaint with the immediate supervisor

Students may discuss the complaint with the immediate supervisor informally or chose to file, in writing, a formal complaint.

Step III: Appeal to the unit manager

If a student is not satisfied with the decision of the supervisor and wishes to pursue the matter further, he/she must appeal the Unit Manager for that particular area of responsibility, in writing, within five (5) days of receipt of notification of the supervisor's decision. The student should clearly state the basis on which he/she is appealing the supervisor's decision and the reasons why the decision should be amended.

The Unit Manager will review the written materials related to the complaint and may make any other inquiries he/she deems appropriate to evaluate the appeal.

The Unit Manager shall send the student a final written response.

Step IV: Appeal to the Senior Vice President

If a student is still not satisfied with the result, the student must appeal the decision to the Senior Vice President who oversees that area, in writing, within five (5) days

of receipt of the final result from the Unit Manager. The student should clearly state the basis on which he/she is appealing the Unit Manager's decision and the reasons why the decision should be amended.

The Senior Vice President or designee will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal.

The decision rendered by the Senior Vice President is final. A staff member or administrator may not appeal the decision of the Senior Vice President.

Resolving Complaints Concerning Individual Students and Student Organizations

Throughout this process, students may feel free to contact Student Conduct and Community Standards, 215 Creese Student Center, University City Main Campus, 215.895.6074 for advice and consultation.

Step I: Individual students(s) or student organization

Every effort should always be made to resolve an issue directly with the individual. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to Student Conduct and Community Standards.

Step II: Filing a complaint with Student Conduct and Community Standards

Refer to the "Judicial Policy" section of the Student Handbook.

CO-OP & CAREER SERVICES

Steinbright Career Development Center

<http://www.drexel.edu/scdc/>

The Steinbright Career Development Center (SCDC) serves students, alumni, faculty, administrators, and the University's participating employer organizations. Services focus on integrating co-operative education experiences and academic programs; and teaching and prioritizing effective career development that empower students and alumni with skills essential for their future careers and lives.

Locations

The SCDC maintains locations on both the University City Main Campus and Center City Hahnemann Campus. The University City Main Campus office is located at the corner of 32nd and Arch Streets (3201 Arch Street) on the second floor. The Center City Hahnemann Campus office is located on the second floor of the Bellet Building at the corner of 15th and Race Streets and serves the College of Nursing and Health Professions and the School of Public Health. The Drexel Shuttle Service provides convenient transportation between the two locations.

Description of Services

Co-operative Education

Each student enrolled in a co-op concentration is assigned a co-op coordinator based on his/her major. Each co-op coordinator also maintains a caseload of employers by industry. Co-op coordinators educate students about the job search, professional ethics, contemporary workplace issues, and professional development as well as work with employer partners to develop academically relevant co-op job opportunities. Coordinators support students and employers throughout the co-op

experience.

Graduate Co-operative Education

Graduate-level co-operative education experiences are available to students in participating masters programs in the Colleges of Business, Engineering, Information Science and Technology, the School of Education and the School of Biomedical Engineering, Science and Health Systems. *Students who participate do not receive academic credit.

Drexel.SCDOnline

Drexel.SCDOnline is a unique online recruitment management system which houses pre-approved co-op opportunities for most co-op cycles as well as services tailored toward graduating seniors and alumni such as On-Campus Recruiting and EDRS.

Career Services

On-Campus Recruiting

Hundreds of jobs are available for graduating students through Drexel University's On-Campus Recruiting program. On-campus recruiting (OCR) attracts prominent regional, national, and international companies to conduct interviews for full-time positions. On-campus recruiting takes place from September to November and January to March of each year.

Employer Directed Resume Search

The SCDC offers seniors and recent graduates the opportunity to be contacted directly by employers actively seeking Drexel graduates. Students may upload a resume into our database and complete a profile.

Individual Career Counseling and Pre-Professional Advising

The SCDC offers individual career counseling appointments to assist students with selecting majors and setting appropriate career goals as well as counseling and guidance regarding career exploration and their job searches. The SCDC also offers pre-professional advising in the fields of law and medicine. This is designed to provide students with in-depth information regarding these careers.

Career Library

The SCDC maintains an extensive career collection in the Haggerty Library. The career services library assistant is available for drop-in and scheduled appointments for help on job search strategies and resources for both co-op and full-time opportunities. A second career library, geared to the health sciences, is housed in the Center City Hahnemann Campus SCDC office on the second floor of the Bellet Building.

Direct Apply

Direct Apply is an online job posting board for immediate full-time, part-time or temporary jobs as well as for volunteer and fellowship positions. Current students as well as recent graduates (up to two years post-graduation) have the ability to search these job postings. Direct Apply is also used for graduate co-op and some summer-only co-op postings.

Events

The SCDC sponsors several career fairs, networking events, Resumé Critique Days, and company information sessions.

Workshops

A full range of workshops aimed at the continuing career development of undergraduate and graduate students along with graduating seniors and alumni is offered throughout the year. These workshops are designed to give students more targeted information in various career topics. "Answering Behavioral Interview

Questions,” “Conducting an Independent Job Search,” and “Study Here, Work the World – an Introduction to Co-op Abroad” are just some of the areas that are covered.

Co-operative Education Policies

Co-op positions are not guaranteed by the SCDC. Students are responsible for conducting an independent job search in conjunction with the job search available through Drexel.SCDConline to optimize co-op employment opportunities. All co-op experiences must be related to the student’s major and pre-approved by the student’s co-op coordinator. Students are required to attend all interviews that have been granted by employers. Students may not miss classes or examinations for co-op interviews.

Students who participate in the ranking/optimal pairing process, must rank only those positions they would be willing to accept. Once paired, students must honor those commitments. Co-op salaries may not be negotiated.

Students who have not secured a job or turned in the appropriate paperwork for their co-ops by Friday of the second week of the first term of co-op will receive a failed work term for both terms of co-op. Students who are still searching past the start of co-op will track all of their job search efforts in the Job Search Journal. Anytime students secure a co-op position after the start of co-op, they will need to submit the appropriate co-op registration information, in addition to the Job Search Journal in order to receive credit for the entire co-op cycle.

If a student doesn’t find a co-op position or has found one but it’s too far into the term and submits a thorough and complete job journal, then the student will receive Director Approved Credit and it will be notated as such on his/her transcript. The SCDC communicates frequently with students via both US mail and email. Students must keep their mailing address up-to-date in DrexelOne and consistently check their Drexel email, even when on co-op. Email is a valid mode of official communication with students at Drexel. Students who choose to have their email forwarded do so at their own risk; the University is not responsible for email forwarded to any address other than the student’s Drexel address. Failure to receive or read in a timely manner official University communications sent to a student’s Drexel email or postal address does not absolve them from acknowledging and complying with the content of the communication.

For more information regarding SCDC policy, please access: www.drexel.edu/scdc

Co-op Cycles

For information on how co-op cycles are assigned, please access:

<http://www.drexel.edu/scdc/coop/about/cycles.html>

Co-op Eligibility

For more information regarding co-op eligibility, please access:

<http://www.drexel.edu/scdc/coop/about/eligibility.html>

Co-op Waivers

The SCDC will register all students for the prescribed number of co-op terms, as required by the student’s academic major, program, and concentration. Co-op waivers will be issued by the SCDC only under the following circumstances: documented need for medical leave and documentation of deployment for active military service.

SCDC issued waivers will result in co-op credit with Director Approved Medical Waiver or Director Approved Military Waiver notated on the transcript.

Co-op Probation

While on co-op students continue to be under the jurisdiction of the University. Any

breach of conduct committed by a student on co-op that would be cause for disciplinary action were the student on campus shall also be cause for disciplinary action while the student is on co-op. While working at a participating co-op employer's work site, students are required to adhere to the employer's policies and procedures in addition to the University's policies and procedures. If students encounter difficulties with their employers or the University while participating in the co-op program, they are to contact their coordinators immediately. Students who refuse to honor a co-op pairing, are dismissed from a co-op job, engage in inappropriate behavior anytime during the co-op process, violate employer/University policy or resign from a co-op position without prior approval from their coordinators may be placed on co-op probation.

The SCDC reserves the right to remove students from co-op programs.

Dropped for Poor Scholarship

The University Registrar informs the SCDC of those students who have been dropped from the University by the colleges/schools due to poor scholarship. Students who are dropped for poor scholarship during co-op terms will not receive credit for co-op. Instead, the co-op course will be removed from the student's academic record. Employers of co-op students who have been dropped for poor scholarship will be notified of the University's action against the student and all co-op agreements will be considered terminated.

COUNSELING & HEALTH

Counseling Center

The Counseling Center provides psychological assistance and support to students enrolled at the University. Licensed psychologists and certified counselors staff the Counseling Center. The Counseling Center is also a training site for pre-doctoral practicum students. Services include individual, couple, and group counseling, as well as crisis intervention, outreach programs, education, and referrals to other resources on or off campus. Students using this service have a variety of psychological concerns which range from mild to relatively severe. Psychologists on staff work with other mental health professionals and physicians to coordinate treatment for students when appropriate.

Some of the general counseling issues addressed at the Center include stress management, depression, and anxiety, relationship problems, family problems, substance abuse, eating disorders, grief and loss, loneliness, sexuality and sexually transmitted disease, self-esteem, academic performance, gay, lesbian, bisexual, and transgender issues, and personal change and growth issues. All counseling services are strictly confidential and free for any student currently enrolled at Drexel University.

The Counseling Center is located in Suite 201 of the Creese Student Center and is open Monday through Thursday from 8am to 6pm; Friday 8am to 5pm Evening hours are available by appointment. Students are encouraged to call ahead to schedule an appointment at 215.895.1415. Walk-ins are accommodated as quickly as possible, depending on counselor availability. Daytime emergencies are seen immediately by the on-call counselor. Students in crisis after working hours can page the on-call counselor at 215. 416-3337. Residential students can also contact their resident assistant or resident director for immediate assistance. Non-residential students can also call 911 or go directly to the nearest hospital emergency room for treatment. A list of area emergency resources can be found at

www.drexel.edu/ch/cc_Emergency.html.

Anyone having a claim or dispute arising out of or relating to the quality of the health or medical care received at a student health clinic or counseling center, or from an athletic trainer or doctor, must attempt to resolve it first through the Drexel Healthcare Mediation Program before filing a claim with a court.

Drexel Student Health Center

Drexel University Student Health Center (DSHC) is located on the second floor of 3201 Arch Street, 215.895.5800. The office is open Monday through Friday throughout the year. While appointments are available for routine and specialty care, the physician run DSHC is operated as a walk-in facility. All students can have their medical concerns evaluated by a DSHC physician for a small fee when presenting a valid student ID. The DSHC physicians provide services from walk-in, urgent care, to allergy shots, annual gynecological exams, and sports physicals. All medical services are confidential. Students with particular needs can be referred out, or seen by the DSHC physicians at their main family practice office in nearby Manayunk. The physician group includes both primary care specialists and specialists in a variety of fields. Students will be charged on a fee-for-service basis for any non-urgent or routine, "walk-in" care. All charges for medical visits may be made in cash, by check, or with a Visa or ATM card. The Drexel student accident and sickness plan and all other insurances are accepted by the physician group. However, HMO insurances usually require pre-approval from a primary care provider in order for medical costs to be reimbursed. Students should always bring their insurance cards to physician appointments.

When a student is sick or injured, he or she can request medical transport to and from Drexel University Student Health Center by calling Public Safety at 215.895.2822.

Hours of operation, fees, and a complete list of services offered can be found at www.drexel.edu/StudentLife/ch.

Alcohol, Other Drug, and Health Education

The Office of Alcohol, Other Drug, and Health Education provides a variety of educational initiatives on alcohol, other drug, and health issues such as: STDs, eating habits, body image, stress, relationships, date/acquaintance rape, and personal safety facing students today. The office's initiatives include interactive workshops, health fairs, and campus wide events, and co-sponsored educational programs and alcohol free weekend events with other campus organizations including Greek life, The Office of Residential Living, and Athletics. In addition, the office supports student groups which are dedicated to healthy living such as the Dragon CHOICES Student Network.

A resource that will serve both faculty and students is the Don't Cancel That Class initiative. The goal of the program is to create an option to canceling class when faculty can't be there, by bringing in a workshop or presentation on a health related issue.

For more information on the office and programs visit the Choices Center, Van Rensselaer Hall, 3320 Powelton Ave. 1st Fl. or call the office at 215.895.2049.

Health Related Policies

All questions related to the policies below should be directed to the Office of Counseling and Health located in Suite 201 of the Creese Student Center by calling 215.895.1415.

AIDS Policy

The following policy provides guidance to the University community concerning human immunodeficiency virus (HIV)-infected individuals and acknowledges that such individuals do not pose a significant risk to students, faculty, or staff in a normal academic or employment setting. The University seeks to eliminate misunderstandings about HIV and those infected by it.

The University will inform the campus community by:

- Making available current, accurate information about HIV infection, thereby reducing misconceptions
- Developing educational strategies for the campus, as required, and, as considered appropriate, offering education beyond the campus as a community service

Through the implementation of this policy, Drexel University will:

- Work to reduce and/or prevent the spread of HIV through awareness and education
- Provide to all students, faculty, and staff the educational resources and means to deal with real or potential issues associated with the HIV infection
- Refrain from requiring any individual to undergo HIV medical screening as a condition for enrollment, employment, or financial services
- Maintain the confidentiality of the HIV testing results and the identity of HIV-infected individuals in accordance with existing law
- Prohibit discrimination against students, faculty, and staff on the basis of HIV infection in accordance with applicable law
- Require each University college or department that has students, employees, and faculty handling human blood, blood products, and other body secretions to utilize the Centers for Disease Control (CDC) formal guidelines. This requirement shall apply to on-campus or other academically required off-campus, supervised fieldwork
- Make available a list of individuals or agencies that can provide appropriate advice and counsel to those students, faculty, and staff who require general information, as well as those who have concerns about anyone who has or may have HIV infection

Health Insurance Policy

All full-time students are required to demonstrate proof of coverage under a health insurance plan. Domestic students may satisfy the requirement by purchasing the Drexel Health Insurance plan or by submitting an insurance waiver form with a copy of your insurance card. Failure to return a completed waiver form or purchase the university sponsored plan will result in a default enrollment into the university sponsored plan. The charge for this plan will subsequently appear on the university bill. All undergraduate international students must purchase the university sponsored plan. Graduate international students holding a J-1 Visa must also purchase the university sponsored plan so that federally governed J-1 mandates are met.

Immunization Policy

Drexel University requires all entering full-time undergraduate and graduate students and all full and part-time international students (includes all visa holders and permanent residents) to complete the following immunization schedule:

- MMR vaccine: measles, mumps, rubella
- Hepatitis B vaccine (2 doses, 3 preferred)
- PPD screening within 12 months of enrollment (PPD required regardless of prior BCG inoculation. Test must be performed in the United States)

- Varicella (chicken pox)
- Diptheria/Tetanus (within the past 8-10 years)
- Meningococcal (for students living in University housing)

Drexel University highly recommends, but does not require, the meningitis vaccine for commuter students.

The immunization requirement is based on the recommendations of the Commonwealth of Pennsylvania Department of Health Immunization and the American College Health Association. Students can satisfy this requirement by completing the immunization form which is mailed to students prior to entering Drexel. This form is also available on-line at www.drexel.edu/ch

Failure to comply with this policy will result in an administrative hold being placed on the student's record. This hold will prevent the student from accessing DrexelOne, which is vital to the student's success while at the university and will prevent a student from registering for Winter Term classes. Residential students who have not complied with the stated immunization policy will not be permitted access to their residential hall, and all students will be prevented from receiving their Dragon Card until this requirement is satisfied.

Substance Abuse Assistance

Drexel University is concerned about any student who has a problem with substance abuse. Assistance is available for you through campus and community resources. Please do not hesitate to reach out for support by contacting the people and/or agencies listed. For those who seek to identify treatment resources on their own, contact Focus on Recovery help line at 800.234.1253.

If you are a student concerned about your alcohol and/or other drug use or you feel someone close to you may have a problem with alcohol or other drug use, you can contact the Counseling Center. Students whose substance problem may require more extensive treatment will be referred to the appropriate services. Outpatient substance abuse treatment is a covered expense under the Drexel student accident and sickness insurance, for students who are enrolled. Faculty and staff who have concerns about a student who appears to have a problem with substances are encouraged to consult with Counseling Center staff for assistance.

The following numbers may be useful for self-help services in the community:

Addiction Hotline (24 hours)

610.853.7010

Alcoholics Anonymous

215.574.6900

Al-Anon (for family members/friends of alcoholics)

215.222.5244

Cocaine Anonymous

610.325.9134

Narcotics Anonymous

215.496.2826

Women for Sobriety

215.536.8026

Concerns about the enforcement of University drug and alcohol policy as it relates to students should be directed to Student Conduct and Community Standards at 215.895.6074. Faculty and staff who have concerns about enforcement of the University drug and alcohol policy should contact the Senior Vice President's office at 215.895.2800.

Emergency Support Services for Sexual Assault Victims

The following numbers will be useful for emergency support services in the local community. For a more complete list of Emergency Services please refer to the Office of Counseling & Health website at www.drexel.edu/ch/cc_Emergency.html

Drexel University Public Safety

215.895.2222

You may report an assault to the Department of Public Safety, which, if requested, will transport you to the student health center or Jefferson Hospital.

Philadelphia Police

911

Should you choose to contact the police, they will interview you, transport you to Jefferson Hospital and attempt to apprehend the assailant, if you choose to press charges.

**Thomas Jefferson Hospital
Emergency Room Crisis Center**

215.955.6541

The Crisis Center at Jefferson is the nearest hospital equipped to treat and gather evidence of sexual assault that may later be used in a trial. Should a student choose to use this service, he or she are not required to press charges; however, evidence will be available if you decide to pursue the option at a later date.

Women Organized Against Rape (WOAR)

215.985.3333

WOAR maintains a 24-hour hotline and provides counseling, emotional support, and advice and will meet you at the hospital if you desire. Should you decide to press criminal charges, they will also assist you through this process.

Victim Support and Intervention Services (VSIS)

Creese Student Center, Suite 215

215-895-0353

217-363-2102 for after-hours emergencies

Victim Support and Intervention Services (VSIS) was established to provide support to all members of our community, i.e. faculty, staff and students, who are victims of crime, physical trauma, or serious injury. Our VSIS office assists victims in securing all of the on campus and off campus services they need to cope with the emotional, financial, and physical consequences of trauma and/or injury so that they are able to restore order to their lives.

Counseling Center

215.895.1415

215.363.2102 for after-hours emergencies

Crisis counseling or follow-up counseling may be obtained at Drexel's Counseling Center at no cost to current students. To schedule an appointment, call Monday through Thursday between 8am and 6pm, Friday from 8am–5pm, or go to Suite 201 of the Creese Student Center. Students in crisis will be seen immediately. All counseling services are strictly confidential.

DINING SERVICES

Drexel Campus Dining provides students with meal plan options, retail dining locations and catering services. The DragonCard Office manages meal plan registration and DragonDollars applications.

Drexel Campus Dining
Handschumacher Dining Center
124 Creese Student Center
DragonCard Office
3210 Chestnut Street
215.895.2865/215.895.6095

Meal Plan Offerings

The University offers four meal plans options to active Drexel University students:

Gold Meal Plan + 200 Meal Plan Dollars

The Gold Meal plan is one of the two mandatory meal plans available to first year (including transfers) resident students, and is also available to upperclassmen and commuters. Customers on this plan may make unlimited visits to the Handschumacher Dining Center during all operating hours and receive 200 meal plan dollars per term for purchases at any of the Drexel Campus Dining locations, including the Intech Creese Café, NorthSide Market, Starbucks at LeBow, Bookmark Café in the Library, ThirtyOne41 in the Main Building, and Ross Commons. Meal plan dollars may be used to bring guests to the Handschumacher Dining Center. All meal plan dollars must be used within the given term.

Blue Meal Plan + 475 Meal Plan Dollars

The Blue Meal plan is the second option for the mandatory meal plan for all first year (including transfers) resident students, and is also available to upperclassmen and commuters. Customers on this meal plan may visit the Handschumacher Dining Center up to 12 times per week (Friday through Thursday) during all operating hours and receive 475 meal plan dollars per term for purchases at any of the Drexel Campus Dining locations, including the Intech Creese Café, NorthSide Market, Starbucks at LeBow, Bookmark Café in the Library, ThirtyOne41 in the Main Building, and Ross Commons. Meal plan dollars may be used to bring guests to the Handschumacher Dining Center. All 12 meals must be used within the given week or are forfeited; meal plan dollars must be used within the given term.

9 Meal Plan + 300 Meal Plan Dollars

Customers on this meal plan may access the Handschumacher Dining Center up to 9 times per week (Friday through Thursday) during all operating hours and receive 300 meal plan dollars to use at any of the Drexel Campus Dining locations, including the Intech Creese Café, NorthSide Market, Starbucks at LeBow, Bookmark Café in the Library, ThirtyOne41 in the Main Building, and Ross Commons. All 9 meals must be used within the given week or are forfeited; meal plan dollars must be used within the given term.

5 meal plan + 250 Meal Plan Dollars

Customers on this meal plan may access the Handschumacher Dining Center up to 5 times per week (Friday through Thursday) and receive 250 meal plan dollars to use at any of the Drexel Campus Dining locations, including the Intech Creese Café, NorthSide Market, Starbucks at LeBow, Bookmark Café in the Library, ThirtyOne41 in the Main Building, and Ross Commons. All 5 meals must be used within the given week or forfeited; and the meal plan dollars must be used within the given term.

Kosher Option

The kosher option is an add on plan that can be purchased for Passover Week. Kosher lunch and dinner meals will be provided. The plan includes the Seder Dinner.

TAKE 3

New this year for meal plan customers is TAKE3 - a great way to get a "meal to go". All Meal customers may choose an Entree; a Side; and a Beverage and swap their Handschumacher lunch or dinner for TAKE3. TAKE3 can be used for up to one Lunch (11am - 4pm) and one Dinner (4pm - 8pm) per weekday at TAKE3 Featuring Freschetta Pizza at Ross Commons.

Dining Dollars

Dining Dollars are funds designated for on-campus retail dining locations only. Bonus dollars are allocated in the following amounts (per purchase, not cumulative):

\$100-249	5% Bonus Dollars
\$250-499	7% Bonus Dollars
\$500 +	9% Bonus Dollars

Meal Plan Policies

Meals and Meal Plan Dollars are not transferable and cannot be used by anyone other than the meal plan participant. Meal Plan Dollars can be used to bring a guest to the Handschumacher Dining Center, so long as the participant accompanies them. The DragonCard is used to access the meals and meal plan dollars. The meal plan participant must present their DragonCard to the cashier each time they access the Dining Center or make a purchase at a retail dining location. All-you-care-to-eat meals in the Handschumacher Dining Center must be consumed while in the facility and can not be taken out of the Dining Center.

The Gold or Blue Meal Plan is mandatory for all first year students (including transfers) living in the residence halls on the University City Main Campus for their first three terms. Students have up until the first two weeks of each term to change between the Gold and Blue Meal plans. Resident freshmen who keep a strict kosher diet and wish to be released from the mandatory meal plan must contact the Assistant Director of Drexel Business Services at 215.895.6776 prior to the beginning of the term. Students who have a medical condition and are requesting accommodation must contact Disability Services at 215.895.1401.

Upperclassmen and Commuters have up until the first two weeks of each term to sign-up, change, or cancel a meal plan by completing the appropriate form available in the DragonCard Office. Meal plan charges for mandatory and voluntary participants are billed to the student's account with the University. Cancellations that are granted after the term begins will have pro-rated charges based on the last day used, meal plan dollar usage and official cancellation date as determined by the Assistant Director of Drexel Business Services.

Retail Dining Locations

There are 7 retail dining locations on-campus. These locations accept the meal plan dollars associated with a meal plan, Dragon Dollars, and cash. These retail locations are as follows:

Intech Creese Café at the Creese Student Center,
Bookmark Café at the Hagerty Library
ThirtyOne41 at the Main Building
Northside Market at Kelly Residence Hall

Starbucks on the 1st Floor of the Pearlstein Business Learning Center
TAKE3 featuring Freschetta at Ross Commons
The Grille at Ross Commons

For information on hours of operation, menu selections, and new locations please visit the Drexel Dining Services website at www.drexel.edu/dining or call 215.895.2865.

Dragon Dollars

Dragon Dollars are prepaid dollars on the DragonCard that allow for purchases at participating merchants on and off campus. The program is managed through the DragonCard office located in room 124 of the Creese Student Center.

To open a Dragon Dollars account, a participation agreement must be completed. Forms are available in the DragonCard Office or at www.drexel.edu/dragoncard. There is no minimum payment or balance required and no fees to participate in this program. Additional terms and conditions of the agreement are listed on the back of the participation agreement. Additions to the account can be made via phone using a credit card, in person using cash, at the on-campus load stations with cash or by submitting a check made payable to "Drexel University".

Once funds are in the Dragon Dollars account, purchases can be made by presenting the DragonCard to participating merchants at the time of purchase. Cash can never be withdrawn from the account. Dragon Dollars roll over from term to term and any balance remaining when the student graduates or officially withdraws from the University will be refunded. Merchants are prohibited from allowing the purchase of alcoholic beverages with Dragon Dollars. For a current list of Dragon Dollars merchants, visit www.drexel.edu/dragoncard or call 215.895.6095.

Parents/Guardians can jointly fund their student's Dragon Dollars account by also signing the Dragon Dollars participation agreement. Jointly funded accounts allow parents/ guardians to obtain account balances and transaction history. Parents/Guardians who are not listed on the account may still make gift additions to the account but are unable to obtain account information.

The optional managed-spending feature of the Dragon Dollars account enables funds to be specified for use at the University Bookstore only or at the Dining Service locations only.

A monthly statement of transaction history is mailed out each month to the local address of the participant. Additionally, account balances are provided on the receipt after each transaction. For more information contact the DragonCard Office at 215.895.6095 or dragoncard@drexel.edu

OFFICE OF DISABILITY SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), and applicable federal and state laws, Drexel University ensures people with disabilities will have an equal opportunity to participate in its programs and activities. Members and guests of the Drexel community who have a disability need to register with the Office of Disability Services (ODS) if requesting auxiliary aids, accommodations, and services to participate in Drexel University's programs. All requests for reasonable and appropriate auxiliary aids and services will be considered on a case-by-case basis.

ODS facilitates disability services for all colleges and campuses, including our Drexel E-learning participants. Auxiliary aids, academic adjustments, and services are modifications to the physical, learning, and/or living environments provided by Drexel University.

Accommodations/modifications facilitated and provided by ODS are contingent upon:

- Whether an individual has a condition that reaches to the level of a disability
- Whether the Office of Disability Services possesses documentation from a qualified professional evaluator, which includes the functional limitations presented by the condition
- Whether the impact and severity of the disability provides a substantial limitation to the participation in the Drexel environment
- The written request for accommodations by the person with a disability to the Office of Disability Services
- The reasonableness and appropriateness of the requested modifications or accommodations.

What are Reasonable and Appropriate Accommodations?

Reasonable and appropriate auxiliary aids, academic adjustments, and services are those modifications that do not require a substantial change to the essential elements of a program or course and that do not provide an undue burden on the University. If a person with a disability poses a direct threat to the safety of themselves or others, accommodations will not be provided by the University. For additional information about the accommodation/modification process, go to www.drexel.edu/ods.

What Constitutes the Physical, Learning, and/or Living Environments?

Any program, course or event provided by Drexel University, such as:

- College exploration and admissions process
- Orientation, enrollment, and registration
- On-campus living and meal plans
- Disabled Parking
- Campus sponsored events and activities
- Academic classrooms
- Academic and non-academic locations, policies, procedures, and services
- Cooperative education experiences
- On-campus employment
- University sponsored events, including athletics
- Commencement exercises

ODS has been identified by Drexel University as the office responsible for:

- Determining if a physical or psychiatric condition is a disability.
- Determining if a student, employee, or guest is eligible for auxiliary aids, academic or employment adjustments, and services.
- When a person is eligible, approving requests for modifications at Drexel University.

How do students register for the receipt of reasonable accommodations/modifications:

- Plan ahead for accommodation/modification needs by completing the registration process with ODS well in advance of the beginning of each term/period of study.
- Submit documentation for each disability for which modifications are being sought. ODS has the right to request additional documentation from the student or professional evaluator, if the information presented is not complete.
- Make an appointment and meet with the ODS staff.

- Complete the Intake and other registration forms.
- Request auxiliary aids, academic adjustments, and services.
- Participate in the interactive process with the ODS staff.
- Obtain an Accommodation Verification Letter (AVL) from ODS each term.
- Share the AVL with professors or campus members from whom the accommodations or modifications are being requested, in advance of them being needed.
- Contact the ODS if there are any questions or concerns about the receipt of accommodations or modifications.
- Direct questions regarding accommodations in a student employment setting to the ODS.
- Review the ODS policies and procedures with ODS staff members or via our website, www.drexel.edu/ods.

Confidentiality

Student records held by ODS are confidential information and will be released only with the student's written permission, unless otherwise permitted by law. Because of the public nature of the classroom, students who wish to maintain strict confidentiality are encouraged to share their AVL with professors during office hours or by appointment rather than sharing the AVL before or after class.

Temporary Conditions

Although most temporary conditions are not considered disabilities by the University, students with medical conditions or illnesses may have modification needs. Students requesting temporary modifications need to submit documentation from a professional evaluator and meet with the ODS staff. Assistance is facilitated by ODS and appropriate modifications are provided on a case-by-case basis.

Contact Information for the Office of Disability Services:

The Office of Disability Services is located at 3201 Arch Street, Suite 210 and can be contacted at 215.895.1401(V), 215.895.2299 (TTY), or 215.895.1402 (Fax). For additional information, students can also access the ODS website at www.drexel.edu/ods.

GOODWIN COLLEGE OF PROFESSIONAL STUDIES

The Richard C. Goodwin College of Professional Studies has a long-standing tradition of providing educational opportunities to non-traditional learners. Drexel University's evening college (Goodwin's predecessor) offered Drexel's first evening courses in 1892. Goodwin College currently provides part-time and full-time, credit and non-credit programs that support and complement academic offerings from across the University. Goodwin is particularly proud to provide flexibly formatted degree programs from many of Drexel's colleges. In response to the changing needs of diverse learners, the College recently expanded its offerings to include new, industry specific and niche career preparatory programs as well. As the needs of contemporary learners and society change and evolve, so will the Goodwin College of Professional Studies, by creating new educational options in content, mode of delivery and location. With its dynamic learning environment, its blend of innovation and academic rigor, the support of full-time and part-time faculty with solid academic and professional credentials, and its commitment to provide affordable, convenient and quality education to the community, Goodwin will continue enhancing its standing as one of Philadelphia's and the nation's best providers of professional education.

Academic Advising

Academic advising for Goodwin College is located at One Drexel Plaza, 3001 Market Street. Academic advisors are available Monday through Thursday from 8am to 8pm, and Friday from 8am to 6pm. You may also meet with faculty advisors at this location by scheduling an appointment. The Dean's office staff and the professional staff are regularly available to meet with students.

Course Enroll/Withdraw

Goodwin College encourages students to register online through BannerWeb. Problems with registration can be referred to the academic advisement center. Professional advisors are on hand to assist students with registration and other issues during the College's operating hours. Tuition and general university fee refunds/credits differ among the University's other colleges and schools so students are encouraged to review this policy. The University policy for tuition and general university fee refunds/credits is found on the Goodwin College web site at www.drexel.edu/em/qcops/tuition.html

Student Organizations and Involvement

Part-time students have a separate student governing body, professional organizations, and social activities. Membership in any organization or activity is voluntary. Any officer in any group is an elected position. The following organizations are available to part-time students at Goodwin:

- Accounting Society
- Administrative Management Society (AMS)
- Alpha Sigma Lambda (scholastic, honorary society)
- American Institute of Chemical Engineers (AIChE)
- American Society of Civil Engineers (ASCE)
- Associated General Contractors of America (AGC)
- Class Congress
- Construction Management Association of America
- Cross Keys Fraternity (service fraternity)
- Dragon (Goodwin newspaper)
- American Institute of Architecture Students (Drexel University Chapter)
- Goodwin Student Council
- Institute of Electrical & Electronics Engineers (IEEE)
- Philanthropist (yearbook for Evening Students Activities)
- Society of Manufacturing Engineers (SME)
- Student Council

For more information about any of the above groups, contact the Goodwin College of Professional Studies at 215.895.2173 or wilsonlr@drexel.edu.

The Office of Graduate Studies oversees all master's and doctoral programs for the University. In addition, each department has an assigned graduate student advisor who maintains files and monitors the progress of all their master's and doctoral students. The graduate advisor and department are responsible for the academic clearance of master's students for graduation. The Office of Graduate Studies is responsible for tracking the progress of all doctoral students and their academic clearance for graduation.

Grievance Procedure

Any person who believes she/he is the victim of unlawful discrimination/harassment or who has witnessed unlawful discrimination/harassment may use the University's discrimination or harassment complaint resolution procedure to report and resolve complaints of unlawful discrimination/harassment. For more information, contact

the Office of Equality and Disability at 215.895.1403.

INFORMATION RESOURCES & TECHNOLOGY (Computing Resources)

The Office of Information Resources and Technology (IRT) coordinates all the general computing and information systems of the University. This includes computing support for instruction, research, and administrative activities. The most up-to-date information about IRT services is available at www.drexel.edu/IRT. It is strongly recommended that students bookmark the IRT web site as one of the most important resources they will have during their years at Drexel.

There are three major IRT resources that support computing activities:

- The Bring Your Own Laptop lab provides many connection points for users' laptop computers, wired and wireless, as well as a few open-access networked Windows and Macintosh desktop machines. Six Windows classrooms, two of them wireless, and a Macintosh lab provide facilities for hands-on computer instruction. Nearly 200 Windows and Macintosh microcomputers are available for student use. IRT provides technical support and printing services for students in the Korman Computing Center.

- A large and expanding telecommunications and computing network ties together the residence halls, classrooms, and administrative buildings on campus. Drexel's network includes a digital phone system, as well as a high-speed network connecting campus resources to the Internet. The campus is served by both a fiber-optic Ethernet network and a campus-wide wireless network. DrexelOne Mobile gives users access from any web-enabled handheld device. The phone system and wired and wireless Ethernet serve the academic buildings and residence halls.

Two on-campus data centers comprised of several hundred physical and virtual servers, over 300 TB of storage, and network cores that interconnect the wired and wireless networks. The equipment in these data centers provide Drexel with high-speed links to the Internet and Internet2, and provide services ranging from admissions to web servers.

Korman Computing Center

The Korman Center BYOL Lab is the hub of computing at Drexel. The Center is open Monday through Thursday from 7:30am to 9pm, Friday from 7:30am to 7pm, Saturday from 9 am to 5pm, and Sunday from 3 until 9pm The Center is closed on Sundays preceding a Monday holiday. During term break, the center is open Monday through Friday from 8 am to 5pm with special hours on "move-in Sundays." Korman Center's telephone helpline is 215.895.2020, and is available to assist students when the Korman Center is open. The lab hours are posted on at the IRT website at www.drexel.edu/irt/about/facilities/.

Academic and production applications for general use and for coursework are supported on either shared systems or local desktop computers in the Center; including word processing, spreadsheets, database management, graphics, statistics, math, programming, multimedia and communications are supported on microcomputers available in the center. Online help and support is provided through <http://ask.drexel.edu>.

Campus-Wide Services

IRT supports high-speed network services at 1 Gbps to all buildings. Wireless access is provided in all campus buildings and grounds via three secure wireless networks.

All residence hall rooms are directly connected to the campus network by an Ethernet connection, enabling students to gain access to the library, other materials and resources on the campus network, and Internet. Resident rooms also have wireless network service.

Drexel makes standard application software available to students and staff through a University site license. The most common method of distribution is by downloading through our secure software server site at <https://software.drexel.edu>, for which your Drexel computer account userid and password are required.

Students may also purchase the CD media to accompany downloaded licensed software from e-Academy through DrexelOne, and may purchase other application software available in the general market through an affiliation with JourneyEd. Our software services site is online at www.drexel.edu/irt/computers/software.html. For example, all faculty, students and staff may download Microsoft Office and Symantec AntiVirus software; and due to the very active virus climate, are strongly encouraged to install and configure the antivirus software for automatic Live Updates.

Many Drexel instructors use BbVista online learning management to provide either supplementary materials for face-to-face courses or total online instruction. Faculty members may distribute programs and other files that are required for class use through BbVista.

Through the DrexelOne web portal, Folio, an online portfolio management service, is available to create an individual electronic portfolio for storage and sharing.

Computer Accounts and University Web Portal

All members of the University community are eligible for computer accounts, which includes DrexelOne, email, Academic UNIX, and network access. Account activation is accomplished through the web-based computer accounts management service (<http://accounts.drexel.edu>). Single-portal access to most Drexel online services and for student academic records, email, library resources, Folio, Bb Vista and much more, is through DrexelOne (<http://one.drexel.edu>).

Acceptable Use Policy

Drexel University's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests may use their assigned computer accounts, email services and the shared Drexel University network. The use of Drexel's computer and network resources including all electronic communication systems and is a revocable privilege. By using or accessing the Drexel network, users agree to comply with this policy and other applicable Drexel policies, as well as all Federal, state, local laws and regulations. Using and/or accessing the Drexel network without proper authorization is strictly prohibited.

The complete Acceptable Use Policy is published at www.drexel.edu/IRT/policies/AcceptableUse.html. This section is a synopsis, and is meant for summary purposes only. Users are responsible for being aware of any changes to the AUP. The Drexel network is provided to support Drexel University business and its mission of education, service and research. Any other uses that jeopardize the integrity of the Drexel network, the privacy or safety of other users, or that are otherwise illegal are prohibited. Penalties for violating this policy may include restricted access or loss of access to the Drexel Network, termination and/or expulsion from the University and in some cases, civil and/or criminal

liability.

The University reserves the right to update or revise the AUP or implement additional policies in the future. The user shares the responsibility of staying informed about University policies regarding the use of computer and network resources and complying with all applicable policies.

<http://www.drexel.edu/irt/policies>

General guidelines for acceptable use of the Drexel network are based on the following principles:

- Users are expected to behave responsibly with respect to the Drexel Network at all times
- Users are expected to respect the integrity and the security of the Drexel Network
- Users are expected to behave in a manner consistent with Drexel's mission and comply with all applicable laws, regulations, and Drexel policies
- Users are expected to be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Drexel Network and show restraint in the consumption of shared resources
- Users are expected to respect the rights and property of others, including privacy, confidentiality and intellectual property Activities specifically prohibited are enumerated completely at www.drexel.edu/irt/policies/acceptableuse.html. They include:
 - Use of the Drexel Network for a private business
 - Attempting to bypass network security systems
 - Forging, altering, destroying or intercepting communications
 - Attempting to disguise one's identity, the identity of an account or a computer
 - Intentionally or negligently revealing one's password
 - Infringing upon the intellectual property rights of others Drexel will not impose any restraints on, nor make any efforts to monitor, the content of communications except:
 - When required to do so by applicable federal, state and local laws, including those regarding the right to privacy and laws that prohibit defamatory material
 - To maintain the security and integrity of the Drexel network, including the investigation of any AUP or other Drexel policy infractions

INTERFAITH COUNCIL

Religious and Spiritual Information

Spiritual and/or religious exploration and expression can be integral to the ongoing process of establishing identity, making meaning and clarifying purpose in our lives. To that end, we encourage all students at Drexel University to take advantage of the multiple resources available to support their spiritual/religious growth, including but not limited to the Interfaith Council and religious student organizations.

Interfaith Council

In the midst of a highly technological University, the Drexel University Interfaith Council (DUIC) is essential to support the students, faculty and staff of Drexel University in the expression, understanding and practice of faith; and to cultivate mutual respect for the variety of faith traditions represented by the members of the Drexel University academic community.

In doing so, the DUIC contributes to the overall quality of campus life and serves all the members of the Drexel University academic community as an interfaith religious presence. This is accomplished by working together to provide:

- Spiritual and emotional support;
- Pastoral counseling and personal guidance;
- Advocacy for appropriate expression and practice of faith, particularly in the context of interfaith dialogue and cooperation;
- Informal programs of religious education and relationship-building among Drexel University students, faculty, and staff members of the various religious traditions;
- Religious and interfaith prayer services and opportunities for public expression of the various religious traditions;
- Development and promotion of opportunities for the members of the Drexel University academic community to engage in campus-related as well as off-campus programs, events, and movements for peace, justice and equality;
- Assistance and advocacy for the formation of student religious groups, especially among those groups presently under-represented among the Drexel University academic community;
- Resources for the Drexel University academic community to encourage connection with religious communities outside the campus environment as necessary;
- Succinct and coherent expression of the needs, ideas, values, and opinions of the religious community within the Drexel University academic community to the Drexel University administration;
- Promotion and/or advocacy of religious life at Drexel University within the larger religious community;
- Support for the University mission.

For more information about religious and inter-religious life at Drexel, or about connecting within a particular religious/spiritual tradition on campus:

interfaith@drexel.edu
www.drexel.edu/studentlife/interfaith

Religious Student Organizations

For a current listing of recognized religious/inter-religious student organizations, visit the Office of Campus Activities website at www.drexel.edu/oca/so/sod_religious.asp.

Please note that there may be other religious student organizations which are active on campus but not currently recognized. In addition, when particular traditions are not represented, students are encouraged to start new religious student organizations. Contact the Office of Campus Activities or Interfaith Council for more information.

INTERNATIONAL STUDENTS & SCHOLAR SERVICES

International Students and Scholars Services (ISSS) provides assistance to all non-immigrant visa holders at Drexel University. ISSS advises international students and scholars on immigration-related and cross-cultural adjustment issues.

The international student advisors in ISSS assist with work authorization, program transfers and extensions, reinstatements, and other immigration related advising. Additionally, ISSS provides cultural and educational enrichment activities

throughout the year.

All new international students and scholars must report upon arrival to the U.S. to ISSS to register passports and receive important immigration-related information.

The University City Main Campus ISSS is located in Suite 210 of the Creese Student Center. Office hours are Monday through Thursday from 8am to 6pm, and until 5pm on Friday. Contact University City Main Campus ISSS at 215.895.2502, by email at intlprog@drexel.edu or visit www.drexel.edu/ISSS.

International Advising

ISSS has the responsibility to be aware of and abide by the University's policies, rules, regulations and standards as well as the regulations set forth by the United States Citizenship and Immigration Services (USCIS) and the Department of State (DOS).

Immigration regulations change with little or no advance notification. Although the University, through ISSS, attempts to notify non-immigrant visa holders of these changes, it remains the student's responsibility to know the immigration regulations and policies that affect her/his academic career in the U.S. USCIS and DOS regulations supersede University departmental policies, rules, regulations, and standards of conduct.

Maintenance of Status

All non-immigrant visa holders at Drexel University must meet certain conditions as set forth by the U.S. government in order to study in the U.S. as a student or scholar. By signing the Form I-20 or Form DS-2019, students or scholars agree to meet the following conditions for the duration of their studies. They must:

- Have a valid passport all times
- Attend the school they were authorized to attend upon arrival in the US
- Be enrolled full-time (12 credit hours per quarter for undergraduate students and nine credit hours per quarter for graduate students)
- Initiate and complete program extensions if you must remain in the U.S. longer than the length of time originally estimated for completion of your studies
- Obtain a new Form I-20 or Form DS-2019 to reflect changes in majors, academic levels, and institutions of learning in the US
- Follow school transfer procedures as set forth by the USCIS
- Limit on-campus employment to a total of 20 hours per week while school is in session; on-campus means Drexel University only
- Refrain from off-campus employment without written authorization from a Drexel international student advisor in ISSS and/or the USCIS
- Report address changes to ISSS within 10 days of the change

F-1 students who have completed their studies have 60 days to:

- Leave the U.S.
- Change their visa status
- Begin a new program of study

J-1 students who have completed their studies have 30 days to:

- Leave the U.S.
- Change their visa status
- Begin a new program of study

F-1 Student Visa Regulations

Duration of Status

F-1 students are admitted to the U.S. for “duration of status,” which is noted as “D/S” on both the I-94 card and the I-20. “Duration of Status” refers to the period of time that the student “is pursuing a full course of study at an educational institution approved by the USCIS for attendance by foreign students, or engaging in authorized practical training following completion of studies, plus 60 days to prepare for departure from the U.S. The student is considered to be maintaining status if he or she is making normal progress toward completing a full course of study.” (8 CFR 214.5[f][5][1])

Full Course of Study

Generally speaking, a full course of study for undergraduates is defined as registration for at least 12 credit hours per term. A full course of study for graduate students is defined as registration for at least nine credit hours per term (12 credits for IST students).

Deviations from the Full Course of Study Requirement

An international student advisor (ISA) in ISSS must approve all deviations from the full course of study requirement. USCIS, not the University, establishes deviations from this requirement. The ISAs in ISSS are the only people authorized by the USCIS to allow a student with an F-1 or J-1 visa to be registered for less than a full course of study.

Vacations

F-1 students are considered to be in status during the University’s annual vacation period as long as they intend to be enrolled full-time during the next academic term. F-1 students may take one vacation period during each academic year. You may take off one term as long as you have been enrolled full-time during the previous three academic terms. You must complete a vacation request form in the ISSS office.

Medical Problems

“A student who is compelled by illness or other medical conditions to interrupt or reduce a full course of study is considered to be in status during the illness or other medical condition. The student must resume a full course of study upon recovery.” (8CFR 214.2[f][5][iv])

ISSS requires a written statement from a licensed doctor based in the U.S. or clinical psychologist who is treating the student. The doctor must state the nature of the illness, treatment plan, and prognosis for recovery. In the statement, the doctor must require or recommend an interruption or reduction in studies.

F-1 students are permitted one calendar year of interrupted or reduced studies. A student with an ongoing or open-ended medical condition that will keep her/him out of school indefinitely should consult with an immigration attorney and apply to USCIS for a non-immigrant visa status to remain in the U.S. for the purpose of receiving medical attention rather than pursuing full-time study.

Teaching or Research Assistantships

Graduate students “who are assigned teaching or research responsibilities pursuant to the terms of a scholarship or fellowship may carry a reduced course load.” (8 CFR 214, Federal Register 29 October 1991, pp. 55609-10).

Graduate students who have completed formal coursework: Graduate students who are preparing for comprehensive examinations or are engaged in thesis or dissertation research may be registered to maintain matriculation only or enrolled for a number of credit hours less than that routinely defined as full time by Drexel

University, depending on the University's academic policies.

Undergraduates Completing Programs

During the Current Term

During an undergraduate's last quarter of study, the student may be enrolled for less than 12 credits.

Practical Training

F-1 student who have completed a course of study and have received optional practical training authorization from USCIS are considered to be full-time students even though they are not taking classes.

Again note: USCIS regulations supersede University and departmental policies.

Program Extensions

F-1 students are admitted to the U.S. to complete a course of study. The student's Form I-20 has an estimated completion date. If the student's course of study will continue beyond the completion date listed on the I-20, the student must request a new I-20 with the correct completion date. ISSS must notify the USCIS that the student will be studying at Drexel University longer than initially expected.

To request a new I-20 for program extension, F-1 students must submit the following to ISSS:

- Updated financial documentation.
- Certification from their academic advisor that their delay finishing their course of study was due to compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses.

Requests for a new I-20 for program extension must be submitted to ISSS at least 30 days before the completion date on the current I-20.

Continuing at Drexel University in a Different Educational Level or New Major

F-1 students who have completed a course of study at Drexel University and will be continuing at the University in a different educational level or new major (bachelor's degree to master's degree, master's degree to Ph.D., etc.) must request a new I-20 from ISSS, which requires new financial documentation, and a copy of the letter of acceptance into the new program or major.

Transfer from Another School in the U.S.

If the student has been studying at another program, school, college or university in the U.S. that is approved by the USCIS and is transferring to Drexel University, ISSS must notify USCIS of the transfer through SEVIS system.

The transfer procedure can be completed two ways:

- Re-entry into the U.S.: The student must leave the country and re-enter using the I-20 issued by Drexel
- Remaining in the U.S.: If the student does not leave the U.S. after completing study at their previous school, they must report to ISSS within 15 days of the first day of classes with their Drexel I-20, all previous I-20s from other schools and passport. ISSS will inform USCIS via SEVIS that the student has transferred to Drexel. If the student does not complete the transfer procedure within 15 days of the first day of classes, they will be out of status.

Employment

“Employment” is any type of work performed or service provided in exchange for money, tuition, fees, books, academic supplies, housing, food or other benefit. If the student does not receive pay or any other benefit for work performed, this activity is not defined as “employment,” but is considered “volunteerism.”

F-1 students may work on-campus as long as they maintain full-time status. After nine months, F-1 students may work off-campus with special written permission from ISSS, and, in some cases, from the USCIS.

On-campus Employment

On-campus employment includes working for Drexel University in academic departments, the library, Korman Center, residence halls, cafeteria, bookstore, Ross Commons or Creese Café. On-campus means the Drexel campuses, not the University of Pennsylvania campus or any other college or university. However, in some cases, the student may work at an off-campus location and still be considered to be working on-campus. There must be an official relationship between Drexel University and the off-campus employer. The work must be related to graduate level research projects and must be an important part of a program of study. Off-campus employment related to graduate level research projects must be approved by ISSS.

Curricular Practical Training (CPT)

Curricular practical training (CPT) authorization allows off-campus employment that is a required, not optional, portion of the program of study. Undergraduates in the co-op program and graduate students in certain majors with required internships may work off-campus with written authorization from ISSS. The student must be in F-1 student status for nine months before being eligible for CPT. Before beginning co-op, CIE employment, or a required internship, the student must get written authorization from ISSS for CPT. There is no maximum time limit for CPT. However, once the student has worked full-time for 12 months on CPT, they are not eligible for post-graduation optional practical training (OPT).

Optional Practical Training (OPT)

Like CPT, optional practical training (OPT) is off-campus employment in the student's field of study. They must be in F-1 student status for nine months before becoming eligible for OPT. They are allowed OPT employment for a total of 12 months during the first program of study in the U.S. and an additional 12 months during/ after a program of study at a higher level. The student is permitted to work no more than 20 hours per week while school is in session and full-time during vacation periods. They may work on OPT before and/or after the student has completed all studies. OPT authorization is granted by the USCIS, but the student must complete paperwork in ISSS in order to apply for OPT authorization. It can take 90 days or more for USCIS to authorize OPT.

Employment Due to Economic Hardship

If the student is unable to pay tuition due to unforeseen economic hardship, they may request permission to work off-campus from the USCIS. Unforeseen economic hardship may include the death of a sponsor, a sponsor losing a source of income, or a severe drop in the value of the currency in the student's home country. The student may apply for economic hardship employment after they have been in F-1 student status for nine months. They must be prepared to document their unforeseen economic hardship in detail. USCIS will require supporting documents that prove need.

Social Security and Other Taxes

In general, F-1 students and their dependents that have been in the U.S. less than five years are exempt from Social Security, unemployment and Medicare (FICA) taxes. However, earnings are subject to applicable federal, state and local taxes. All students with non-immigrant visas must file a tax return on or before April 15 each year even if they have not earned any money in the U.S.

F-2 Visa Holders: Employment and Study in the U.S.

USCIS does not permit F-2 visa holders to work in the U.S. at any time. Consequently, F-2 visa holders may not accept an assistantship or fellowship that requires any kind of work, or any on-campus employment. The student must change status to F-1 before accepting this type of assistantship or fellowship.

F-2 visa holders are not permitted to be enrolled in a full-time course of study.

Note of Caution: Working without written authorization from ISSS, or USCIS is a serious violation of U.S. law with consequences that can affect the student's future visa applications or plans to immigrate to the U.S. Working without permission constitutes termination of F-1 student status and may be cause for deportation proceedings. Once deported, students will not be permitted to re-enter the U.S. to complete their studies. It is not possible to file for a reinstatement to status once they have worked without authorization.

Reinstatement to Student Status

An F-1 student who has overstayed his/her authorized period of stay or has otherwise failed to maintain F-1 student status may be reinstated to lawful F-1 status at the discretion of a USCIS district officer. ISSS can assist students with applying for reinstatement of student status.

Additionally, a student may re-enter the U.S. with a new Form I-20. If they depart and re-enter the U.S., there is a nine month waiting period before beginning practical training or any other off-campus employment.

Visits Abroad and Re-entry

F-1 students who wish to temporarily leave the U.S. for less than five months will be allowed to re-enter the U.S. if they have a valid F-1 visa, a valid passport and a Form I-20 endorsed by ISSS. The endorsement on the I-20 is valid for one year. If the student will be outside of the U.S. for more than five months, a new Form I-20 will be needed to re-enter the U.S.

Students with an expired F-1 visa who are visiting Canada, Mexico or one of the contiguous islands (except for Cuba) may use the expired F-1 visa to re-enter the U.S. if the visit is less than 30 days. For more information visit www.drexel.edu/ISSS.

J-1 Exchange Visitor (Student) Regulations

A J-1 exchange visitor (student) is defined as an individual who is either studying in the U.S., pursuing a full course of study leading to or culminating in the award of a degree from a post-secondary accredited institution in the U.S or a non-degree student engaged in a full-time course of study of up to 24 months in duration.

Full Course of Study

"Full course of study means enrollment in an academic program of classroom participation and study, and/or doctoral thesis research at an accredited educational institution. College and university students shall register for and complete a full course of study as defined by the accredited educational institution in which the student is registered, unless exempted" in accordance with the

regulations. (22 CFR 514.2)

Exceptions to Full Course of Study

Students continue in a full course of study except in the following circumstances:

- “During official school breaks and summer vacations if the student is eligible and intends to register for the next term. A student attending a school on a quarter or tri-mester calendar may be permitted to take the annual vacation during any one of the quarters or tri-mesters instead of during the summer.”
- “If the student is compelled to reduce or interrupt a full course of study due to an illness or medical condition and the student presents to the Responsible Officer a written statement from physician requiring or recommending an interruption or reduction in studies.”
- “If the student is compelled to pursue less than a full course of study for a term and the student presents to the Responsible Officers a written statement from the academic dean or advisor recommending the student reduce his or her academic load to less than a full course of study due to an academic reason.”
- “If the student is participating in authorized academic training in accordance with ‘academic training regulations.’ ”
- “If the student needs less than a full course of study to complete the academic requirements in his or her final term.” (22 CFR 513.23[e])

J-1 Student Employment

Students may engage in the following types of employment:

- Academic training related to the course of study
- Other employment related to academic funding
- On-campus work
- Economic necessity

Each type of employment has its own criteria and limits described below. J-1 students must have written authorization from the responsible officer or an alternate responsible officer in ISSO before beginning any type of employment.

Academic Training

Academic training is working in the major field of study as listed on the Form DS-2019. Students must receive written authorization from the responsible officer or an alternate responsible officer in ISSS before beginning any type of employment. J-1 students may engage in 18 months of academic training either before completion of studies or within 30 days after completion of studies. They must have a job offer and written goals and objectives of the training program. It must be an integral or critical part of the academic program. Academic training is employer-specific; therefore, if the student wants to change jobs while engaged in academic training, the student requests new authorization from ISSS.

Student Employment

A J-1 student may engage in part-time employment other than academic training when the employment meets certain criteria and the student meets certain conditions. The employment must meet all of the following criteria:

- Be pursuant to the terms of a scholarship, fellowship or assistantship;
- Occur on the Drexel University campus or off-campus when necessary because of serious, urgent, and unforeseen economic circumstances that have arisen since acquiring exchange visitor status.

Limitation of Stay

J-1 degree-seeking students are authorized to participate in an exchange visitor program as long as they are “studying at the post-secondary accredited educational institution listed on their Form DS-2019,” “pursuing a full course of study,” and “making satisfactory advancement towards the completion of the academic program.” Duration of status may continue for degree students for the duration of an authorized period of academic training.

Non-degree J-1 students are limited to 24 months as long as they are enrolled full-time in prescribed course of study plus up to 18 months of academic training if they meet the criteria.

Transfers and Extension of Program

J-1 students may transfer from one sponsor to another only if the first sponsor, as required by regulations, releases them. Also, a J-1 student’s program may be extended at the sponsor’s discretion to the extent permitted by regulations. Sufficient funds must be available for support of the J-1 student and all family members who will accompany or join the student. A Form DS-2019 will be issued for any accompanying family members, but sufficient funds must be shown for their support. Program extensions must be initiated 60 days before the current DS-2019 expires.

Insurance

J-1 students are required to have medical insurance for themselves and any accompanying spouse and dependents on J-2 visas. At a minimum, insurance must cover medical benefits of at least \$50,000 per person per accident or illness, repatriation of remains in the amount of \$7,500, and expenses associated with medical evacuation in the amount of \$10,000. Any insurance policy purchased to meet these requirements must not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

Maintenance of Insurance

J-1 students must maintain the required insurance during the duration of their program. Some sponsors provide the required insurance for J-1 students. Other sponsors may help the student locate insurance to purchase. For more information, consult with ISSS at the start of the program.

Two-Year Home Country

Physical Presence Requirement

Certain J-1 students and their family members accompanying them to the U.S. must return home for at least two years after completing their educational or cultural program before they change or adjust to certain non-immigrant or immigrant statuses. This requirement applies to J-1 students whose exchange visitor program has been financed to some extent by the U.S. government or home country, and also to J-1 students whose skills are needed by their home country as indicated in the exchange visitor skills list which is published by the U.S. Department of State. In some instances, J-1 students can apply to the U.S. D.O.S. for a waiver of this requirement. Consult with ISSS for more information or visit www.state.gov.

LIBRARY

Drexel University Libraries

The Drexel University Libraries support the mission of the University by providing students with the academic and scholarly resources and research skills necessary to become independent researchers and learners in a changing world. Every academic library today is more than a collection of books, journals, and reports. Drexel University's Libraries have these materials, but are also at the forefront in the provision of e-books, e-journals, databases, and other e-resources. Librarians work in partnership with faculty and students to assist them in accessing and interpreting information.

W. W. Hagerty Library, on the University City Campus, supports the programs based on that campus, with special strengths in engineering, business, and architecture and design. The Hahnemann Library, on the Center City Campus, supports the programs of the School of Public Health and the College of Nursing and Health Professions. A third library on the Queen Lane Campus supports the programs of the Drexel University College of Medicine.

The library's website, www.library.drexel.edu, is the students' access point for printed and multimedia materials, online databases, electronic journals and books, and worldwide information resources. Our online databases provide bibliographic information, abstracts, and, often, the full text of articles from many disciplines. Students can connect from Library computers, through the University network or off-site via an Internet service provider.

Electronic resources available through our website include a wide variety of scholarly and professional databases in engineering (EI Compendex, IEEE documents), sciences (Cambridge Scientific Abstracts, SciFinder Scholar), business (ABI Inform, Factiva), health sciences (MEDLINE, CINAHL, MDConsult) and other disciplines. The library continually acquires new online resources. Consult the library web site for a full listing of e-resources.

Librarians provide assistance to students in person and online with information needs, including searching databases and other electronic resources. Reference desks at Hahnemann and Hagerty are staffed weekdays, evenings and weekends. Online help is available by email, IM and Chat, using most of the popular instant messaging systems. Subject specialist librarians are available for in-depth help in the form of one-on-one consultations and team or group meetings. See the SERVICES link on the library web site for more information. Consulting a librarian early in your research process is a productive use of time. Library teaching sessions are incorporated into many courses through the year to provide specialized research instruction.

Hagerty Library and Hahnemann Library have both desktop and laptop computers available for student use. Desktop computers with full web access and Microsoft Office software are available in the reference areas of both libraries, as well as in computers labs. Students may also check out laptop computers for use within the libraries (in 1st floor Computer Center at Hahnemann; at 1st floor circulation desk at Hagerty); the laptops utilize Drexel's wireless network, DragonFly, to provide web access. Dragonfly is also available for web access for students who bring their own laptops. Collections in the libraries include circulating and reference books, journals and instructional videos. Hahnemann Library and Hagerty Library each have a collection of recent best-selling fiction and non-fiction for recreational reading; Hagerty Library also has an extensive (and very popular!) collection of DVDs, including classic and recent movies as well as popular TV series.

The libraries' reserve collections, both print and electronic, provide access for students to materials that instructors have set aside materials for class use. Students must have a current Drexel ID to use reserve materials. Most items are restricted to two-hour, (in-house use only at Hagerty) and may be renewed if not requested by someone else; at the Hahnemann Library, some reserve materials

may be borrowed overnight.

Students must have a current Drexel ID to borrow books and other materials from the Drexel University Libraries. The circulation period for most items is 28 days, and materials can be renewed via the library's website or in person. Fines are \$.25 a day for overdue items. Periodicals and reference materials do not circulate. Books and copies of articles not held by the library may be obtained from other libraries through our interlibrary loan service; most requested articles are delivered electronically. Graduate students may also borrow in-person from the University of Pennsylvania libraries. All students may borrow books directly on the web from most academic libraries in Pennsylvania through the fast E-Z Borrow system.

The libraries provide space for both quiet, individual study and collaborative work. Hagerty Library's new Bookmark Café, with coffee, snack and beverage service, offers booths and small tables with built in electrical outlets, as well as comfortable lounge chairs. During Fall, Winter and Spring terms the Bookmark Café is open to students 24 hours a day, 7 days a week with a valid DragonCard.

Group study rooms are available within each of the libraries for students requiring conversation for group work. Because this type of work is needed frequently for assignments at Drexel, cooperation is needed to extend the use of these rooms to as many students as possible. At Hagerty Library group study room can be reserved via the library website through the RESERVE A HAGERTY STUDY ROOM link; at Hahnemann, study rooms may be reserved in advance by calling the Circulation Desk.

Photocopiers are available in the libraries, both black-and-white and color, using either Dragon Dollars or cash. The libraries also provide scanners, and audio/visual listening and viewing facilities. Lockers may be rented in Hagerty Library for \$5.00 per term.

Hahnemann Library Hours

Monday through Thursday, 7:45am
-11 pm

Friday, 7:45am – 8pm

Saturday and Sunday, 10am – 10 pm

Hagerty Library Hours

**Monday through Thursday,
7:30am-2am**

Friday, 7:30am-10pm

Saturday, 10am-10pm

Sunday, 10am-2am

Both Libraries provide secure 24-hour study space; Hagerty Library hours are also extended to 24-hours for study access during exam periods. Library hours vary on holidays, between terms, and during the summer. Reference/information desk hours are somewhat shorter. More detailed information on library hours may be found on the web site.

Visit www.library.drexel.edu for a complete description of services, collections, and policies, or call 215.895.1500 for more information.

MULTICULTURAL PROGRAMS & SERVICES

Multicultural Education and Outreach (MEO) seeks to lead and inspire both students and professional staff of Student Life to create and maintain an engaged and vibrant university environment that promotes inter-cultural interaction and understanding. MEO strives to provide a variety of intentional settings where students can learn from each other by examining their preconceptions and prejudices, challenging themselves and each other to reach new levels of

understanding and insight. MEO develops and builds a network of resources in the University and local community to support and further the vision of the office. MEO sets the vision for, develops, and implements systems, policies, and programs that work to ensure an engaged, informed and equitable learning environment for all students.

Thus, MEO is a support for all Drexel University students, faculty, and staff. We have certified trainers or facilitators in the areas of diversity workshops, human relations, peer education, conflict resolution, mediation, and classroom instruction. MEO is also a resource for scholarships, fellowships, internships, conferences and job opportunity information for our diverse student populations. We interact and provide additional guidance to many multicultural student organizations.

OMBUDSMAN

The president of the University appoints the ombudsman. He or she is not any group or person's advocate or representative, but impartially seeks to assist any member of the University community who believes an informal dispute resolution process might be helpful.

It is the ombudsman's role to seek to resolve conflicts and complaints from the University community, students, faculty, and staff that are not subject to other dispute resolution processes. The ombudsman seeks resolutions of problems by serving as an independent resource for listening to complaints, investigating facts, and offering advice and possible solutions.

In the course of this work, the ombudsman has direct access to the president and all University offices and records germane to the matter being reviewed. Confidentiality is maintained to the extent possible, in accordance with the interests of the complainant.

The Ombudsman does not make decisions or set policy, but makes suggestions and recommendations. With the permission of the complainant, the ombudsman may present his or her findings and recommendations for resolution to the appropriate person(s) who may be part of the administration, faculty senate, staff, and/or community at large.

PARKING

University City Main Campus

Drexel Parking Services is located at 34th and Market Streets in the lobby of the General Services and Parking Garage Facility. Office hours are from 8:00am to 5:00pm Monday through Friday. During the first week of each term, additional evening hours are provided from 5:00pm to 7:00pm, Monday through Friday.

A valid Drexel ID is required in order to purchase a term parking permit. Any lost parking permit will be replaced for a fee. Please see the Drexel parking Services web site (www.drexel.edu/parking) for current policies, procedures, rates and fees.

To Purchase a Drexel Parking Permit

To purchase a term parking permit, simply complete a parking registration form and make the payment of \$372/term. Parking permits may be purchased for one, two, three, or four consecutive terms of parking through Summer term 2009.

Parking permits are sold on a first come first served basis; sales continue until all lots are full after which time requestors will be placed on a waiting list.

How to Obtain A Permit

Forms can be obtained in the Drexel Parking office or printed in advance from the web at: <http://www.drexel.edu/depts/parking/forms/PermitSalesContract.pdf>

Payment may be made by personal check, money order, or major credit card and parking permits can be picked up at Drexel Parking Services.

Ticket and Enforcement Policies

All Drexel parking regulations and policies are enforced 24 hours per day, 7 days per week. Campus lots and garages are patrolled by Drexel Parking Services staff who are authorized to issue parking violation notices and may also order violators immobilized or towed. On-street parking is regulated by the Philadelphia Parking Authority.

Please visit Drexel Parking Services for detailed information about parking at www.drexel.edu/parking

For further assistance you may contact the Drexel Parking Services Office by telephone at 215-895-2813 or via e-mail at parking@drexel.edu

The Drexel Bike Share

Drexel Bike Share is open to all students and employees with a valid Drexel University ID and in good standing with the University. There is no rental fee to use a Drexel Bike Share bike. To be eligible to participate in Drexel Bike Share, the student or employee must complete a Drexel Bike Share Membership Agreement and, prior to each use of Bike Share equipment, a Drexel Bike Share User Agreement. For more information about Bike Share please visit <http://www.drexel.edu/depts/parking/bikeshare.html>

Reserve Officers' Training Corps (ROTC)

The primary purpose of Army ROTC is to provide leaders of character for the 21st century for America's Army and our nation. Students can enroll in ROTC and participate in a uniquely interactive program focused on leadership development with emphasis on self-discipline, integrity, confidence, responsibility and fitness. It is the intent of ROTC to help students mentally and physically improve themselves, whether they decide to pursue a career as an officer in the Army or pursue a career in the private sector.

Students can participate in the Army ROTC Program through the end of their sophomore year with no military service obligation whatsoever. Army ROTC scholarship students incur a military service obligation only after they begin receiving their scholarship benefits. Qualified non-scholarship students must decide to commit to completing the Army ROTC program at the beginning of their pre-junior year. Upon completion of the Army ROTC program, students are commissioned as 2nd Lieutenants in the U.S. Army and serve either on active duty or in an Army National Guard or Army Reserve unit of their choice.

Army ROTC courses complement the educational experience at Drexel. Co-op periods provide an opportunity for the students to apply what they have learned in ROTC courses directly to the civilian work environment. In co-op, students will put principles of management and leadership skills into action, learn to accept and handle responsibility, and increase their self-confidence.

Army ROTC's merit-based two-, three-and four-year scholarships offer an excellent incentive to join Drexel's Army ROTC program. The scholarship provides financial assistance for the education and training of highly qualified and motivated young men and women who desire to be commissioned as officers in the Army after graduating from college. For the 2007-2008 academic year, Army ROTC scholarships paid up to \$34,000 for tuition and fees. Additional scholarship benefits include \$1,200 a year book allowance and a tax-free allowance of \$300-500 a month while in school and not on co-op. Additionally, Drexel students who earn Army ROTC scholarships are provided free room and are discounted 25% on their meal plan. The Army scholarship benefits listed above are not subject to decrease—only increase.

The program has approximately 115 highly motivated cadets from Drexel and our partnership schools in Philadelphia and surrounding areas. Typical activities cadets experience in our program are rappelling, orienteering, rifle marksmanship, confidence courses, Field Leadership Reaction Course, paint ball – just to name a few. The Drexel ROTC program offers Ranger Challenge (Army ROTC's varsity sport) which is a team competition pitting Drexel ROTC Cadets against other Cadets from schools within the region on their abilities to master competitive events such as rifle marksmanship, assembly and disassembly of an M16A2 rifle, construction and crossing of a one rope-bridge and a few other events that provides cadets with the ultimate physical and mentally demanding challenge that can be experienced through this two day competition.

The Drexel Army ROTC Color Guard is very active in supporting the Philadelphia and surrounding communities as well as providing support to the Philadelphia Phillies, Flyers and Sixers games. There are many other extra-curricular activities to participate in within the program, so if you are up to the challenge, come out and be a part of the Task Force Dragon team.

If you are interested in learning more, contact the Army ROTC Department at Drexel University by calling 215.590.8808 or 215.590.8809, or by emailing the ROTC Department through its website at www.taskforcedragon.com.

OFFICE OF RESIDENTIAL LIVING OFFICE OF UNIVERSITY HOUSING

Residential Living Statement of Purpose

The Residential Living Office facilitates residential student learning, engagement and connections to the University.

University Housing Mission Statement

University Housing provides an efficient, customer-oriented and cost-effective housing operation through appropriate technology, timely communication and established partnerships.

Living on campus can be an exciting part of the college experience. Sharing close quarters with fellow classmates gives students the opportunity for fun, social, athletic, and educational activities. More than 2,600 students call Drexel's nine distinct residence halls their "home away from home." Each building has staff to assist students. Resident Assistants (RAs) are undergraduate students who live on each floor and provide assistance to students. Full-time professional Assistant Director/Resident Directors (AD/RDs) oversee the student experience in the

residence halls. The halls have 24 hours-a-day controlled access staffed by professional desk staff or Public Safety officers.

In addition to having amenities such as laundry facilities, telecommunication services (ResNet), common kitchens, and recreation and/or TV lounges, all residence halls are air conditioned.

Residence Hall Locations and Contact Information

Calhoun Hall 3301 Arch Street/215.571.3080

Caneris Hall 115 North 32nd Street/215.571.3179

Kelly Hall 203 North 34th Street/215.571.3015

Myers Hall 3301 Race Street/215.571.3046

North Hall 3200 Race Street/215.571.3087

Race Street Residences 3300 Race Street/215.571.3103

Stiles Hall 325 N. 15th Street/215.553.7400

Towers Hall 101 North 34th Street/215.571.3028

Van Rensselaer Hall 3320 Powelton Ave./215.571.3068

For more information about the residence halls, visit the Residential Living & University Housing Office in Towers Hall at 101 North 34th Street, call 215.895.6155 or visit www.drexel.edu/rlo.

Assistant Director/Resident Directors

Assistant Director/Resident Directors (AD/RDs) are full-time masters-level professional staff members who live in the residence halls. AD/RDs supervise professional desk staff and Resident Assistants in the halls. They set a vision for student engagement within the hall. Additionally, AD/RDs serve as a resource for student concerns that may arise.

Resident Assistants

Resident Assistants (RAs) are trained undergraduate students who live on the floors with the residents. RAs serve as mentors, resources and facilitators of community. RAs set norms for the residential community and work with residents to plan social and educational events.; They also play a role in enforcing Drexel University's Student Code of Conduct.

Residential Desk Coordinators

The Residential Desk Coordinators monitor building access, provide various services to residents and enforce University policies. These full-time professional staff members work to create a safe and welcoming environment for all students. It is a priority for the desk staff to maintain a safe and secure living environment while also providing a welcoming atmosphere for the residential community.

Residence Hall Policies and Procedures

The following policies and regulations were developed in accordance with the fire, health, safety, and maintenance standards critical to maintaining a safe residential community while protecting students rights and responsibilities. Compliance with these policies and regulations contributes to the creation and maintenance of a productive living and learning residence hall environment. Drexel University students are responsible for knowing and abiding by the following residence hall policies. Failure to abide by any of the following policies will subject the student to disciplinary action.

Administrative Sanctioning Policy

The Office of Student Conduct and Community Standards partners with the Residential Living Office to uphold the standards of conduct within the community in accordance with University policy. Administrative sanctions may be issued to responsible parties when a reliable determination is made, and is not arbitrary or

capricious.

If a student feels as though the administrative action is arbitrary or capricious, the student may appeal in writing to the Residential Living Office within seven business days.

All members (students and staff) of the residence halls have the responsibility to document policy concerns and forward such documentation to the appropriate RA or AD/RD.

Violations occurring in the residence halls will be addressed by the AD/RD in one of the following ways:

- AD/RD will impose administrative sanctions.
- At the discretion of the AD/RD and/or the Office of Student Conduct and Community Standards, reported incidents will become conduct matters. In such cases, a complaint will be forwarded and handled accordingly.

All sanctions may be imposed alone, or in conjunction with another sanction. Some sanctions include:

Residence Hall Reprimand: A written statement from the AD/RD regarding the student's behavior indicating that further misconduct may result in more serious disciplinary action.

Written Warning: A written statement or document from the AD/RD to the student indicating that the behavior exhibited is unacceptable and expected not to be repeated.

Educational Sanctions: The student is required to attend a scheduled event, complete compensatory service, draft a letter of apology, write an educational paper on a specified topic, or complete a specific task that benefits the individual, the residence hall system, or the University.

Restricted Access: The guest privileges of the student are revoked for a specific period of time. Additionally, residents are required to sign in and out of their residence hall in the Restricted Access Log.

Banned from Residence Halls: The Residential Living Office and the Office of Student Conduct and Community Standards reserve the right to restrict access to any or all residence halls.

Loss of Guest Privileges: A student is not permitted to have guests for a specific period of time.

Restitution: The student is required to make a monetary reimbursement to the University or other persons, groups, or organizations for specified damages by a date designated by the AD/RD.

Administrative Relocation

The Director of Residential Living and/or designee reserves the right to issue an Administrative Relocation when it is deemed necessary. Students will be administratively relocated to a new housing assignment. This decision is not subject to appeal.

Alcoholic Beverages

Regulations for possession and consumption of alcohol in residence halls (See also Alcohol Policy in the Code of Conduct):

- Residents from other buildings and non-resident guests are not permitted to enter the residence halls with alcoholic beverages, regardless of age.
- At check-in, residents who are 21 and living in the residence halls will be required to fill out the Drexel University Alcohol Policy Acknowledgement Form – students over 21.
- Alcohol consumption is not permitted in public areas of the residence halls. A public area is anywhere in the residence hall except a student room/suite/apartment with a closed door. A student room/suite/apartment with an open door is considered

a public area.

- Drinking games involving alcohol are prohibited.
- Alcohol consumption is not permitted by anyone in the adjacent area to the residence halls; such as balconies, parking lots, patios, loading docks, porches, lawns, etc.
- Residents are not permitted to keep empty alcohol containers in their rooms at any time for any reason, including decorative purposes.
- Drinking paraphernalia including, but not limited to, funnels are not permitted.
- Regardless of ownership or origin, any of the following items found in the residence halls will be confiscated and disposed of: unauthorized alcoholic beverages such as alcoholic beverages found in the possession of minors, kegs, beer balls, taps or other mechanisms used to dispense alcohol. Residence hall staff is authorized to confiscate and dispose of such items.

Appliances/Electrical Equipment

High-wattage electrical appliances with exposed heating such as hot plates and sun lamps are not permitted. Appliances with closed heating elements, such as toasters, toaster ovens, indoor grills, popcorn poppers, sandwich makers and coffee makers are only permitted to be used in kitchens. Multi-port extension cords or cubes without surge protectors are prohibited. Only UL-approved power strips or boxes that have built in surge protectors or circuit breakers are permitted. Extension cords are prohibited. "Torch style" halogen lamps are not permitted in the residence hall. All other halogen lamps must have guards.

Art Projects

Students are expected to exercise extreme caution when completing art projects. Proper ventilation must be maintained and floors, walls and furniture must be protected. The use of spray paint or any aerosol spray is prohibited.

Bicycles

Residents can store bicycles only in the hall to which they are assigned and only during the quarters in which they are residing in the hall. Residents are expected to exercise caution when using the bike racks by providing the necessary locks. Residents may store bicycles in their rooms provided that their roommates are in agreement. Bicycles are not to be ridden inside University buildings, including residence halls. All bicycles must be registered with the Department of Public Safety. Residents are also responsible for removing their bicycles when vacating the residence halls. All unregistered/unclaimed bicycles will be removed from the halls by Residential Living/Public Safety staff and a fee will be charged to recover removed bicycles.

Motorcycles or motorbikes must not be stored or parked within the residence halls, on the walkways, landscaped areas, or in the entrance areas of the residence halls.

Building Entry/Exit

Access to the residence halls is only through the front door. All other doors are locked from the outside and equipped with exit alarms that sound when the door is opened. These doors are to be used only in case of an emergency.

To enter a building, residents must scan their ID at the proximity reader by the lobby doors. The ID will allow access to the front lobby. Resident students must then hand their ID to the staff person working the front desk. The desk staff will scan the ID to allow access into the hall.

All non-resident guests must be registered (See guest policy). The desk staff will assist residents in registering guests.

Desk Staff reserve the right to inspect all bags, carts, trunks, luggage, etc. of students and/or guests attempting to gain building entry or exit. In the event that staff indicates an inspection, they should have reasonable grounds to perform the search and will remain mindful of a student's right to privacy. Random bag

searches may also be performed at the discretion of the Director of Residential Living or designee. RLO reserves the right to deny admittance to any person to the residence halls.

Candles/Incense

The use and/or possession of candles, flammable substances, or any open flame, including burning incense or potpourri is prohibited and items may be confiscated. Candles are not permitted for decorative purposes.

Checking In

Upon the initial arrival to the residence hall, the resident is required to complete the check-in section of the paperwork. After the paperwork has been completed, the resident will receive a key to his/her room. It is the responsibility of the resident to review the condition of the assigned room inform the staff of any additions to the form within 48 hours of check in. The Room Condition Report (RCR) officially documents the condition of the room at check-in. Failure to complete the RCR will result in the resident being responsible for all damages assessed at check out.

Checking Out

A Resident is required to check into the residence halls during the approved check-in periods. In the event that the Resident does not check in during the approved check-in period, he/she may be designated as a "No Show". The University may terminate the Agreement and/or reassign that the Resident's room to another Resident. The Resident will be held accountable for fees totaling one quarter/semester until a Request for Release is approved by the University. If a Resident will not be able to arrive during the check-in period, it is important that he/she contact the University in writing, by email or the US Postal Service no later than the last check-in day to the following office:

Office of University Housing
101 N. 34th Street
Philadelphia, PA. 19104
215-895-6155
215-895-6225

Failure to Check In (No Show)

A Resident is required to check into the residence halls during the approved check in periods. In the event that the Resident does not check in during the approved check in period he/she may be designated as a No Show. The Office of University Housing may cancel the agreement or assign another student to that room. The Resident will be held accountable for fees totaling one quarter until a Request for Release is approved by the Office of University Housing.

If a Resident will not be able to arrive during the check in period, it is important that he/she contacts the Office of University Housing no later than the last check in day, as specified in the check in letter. This contact will ensure that the assignment is not inadvertently canceled or transferred to another room.

Closures and Term Break Housing

Residents of first-year halls are not eligible for housing during breaks between the fall and winter quarters/semesters, as these halls are closed during this period. Residents in returning student halls are eligible for housing during breaks, with the exception of the end of the year holiday period. The closing notices for each term/semester should be consulted for specific closing dates.

The per diem rate will be specified in the closing notice prior to the end of each quarter. The resident will be billed the per diem term break rate for any guest signed in or in the hall from 3:30am to 7am during the term break period. The

resident will not be granted access to any residence facility without permission of the AD/RD, Residential Living, or University Housing. The closing notices for each quarter should be consulted for specific details. Various custodial and maintenance functions are performed during the term break and a term break resident is expected to cooperate with the custodial and maintenance personnel in these matters. A resident on co-op who applies for term break housing by the deadline as stated in the closing notice, will not be charged the per diem rate.

Cooking

The only cooking permitted in residents' rooms is that which can be done in a microwave oven. Because of the danger of electrical overload, high-wattage appliances are prohibited. Residents in Stiles Hall and Van Rensselaer Hall are allowed to cook in the suite.

All approved appliances must be used in the floor kitchen and not in rooms or suites. Never leave items you are cooking unattended.

Custodial Services

Custodial services are provided for all common areas in the residence halls such as corridors, shared bath/shower rooms, lounges, lobby areas, and laundry room. These services are provided Monday through Friday, with "light" custodial services offered on Saturday and Sunday. Students are provided an option for requesting additional services through University Housing.

Damages

Residents are expected to treat the residence halls with respect and care for the environment. Residents cannot paint, damage or otherwise alter the private or public spaces in the hall.

Residents will be held completely responsible for the condition of the room to which they are assigned as well as for the repair of any damages to public areas.

The resident agrees to satisfy all damage assessment charges billed by the Bursar's Office by the indicated due date.

Each room is inspected during check-in and a Room Condition Report (RCR) is completed. The residents of each room will be asked to check the information on the RCR and sign it. As each resident checks out, the room will be inspected against the RCR to determine if there are any damages. Resident Assistants may not excuse any damages and final inspection by an AD/RD or designee will be completed at a later date. A damage bill will then be issued by the Bursar's Office if necessary. In the case of damages to public areas, a bill will be issued to the responsible person as soon as the cost of repairs can be determined. If an individual cannot be determined as responsible for particular public area damage, the University reserves the right to charge all residents on a floor, wing or hall.

The Office of Residential Living and University Housing recognize that normal wear and tear will occur to the premises and does not intend to apply this policy to damages resulting from normal use.

Emergency ID

Immediate family members who come to visit and do not have proper ID can be issued an emergency ID by the desk staff. Requests from non-family members without ID who request building access will be handled on a case-by-case basis by the desk and residence hall staff on duty. Emergency IDs will only be issued when non-admittance to the residence halls could impact the individual's life safety. Emergency IDs will not be issued to guests simply because they forget proper

identification.

Equipment Use

The front desk is responsible for administering the use of residence hall equipment (sports, recreation and cleaning equipment). A University ID is required for the use of this equipment.

Fire Equipment/Drills

The residence halls are required by law and insurance regulations to provide a fire alarm system. Fire safety equipment in the residence halls include fire alarm pull stations, fire hoses, smoke and heat detectors, fire extinguishers, water standpipes in high-rise buildings and sprinkler systems. Door closers and posted evacuation plans are considered fire safety equipment. A fine will be assessed to individuals found responsible for tampering with fire safety equipment or intentionally setting off a fire alarm. Fire drills are conducted each quarter. Each building is completely evacuated.

Any resident failing to leave the building whenever the fire alarm is engaged will be subject to disciplinary action and possible fines.

In the event of a false fire alarm, the City of Philadelphia may fine the University to cover the cost of responding to the false fire alarm. Be advised that this fine, which could be in excess of \$500, will be assessed to any resident(s) found responsible for initiating a false fire alarm.

Fire Evacuation Procedures

The Philadelphia Fire Department has approved the following fire evacuation procedures. If a resident discovers fire or smoke, the building alarm should be activated. Each resident should be familiar with the location of the alarm signal stations and how they operate.

- The person staffing the front desk will immediately notify the fire department and Drexel Public Safety.

When residents hear the fire alarm, they should leave at once. To vacate in the safest possible manner, residents should:

- Feel the door that leads from the room to the corridor before opening it. If the door is hot or smoke is seeping in, do not open the door. If trapped in the room and unable to reach the fire exit, keep the door closed and seal any cracks. If a telephone is available in the room, call the fire department by dialing 911. Give the name and location of the building and the room number. If a telephone is not available, open a window for air and signal for help.
- If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if heat pressure is felt against the door. If the corridor is clear, close the door when leaving the room, proceed to the nearest fire exit, descend to street level, and leave the building. Move to the designated evacuation area.
- If caught in smoke or heat, stay low where the air is better. Take short breaths through the nose until a fire exit is reached.
- Do not use elevators. Elevator shafts are like chimneys. Smoke could enter the elevator shaft, thereby asphyxiating the occupants trying to evacuate the building.
- Disabled persons: Responsible individuals who live in the same area as a disabled person should assist that person to the fire towers and notify building staff.
- Important: Be sure the fire exit doors are kept closed at all times so smoke cannot enter the stairway. If at any time, a fire exit door is observed being tied or propped open, please report the information to the RA or desk staff.

Furnishings

University furnishings are not to be removed from the room to which they are assigned. No piece of furniture may be used for other than its designed and intended purpose.

The wardrobe units in Towers Hall may not be moved from their location in the room.

Guest Policy

A guest is any person not assigned to the resident host's room. A resident may not pressure a roommate or suitemate(s) to tolerate the presences of a guest. All visitors or guests to a room are subject to the agreement of all room residents. The presence of guests must not restrict free access for legitimate occupants to all common spaces and any private space they may have or create any situation that infringes on the need of roommates and/or suitemate(s) to remain undisturbed. Any student wishing to visit a hall other than the hall to which she/he is assigned must be signed in as a guest by a resident of that hall. Residents may have overnight guests. An overnight guest is defined as anyone in the resident host's room anytime between 3:30 a.m. and 7:00 a.m.

Resident hosts must sign in their guest(s) following proper procedure at the front desk. The host must also escort all guests back to the front desk to sign the guest out of the building at the end of the visit. If a guest is not properly signed out, then the guest would still be considered in the building. Students may not sign in or sign out guest(s) for other residential students.

An ID card will be required for each guest. It is the responsibility of each host to inform his/her guest(s) that they need identification to be permitted into the residence halls. The guest(s) ID card(s) must remain at the desk until the guest(s) vacate the building. Acceptable forms of ID include a photo ID, driver's license, university/college/school ID or passport. No other forms of ID will be accepted. Guests without ID will not be allowed access into the hall, except in emergencies. (See emergency ID section.)

Resident hosts must escort their guest(s) at all times within the 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. Residents are limited to three guests at any one time, unless otherwise permitted by the AD/RD or designee. Violations of this policy will be subject to disciplinary action.

Overnight Guest Policy

Residents may not have an overnight guest for more than three (3) consecutive nights. Guests may stay no more than three (3) consecutive nights on campus.

Holiday Decorations

All decorations must be fire-resistant. Only Underwriters Laboratory (UL) or Factory Mutual (F.M.)-approved cool bulbs are allowed. Residents must carefully inspect any electrical decorations for frayed cords or exposed metal parts and destroy any that have defects. Electrical decorations must be kept away from metal doorframes. Lights must be strung so a door will not close on the wiring. Natural trees and cut tree boughs are not allowed in residence halls. Only artificial trees labeled "non-burning materials" may be used.

When decorating rooms and room doors, only non-combustible materials such as foil, glass or metal may be used. Combustible materials such as cotton batting and flock may not be used. Door decorations should be suspended from the edges of the door.

Decorations may not obstruct free passage of the hallways or entry/exit to the room.

All holiday decorations must be removed prior to holiday vacations/term breaks to facilitate hall cleaning and minimize ignition sources.

Housing Deposit

A \$200 housing deposit must be paid each year a student submits an application. A returning resident who is awarded a veteran, ROTC, NACME or athletic full scholarship may waive payment of the housing deposit, provided they are identified

as such by the respective program.

New Freshman or Transfer Resident

The housing deposit is non-refundable and will only be credited to the resident if all agreement requirements are met.

Returning Resident

The housing deposit will only be refunded after a resident lives on campus for all quarters indicated on the application.

In the event of a room deposit forfeit, an additional room deposit will be required to maintain housing or waiting list status for future quarters.

Identification Card—DragonCard

Students must carry their Drexel ID at all times. Students are required to present their Drexel ID to Residential Living/university staff when requested by the staff person acting in accordance with his/her responsibilities. Students may not attempt to falsify or tamper with a Drexel ID to gain entry to the residence halls or for any other purpose. Damaged or non-working IDs must be replaced. A student may not give his/her ID to another individual to gain entry into the residence halls or for any other purpose. A student may not use another individual's ID to gain entry.

Keys

Students are responsible for carrying their keys with them at all times. The room key issued to each resident is the property of the University and is issued to that particular resident for his/her exclusive use. Students are not permitted to lend or give their room keys to anyone or any group. It is unlawful to duplicate any residence hall key. Students are not permitted to put their own locks or alarms on any residence hall doors.

Keys must be returned when a student vacates his/her residence hall assignment. A lost or unreturned key will result in a lock core change and a charge. In the event of a broken key, a replacement fee will be charged.

Lost or misplaced keys should be reported immediately to the front desk staff.

Lock Out Policy

When locked out, a student should report to the front desk to notify the desk staff that access will be needed.

Students will be allowed to sign out a spare key in order to gain access to their room. Spare keys should be returned to the front desk immediately. Students who have lost keys will be able to check out a spare key for a maximum of 72 hours. Following that period, the temporary key must be returned. If the initial room key is not located, the lock core will be changed and the student will be billed.

Students who are locked out three times in an academic year may face Conduct charges and may receive sanctions.

Stiles Residents: Consult the Stiles Hall Staff for lock-out policy.

Kitchens

Cleanliness is a major concern in group kitchens; thus, all dishes and pots and pans should be washed and stored immediately after use. Counters should be cleaned following use, and, trash and garbage should be disposed of properly. Garbage should not be flushed down sink drains.

Liability

The University is not liable for any loss or damage incurred to the resident's personal property, whether by flood, fire, theft or any other cause. Please see the Personal Property Insurance section of this handbook.

Lofts

Lofts are not permitted in residence halls.

Lounges

The use of the lounges are restricted to residents of the hall and their guests. Since these are public areas of the halls, residents should conduct themselves accordingly, respecting the rights of all residents to use these areas. Residents may utilize these facilities for group activities per the approval of the AD/RD or designee. The size of the group must be limited to the number of persons that can be accommodated in the lounge to be used.

Equipment and furnishings must not be removed from the lounges.

Residence hall facilities will not be used for purposes of sales and/or solicitation.

Lounge Reservations for non-residents

The Office of Residential Living reserves the right to monitor the event and take any action necessary to ensure the security of the participants, residents and facilities. A group exceeding 25 requires the hiring of an additional desk staff to be paid by the sponsoring group. Certain locations also require the hiring of security guards through the Department of Public Safety. Depending on the size and makeup of the group, if additional desk or security staff is necessary to ensure security, the sponsoring group is responsible for payment. Publicity for the event must be limited to the residence halls and academic buildings of the University. Any unusual costs resulting from the use of the facility (damage, extra desk personnel, housekeeping, etc.) will be passed on to the group through the responsible parties.

Priority for the use of these facilities is given to residents and resident groups. All non-resident groups are expected to adhere to residence hall regulations, including quiet and courtesy hours.

Mail and Package Delivery

Each resident is assigned a mailbox in the residence hall. Stiles Hall residents will receive a key for this box. All other residents will be issued a combination when the resident checks in. Mail is sorted and placed in the boxes five days a. Times will also be established for residents to pick up any large packages or registered mail. Note that the mailing address does not use the title of the residence hall or of the University. The delivery of mail can be expedited by two or three days by using the proper address (see mailing address below). Mail addressed with "Drexel University" or the name of the residence hall will first be delivered to the University's post office, then to the Residential Living Office and finally to the residence halls.

The official mailing address on campus for a student is the mailbox to which they are assigned. All mail from the United States Postal Service and official University communications via mail will be placed in the student's assigned box. Students are responsible for collecting any mail that is placed in this assigned mailbox. Students are also responsible for contacting all creditors when they vacate a room to provide and updated mailing address. The Office of Residential Living cannot forward mail to off-campus locations once students have vacated their rooms.

Addressing Mail to the Residence Halls

Student Name
Student Room #
Building Street Address
Philadelphia, PA 19104

The building's street address can be found under the Residence Hall Locations and Contact Information section towards the beginning of the Residential Living Section of this handbook.

Meal Plan

It is mandatory for all first year students living in the residence halls to participate in a meal plan. Resident first year students must subscribe to the meal plan for the entire period they are living in the residence halls.

Obligations

By agreeing to the terms of the Housing Agreement, the Resident agrees to adhere to all federal, state, and local laws and ordinances, and University policies, procedures and regulations, including the Student Handbook. If a Resident breaches any provision of this Agreement, the Resident may be subject to loss of housing, disciplinary action and may be liable for the damages. This agreement becomes legally binding on the date next to the Resident's signature on the Application.

Parking

Students may purchase parking permits at the Parking Services Office located at 3030 Market Street, room 124. Please visit www.drexel.edu/parking or call 215-895-2813 for more information.

Payment

All housing fees are payable to "Drexel University." Payments are due in full according to the amounts and schedules posted by the Bursar's Office.

Personal Property Insurance

The University recommends that residents secure personal property insurance or homeowners or renters insurance to cover their personal items while on campus (See the Liability Section of this handbook).

Residents should keep a record of the serial numbers of all appliances, including television, stereo, computer and camera equipment. All valuables should be marked with the resident's first initial and last name.

Pest Control

Pest control is of particular concern in an urban environment. The Offices of Residential Living and University Housing provide weekly service to all public areas and provides an on-going, aggressive extermination program for all buildings. Any resident wishing to have his or her room exterminated during the course of the year may do so. This service can be requested by signing into the pest control logbook at the front desk of the hall. Private room exterminations are completed on the same day the public areas are completed in a particular building.

Pets

No pets or animals are permitted in the residence halls. Residents are permitted to have only fish in their rooms in aquariums no larger than 15 gallons. Visiting pets are not permitted. Service dogs are the only exception to this policy.

Posting

Advertising posted in the residence halls for parties or events may not refer to alcohol, tobacco, and/or other drugs.

Any university or individual organization wishing to advertise an event in the residence halls must have posters and fliers approved by the Office of Residential Living. Approved posters must comply with the University's posting policy.

One poster may be displayed in the entrance area only. Floor bulletin boards are for posting residence hall and University events only. Residential Living must approve any exceptions. Any posters not approved by Residential Living or any posters appearing in non-approved areas (basement, floor bulletin boards, stairwells, doors, windows, elevators, on the outside of the building, etc.) will be removed. University organizations not following this procedure will forfeit their right to post any future events. Anyone interested in having posters or fliers posted in the

residence halls should contact the Residential Living Office.

Privacy

When a student applies for housing, they indicate their privacy wishes. Residents who reserve the right of privacy will not have any information given out regarding their hall and room assignment, home address, or phone number by the Residential Living or University Housing staff to unauthorized parties.

The right to privacy does not imply the right to violate the applicable regulations of the residence halls, University, or city, state, or federal laws.

In order to provide for the privacy rights of residents, male and female residents will not be assigned to the same room/suite, and residents of the opposite gender are not permitted to reside in the same room/suite. Cohabitation is prohibited.

When having guests, each resident should be conscious of the privacy of his or her roommate. Residents should exercise their right to privacy responsibly and conduct themselves appropriately, being mindful of extra responsibilities and social obligations of having guests.

Quiet/Courtesy Hours and Noise

Quiet hours are Sunday through Thursday from 9:00 p.m. until 8:00 a.m. and Friday and Saturday from 12:00 a.m. to 8:00 a.m. or as deemed appropriate by the AD/RD. During final exams, 24-hour quiet hours are enforced in all halls. Courtesy hours are always in effect.

Quiet hours are times when noise from stereos, televisions, and conversations must not be clearly audible in private rooms from areas such as hallways, adjoining rooms, or through open windows. Courtesy hours are all other times. During courtesy hours, residents are expected to keep from unduly interfering with anyone else's ability to sleep, read, or study. Students who are asked to be quiet during courtesy hours are expected to do so.

The use of equipment, such as stereos, radios, amplifiers, video game players, sports equipment and musical instruments, in a manner that violates a standard of quiet conducive to study or sleep is not permitted and may cause such equipment to be removed from a room or suite. Stereo equipment or stereo speakers may not be placed facing out of an open window. Residence hall staff members reserve the right to confiscate these or any other items that interferes with the observance of quiet and courtesy hours in the residence halls. Quiet and courtesy hours also apply to all residence hall common areas (lounges, bathrooms, etc.).

Microwave Ovens

The Office of University Housing sponsors a microwave oven rental program at the beginning of the academic year. Information regarding this program is available prior to new-student and returning student move-in days from the Office of University Housing. Residents may bring their own microwaves, however size restrictions are in place. Visit the Office of University Housing website at www.drexel.edu/housing for more information.

Refrigerators

The Office of University Housing sponsors a refrigerator rental program at the beginning of each academic year. Information regarding this program is available prior to new-student and returning student move-in days from the Office of University Housing. Residents may bring their own refrigerators, however size and quantity restrictions are in place. Visit the Office of University Housing website at www.drexel.edu/housing for more information.

Refunds (Housing Fees)

Refunds are based on when the Office of University Housing receives the request

for release form.

Acceptable reasons are outlined in the Request for Release (Termination) section of the Housing Agreement. All other reasons are subject to the Termination Fee schedule outlined in the Housing Agreement. Residents should refer to the Housing Agreement for the Refund Schedule for Acceptable Reasons.

Repairs

Any repairs needed to a residence hall room can be obtained by completing a maintenance request form on the University Housing website, www.drexel.edu/housing. The residence halls are staffed with full-time maintenance personnel who are equipped to handle most routine jobs. Emergencies or special problems should be reported immediately to the front desk. Residential Living and University Housing recognizes its obligation to maintain its facilities in reasonable working order. Occasionally, breakdowns will occur that require complete replacement or extensive repairs of equipment. The University will pursue the necessary repairs or replacement as quickly as conditions allow, but the University cannot accept responsibility for any inconvenience or loss to residents in such an event.

Request for Release (Termination)

The Housing Agreement constitutes a serious two-way agreement between the Resident and Drexel University. In the event that you may be unable to continue to live in Drexel housing, you are required to complete the Request for Release Form. This request is subject to approval and penalties up to one full term's room rent may be imposed. Full details are available in the Housing Agreement at www.drexel.edu/housing/forms.

Residency Requirement

The University requires all Residents, who are non-transfer, first-year students under the age of 21 at the time of application, to live in the University residences for their first three academic quarters or two semesters, depending on whether the Resident is on a quarter or semester academic schedule.. The only exceptions to this residency requirement are for Residents who are married students or students who reside with their parents and/or permanent guardian and commute to campus. The University requires that all Residents who are first-year students, including students transferring from other institutions, living in the main campus residence halls to participate in the Gold Meal Plan.

Resident Students Rights and Responsibilities

In a high-density community, it is often necessary to reach equilibrium between conflicting needs. The desire for a student to act in a certain, responsible manner of their choosing must be balanced with the impact that action has on other members of the community. Likewise, individual resident needs must be balanced with administrative processes necessary to manage a housing system. The Office of Residential Living is committed to providing all residents with reasonable rights to privacy, security and responsible occupancy. In order to assure a balance in these areas, the following policies have been developed:

Personal Security

Residents are urged to lock their doors at all times, even if leaving the room only for a few minutes.

Residents are not to tamper with automatic door locks or prop open doors with automatic closures.

Residents are not to enter/exit through fire doors except during fire alarms/fire drills.

In cases of emergency, students are encouraged to use the following emergency resources:

- Emergency call boxes located in the residential complexes.

- Residence hall front desks, which are staffed 24 hours a day.
- Residential Living Staff.
- Department of Public Safety, 215.895.2822.
- In a life-threatening emergency, students should call 911.

Responsible Occupancy

Residents are not to engage in any behaviors that threaten the life, safety, health and sanitation needs of fellow residents.

Residents are not to engage in behaviors of disorderly or disruptive conduct at any time of day or night that is inconsistent with the healthy functioning of our residential community.

Residents found responsible for causing unnecessary garbage and debris in the hallway will be billed accordingly.

ResNet

ResNet provides each student living in the residence halls with connections for telephone, computer networking, and cable television services. This fee is included in the housing rate each quarter. The ResNet helpline is extension 2020.

Telephone/Voice Mail Service

Residents will have their own phone jack and personal voicemail box but will share the same telephone number with their roommate. Each resident needs to provide his or her own touchtone telephone. All local and campus-to-campus calls, including 911 are provided through ResNet. Students who need to make long distance phone calls should either purchase a calling card or use their personal cell phone.

Computer Networking

ResNet provides each on-campus resident with an active computer network jack that provides access to the Drexel network and Internet. To use this service, residents will need to provide their own Ethernet-equipped computer.

Cable Television

ResNet cable television provides a package of broadcast and basic cable channels. No premium channels are available.

Room Assignments

Every effort is made to honor a resident's preference for roommate, room type and for hall and room assignments are made in the order Applications are submitted to the University. However, both a housing Application and a housing deposit are required to secure housing. For both new and returning students every effort is made to honor a Resident's preference for roommate, room type, and location; however, the University cannot guarantee any specific requests. **The University reserves the right to change a Resident's hall and room assignment at any time FOR ANY REASON.**

Room Change Policy

Due to the immediate need to assign rooms to students who are on the waiting list at the beginning of each quarter, room changes will not be granted during the first two weeks of a quarter. If a student wishes to move at any time after room change day, the resident should contact his/her RA. Room change requests are subject to approval. The Office of Residential Living is committed to promoting the growth and development of our students. Every attempt is made to provide an environment for students to work through any differences or conflicts they may experience as roommates. If two roommates are unable to resolve their differences and both refuse to move, the Office of Residential Living has the right to relocate both parties. Room changes are not permitted without the written permission of the

Office of Residential Living.

Room Cleaning

Residents are required to maintain their rooms in a clean and safe condition. Custodial service is provided for public areas only. Food must be kept in the room stored in sealed containers. Any spills of solid food or liquids must be cleaned up immediately.

Before vacating their assignment, residents are required to remove all trash and debris from their rooms, place all trash in plastic or paper bags and dispose of the bags in the proper location.

Room Entry

The University reserves the right to enter a resident's room for the purpose of investigation, inspection, repair or in cases of clear emergency.

Room Inspections/Searches

The University recognizes and respects each resident's desire for privacy, especially within the context of a group living environment. It is occasionally necessary for the University to exercise its contractual right to enter a room in the interests of maintaining an environment that provides for the resident's health, safety, and welfare. The following procedures have been developed as a guide for University employees in the performance of duties and maintaining a resident's privacy.

The rooms shall be entered in the resident's presence or absence by authorized University personnel when:

- A resident's safety may be in jeopardy.
- A room or its furnishings may be damaged.
- Custodial or maintenance functions must be performed.
- There is reasonable cause to believe that University policy, city, state, or federal laws are being violated.
- Sanitation, safety, and/or damage inspections are to be completed.
- There is reasonable information to suggest stolen property is located in the residence hall.

General guidelines for administrative room searches are as follows:

The contractual right to enter a resident's room to conduct an inspection includes the right to search for contraband materials or objects and stolen property.

In the event of a search related to stolen property:

- The individual requesting the inspection must show a reasonable indication that the object being sought is within the area (floor, hall, etc.) being inspected.
- The object being sought must be of sufficient value or importance to warrant an inspection.
- The individual requesting the inspection must provide the AD/RD with the serial number(s) of the missing object(s) and/or establish other distinguishing markings that would, with absolute certainty, identify the missing object(s).
- Staff has inspected all public areas (bath/shower rooms, lounges, stairwells, etc.) and have not located the object(s) in question.

Under no circumstances should an inspection be authorized or conducted without the approval of the Director, an Associate Director of Residential Living or designee. An AD/RD or designee must be on site supervising the inspection procedure.

Staff may enter rooms only after knocking on the door and identifying themselves by name and position. At least two staff persons should enter each room being inspected.

Only upon approval of the AD/RD or designee can a staff member enter the room alone.

All policy violation related inspections will be authorized only by the Assistant Dean

of Residential Living or designee and must be completed by Public Safety personnel accompanied by a AD/RD.

The actual inspection in the room will be conducted only to the extent necessary to locate the object(s) being sought. Closets, drawers, boxes, briefcases, etc. will not be searched if the object is not physically capable of being located in those items. A report detailing the inspection will be made by the AD/RD or designee to the Director of Residential Living.

Safety and Sanitation Inspections

These inspections are conducted each term. The specifics regarding these inspections (day/date/time) will be posted in the lobby of the residence hall and on each floor. Should a resident not be available at the time the room is to be inspected, staff members will conduct the inspection in the resident's absence.

Smoking

Smoking is not permitted in any residence hall locations, including student rooms and balconies. Smoking is prohibited around all entrances, exits, and perimeters of residence hall buildings (See Smoke-Free University).

Solicitation and Sales

Solicitations and sales are not permitted in University housing by residents or non-residents except by written authorization from the Residential Living Office. Door-to-door solicitation is prohibited at all times. Students may not act as agents for business that entails solicitations or receiving of business offers or goods on university property. Residence hall telephones may not be used for selling or making offers to sell merchandise, services, etc. Student rooms may not be used for business purposes of any nature.

Sports in the Hallway

Sports activity or any other type of physical activity that causes disruption in the residence halls is prohibited. Activities include, but are not limited to skateboarding, rollerblading, bike riding, water gun use, ball and Frisbee tossing, boxing or wrestling. Residence hall staff reserves the right to confiscate any and all objects being used to engage in such activities.

Utilities

The residence halls purchase electricity, water and steam from public utilities for heating, lighting, and air conditioning. Occasionally, disruptions in service will occur, particularly during storms. Drexel is not responsible for any inconvenience or financial loss to residents during such external or internal disruptions. Repairs are handled on an emergency basis due to the nature of the use of our buildings.

Drexel works closely with the utility companies to ensure that service is restored at the earliest possible moment. Repairs to internal equipment are also handled on an emergency basis seven days a week by Drexel staff.

In regard to heating and air conditioning, note that uncertain and sudden changes in the weather (particularly in October and April) often cause some slight discomfort to residents, since it takes two to three days for residual heat or cold to "work out" of the buildings and their environment systems. Therefore, a decision to turn heating or air conditioning on or off is made by the residence hall staff based on the severity of the change in weather as well as the forecast for the continuation or immediate moderation of the weather change.

Vending Machines

A snack area with vending machines is located in each hall. In case of malfunctions of any of these machines, refunds for the can be requested at the Creese Student Center Information Desk which is located in the Creese Student Center, 3210 Chestnut Street or on the Center City campus in the Student Life Office.

Waterbeds

Waterbeds are not permitted in University housing.

Windows/Balconies/Rooftops

Residents of Kelly Hall may not open the upper section of the window(s) in their room.

Residents in Myers Hall may only use the regular tracked position for raising and lowering the window units.

Residents in Van Rensselaer Hall may not access any balconies.

All hall window screens must be kept in position at all times. Students found responsible for removing screens from residence hall room windows will be fined per screen, plus the cost of screen replacement if necessary.

Students are not permitted on the rooftops of any of the residence halls.

PUBLIC SAFETY

The mission of the Department of Public Safety's is to provide a safe, problem - free environment for students, faculty, and staff, while enforcing University policies and procedures.

The Department of Public Safety at Drexel University is led by the Senior Associate Vice President for Public Safety who is responsible for all University-related safety and security issues, programs and administration. The Senior Associate Vice President reports to the Senior Vice President for Student Life and Administrative Services. The department is made up of four operating units: Security, Fire & Life Safety, Operations, and Finance & Administration.

Drexel University's security is contracted to a private security company, which is responsible for the security officer services on the University City Main Campus and the Queen Lane Campus. Security services for the Center City Campus are contracted through Tenet Health Care Systems. The contracted services are managed by the Department of Public Safety Management Team.

The Department of Public Safety maintains a close working relationship with local/state/federal law enforcement agencies, local businesses and academic institutions. Members of the Department of Public Safety are not commissioned law enforcement officials and do not possess authority to arrest individuals.

Full-time Campus Investigators are responsible for investigating crimes, complaints and incidents that occur on campus property or within the patrol boundaries, reviewing all incident reports and contacting students, faculty and staff regarding incidents that may need additional follow up.

The Drexel University Main Campus, Queen Lane, and Center City campuses are situated in an urban environment. Keeping this in mind, consideration in any new construction or renovation planning includes lighting, video surveillance, electronic security systems, and environmental design techniques to provide the highest level of safety for our students, faculty, and staff.

The Department of Public Safety works directly with various departments within the university to address security and safety concerns associated with lighting, landscaping, environmental safety, and life safety issues. Once a concern is noted, the Department of Public Safety forwards the information to the appropriate department for corrective action.

Philadelphia Police Department

Drexel University contracts with the Philadelphia Police Department to provide commissioned law enforcement armed police officers to patrol the University City Main Campus during the hours of 7:00 p.m. and 3:00 a.m. seven days a week, three hundred and sixty-five days a year. The patrol hours of the Philadelphia Police are subject to change based on deployments needs, special events, and time of the year.

Additional police services are provided as part of Drexel University's partnership with the University City District. The University City District, established in 1996, provides Safe and Clean Operations for University City and areas of West Philadelphia.

Public Safety Officers

The uniformed security force of the Department of Public Safety includes approximately 80 officers assigned to the University City Main Campus, approximately 12 officers assigned to the Queen Lane Campus, and approximately 30 officers at the Center City Campus supervised by Tenet Health Care Services. Public Safety officers provide service to the Drexel community 24 hours a day, seven days a week and are responsible for following and enforcing the policies and procedures set forth by Drexel University.

All officers are equipped with two-way radio communications to provide direct communication between the officer and the dispatch command center.

University City Main Campus & Queen Lane Officers

Background investigations are conducted on all officers and include pre-employment and annual criminal history checks, Department of Motor Vehicles operator license validation, pre-employment drug screening, education level verification, and previous employment history checks.

All officers receive security principles training, community orientation training, and an initial 24 hours of field training prior to assignment. Officers assigned to work additional assignments such as, mobile patrol, bike patrol, and residential desk worker duties are provided additional training prior to being assigned additional task.

All officers receive CPR/First Aid and AED training and are required to complete a certification examination covering all aspects of security principles training, orientation training and field training, during their first 30 days of an assignment. The Public Safety Officer's knowledge is tested in such subjects as criminal law, campus and private security, patrol techniques, authority of arrest, defensive tactics, emergency procedures and crisis intervention.

Center City Campus Officers

Background investigations are conducted on all officers and include pre-employment and annual criminal history checks, Department of Motor Vehicles operator license validation, pre-employment drug screening, education level verification, and previous employment history checks.

All officers receive security principles training, community orientation training, and an initial 24 hours of field training prior to assignment. Security officers are also trained in behavior management, verbal diffusement, passive take downs, restraints, self defense and tactical handcuffing. Officers assigned to work additional assignments such as, mobile patrol, bike patrol, and residential desk worker duties are provided additional training prior to being assigned additional task.

Security officers are required to complete a certification examination covering all

aspects of security principles training, orientation, and field training, during their first 30 days of assignment. The Public Safety Officer's knowledge is tested in such subjects as criminal law, campus and private security, patrol techniques, authority of arrest, defensive tactics, emergency procedures, and crisis intervention.

Incidents of crime on campus are investigated by a State Licensed Private investigator.

Reporting Incidents

Any student, faculty or staff member who is a victim of crime, observes an incidence of crime, or witnesses suspicious activity is encouraged to promptly report the information to the Department of Public Safety by calling 215-895-2222, 24 hours a day, seven days a week, or by using one of the emergency call boxes that directly establishes communication to the Public Safety Dispatch Command Center.

The call will be answered by a Department of Public Safety Dispatcher who is trained and certified to gather information and to dispatch the appropriate personnel to the location to take a report or to take the necessary steps to address the situation.

For safety and quality assurance purposes, all calls to 215-895-2822, 215-895-2222, and all emergency call box lines are digitally recorded.

When filing a report be prepared to provide as much detailed information as possible and to speak in a clear and calm manner. It is extremely important that as much information as possible is provided, such as; name, location, time, date, and a description of the incident.

Incidents can also be reported by contacting the following security offices. A detailed report of the incident will be forward to the Department of Public Safety for review and further investigation is deemed necessary.

Queen Lane Security Office/Desk	(215) 991-8132
Center City Campus – Tenet Security Emergency	(215) 762-7111
Center City Campus – Non-Emergency	(215) 762-7110

Reporting a Sexual Assault

If a sexual assault occurs, a victim is encouraged to come forward for support and assistance as well as to report the incident. Victims are encouraged to immediately contact the Victim Support & Intervention Services of the Office of Counseling & Health at 215.895.0353 for assistance.

When a sexual assault has occurred, it is very important to preserve any potential evidence by not showering or straightening up the crime scene. Once in contact with the Office of Victim Support & Intervention Services, the individual can be accompanied to the rape trauma unit at Jefferson Hospital for immediate medical attention.

The Office of Victim Support & Intervention Services will advise the victim of hospital procedures, including the involvement of the Philadelphia Police Sex Crimes Unit. The individual is apprised of all options for filing a complaint, both on campus and off, including the right to report fully to the Philadelphia Police, to file an anonymous report with Philadelphia Police, or to file no report with the Philadelphia Police. The choice is solely up to the victim. The Office of Victim Support & Intervention Services will outline the procedures and potential consequences of all these options.

Upon request, the University will assist in changing a sexual assault victim's academic and/or housing assignments if the changes requested are reasonably available.

The Division of Student Life sponsors a series of seminars designed to increase students' sexual awareness and steps to take to enhance personal safety. Announcements are distributed informing students of dates and times of these events.

Campus Incidents – Dissemination of Information

The Department of Public Safety works directly with the Philadelphia Police Department, other local law enforcement agencies, businesses, and academic institutions to share information related to crimes that impact our campuses and the surrounding communities. The sharing of information allows the Department of Public Safety to provide the students, faculty, and staff with information that allows individuals to make informed decisions while on campus or traveling in the surrounding communities.

Daily Crime Log - the Department of Public Safety maintains a daily crime log of all incidents in the Public Safety Office located at 3201 Arch Street, suite 350 during normal business hours, an online version of the daily crime log and crime pin map is available at www.Drexel.edu/PublicSafety. In order to provide the Drexel University Community with the most accurate information available, the crime log notes how each incident is classified related to the reporting requirements under state and federal laws.

A hard copy of the daily crime log is also maintained in the Queen Lane campus security office, and in the security office at 1400 Race Street on the Center City Campus.

Please visit www.Drexel.edu/PublicSafety for the daily updated information related to campus crime.

Student News Paper – the Department of Public Safety provides a summary of incidents and a copy of the Daily Crime Log to the editing staff of the student run news paper, The Triangle. The Triangle publishes a summary of campus and community incidents during the regularly published addition of the paper.

Public Safety Alerts (Timely Notice) – Alerts are developed as a communications resource to better communicate important information to the campus community and its neighbors. On occasion, a security or safety issue, on or off campus, may be of such importance that the Department of Public Safety will issue a Public Safety Alert to advise the community of an incident. The Alert may also provide safety tips and suggestions on how to handle situations and action steps to take if you witness a similar situation.

When circumstances warrant, the Department of Public Safety will also utilize e-mail, voice mail, the DUDPS web site and Public Safety Alerts to provide timely notice of criminal activities and/or emergencies that have an impact on the Drexel University Community.

Please visit www.Drexel.edu/PublicSafety for information related to the most recent alerts issued by the Department of Public Safety.

Web Site - The Department of Public Safety web site provides current security and safety related information for the Drexel University Community. The web site allows instant access to policies and procedures, security tips, public safety alerts,

reporting information, and information related to the Student Right to Know and Campus Security Act. <http://www.drexel.edu/PublicSafety/homepage.html>

Situational Awareness & Crime Prevention

Emergency Call Boxes - Emergency call boxes are strategically placed throughout the campus for safety. The emergency call boxes, when activated, automatically contact a Department of Public Safety Dispatch Command Center and notify the Dispatcher of the caller's exact location, through a voice recording programmed in each unit.

When speaking to the Public Safety Dispatcher, speak in a clear and calm manner, and be prepared to provide as much detail as possible related to the situation. Once the call is received the Public Safety Dispatcher will automatically dispatch security personnel to your location. If you fear that you are in immediate danger, or are being followed, activate the nearest call box and if necessary keep moving activating additional call boxes as you proceed to a safe location to call 215-895-2222. The Public Safety Dispatchers are trained to send officers to call box activation regardless if someone answers or not.

Students and staff are encouraged to learn the locations of the emergency call boxes and to use them for all security-related and emergency communications.

To ensure proper operation, the emergency call boxes are tested on a regular basis. In the event that an emergency call box is under repair a sign will be posted to direct you to the nearest emergency call box. If you should experience a problem regarding the condition and/or use of an emergency call box, please contact the Public Safety Dispatch Command Center immediately by calling (215) 895- 2822.

Walking Escort Services - The Drexel University Department of Public Safety is available to provide walking escorts to all Drexel students, faculty and staff, 24 hours a day, 7 days a week, upon request. Walking escorts are provided for the purpose of safety and security to all locations within the Department of Public Safety patrol area. The primary goal of the walking escort service is to allow safe travel from one location to another with a greater sense of security.

Medical Escorts - The Drexel University Department of Public Safety provides medical escorts for non-life-threatening medical conditions to Drexel University approved hospitals, emergency rooms, and healthcare centers. Medical escorts are currently provided to the Hospital of the University of Pennsylvania (HUP) and Presbyterian Hospital. For additional information, contact the Drexel University Dispatch Center at (215) 895- 2822.

Campus Shuttle - The campus shuttle service provides the University community another dimension of safety and security while traveling to and from general places of interest on and off campus. Illuminated rooftop signs permit easy shuttle identification from a distance. Members of the Drexel community are permitted unlimited usage at no charge. Upon boarding the shuttle, individuals are required to present a valid Drexel ID card to the driver. Schedules for the shuttle are available at the Creese Student Center and other locations around campus. The Campus Shuttle service is available on all campuses.

Bike Registration – All current students, faculty, and staff are encouraged to register their bikes with the Department of Public Safety. Although the program is not specifically designed to prevent the theft of bikes from campus, it should heighten the awareness of the University community, while deterring would be thieves.

Awareness Tip Cards – the Department of Public Safety has developed a series of security tip cards specifically designed to address the concerns of the Drexel Community. The Tip Cards provide awareness tips to help provide a safe and secure environment for the Drexel Community. The Tip Cards are available at 118 North 34th Street, 3201 Arch Street Suite 350, the Queen Lane Security Desk, Stiles Hall, and the lobby of the Bellet Building located at 15th and Race Streets. Additional Awareness Tips are available online at www.Drexel.edu/PublicSafety.

Crime Prevention Seminars - A series of crime prevention seminars and orientations are offered at the start of each semester and periodically throughout the year for all students, faculty, and staff. Additional information is available online at www.Drexel.edu/PublicSafety. Crime prevention seminars may also be requested by calling 215-895-1550.

RAD (Rape Aggression Defense) Program - A comprehensive course for women that begins with awareness, prevention, risk reduction, and avoidance, while progressing on to the basics of hands-on defense training. RAD is not a martial arts program. The course is taught by certified RAD instructors and provides students, faculty and staff members with a workbook/reference manual. The manual outlines the entire Physical Defense Program for reference and continuous personal growth.

Emergency Preparedness – the Department of Public Safety, Office of Fire and Life Safety and Department of Environmental Safety have developed an emergency preparedness and response plan. An outline of the plan along with policies and procedures for dealing with an emergency can be located at www.Drexel.edu/PublicSafety. An abbreviated version of the policies and procedures is available in the Department of Public Safety office located at 3201 Arch Street, Suite 350, Philadelphia, PA 19104.

University Policies

To provide for the safety and security for individuals using Drexel facilities, certain policies have been put into place. Students, and employees are held to the policies and procedure found in the Student Handbook or Human Resource policies and procedures; of particular importance are the following:

Identification Cards - All current students, faculty, and staff are issued identification cards for the purpose of entering campus buildings and events, as well as to access many University services. All students, faculty, and staff are required to produce a proper Drexel ID upon request from a Public Safety official or University official when on any University owned property. Individuals are not permitted to lend their ID card to an individual, use another individuals Drexel University ID Card, or tamper with the ID Card in any manner. It is the responsibility of the ID Card holder to report any ID Card that fails to operate correctly, is lost, and/or stolen immediately to the Department of Public Safety at 215-895-2822.

Access Control – University buildings are equipped with electronic access control devices that monitor the activity of individuals entering certain University buildings during normal business hours, and the activity of all individuals entering buildings after normal business hours.

All University residential halls require that students use their ID Card to enter their assigned hall. Guests entering a resident hall are required to show ID and follow all policies and procedure as a guest. Drexel University students are responsible for the actions and behaviors of their guests at all times.

It is against University policy to attempt to use your ID Card to enter any area in which access authorization has not been approved by the Department of Public

Safety or an authorized department administrator.

Building Access - All University buildings and residence halls are the private property of Drexel University and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a University building is considered to be trespassing. After-hour access to University buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

Health and Life Safety Concerns – individuals are not permitted to bring bikes, or any other vehicle, either manually powered or powered by a motor of any type, into any building owned or operated by Drexel University without authorization from the Office of the Senior Vice President of Student Life and Administrative Services or his designee. Individuals who are granted permission to bring a bike into a building must store the bike in their private office and cannot impede the access and egress from a building in the event of an emergency.

Individuals are not permitted to bring pets of any kind into any University Building without receiving approval from the Office of the Senior Vice President of Student Life and Administrative Services or his designee.

Weapons Policy - No student, staff, faculty member or visitor shall keep, use, possess, display or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, billy-clubs, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed. The Drexel Reserve Officers Training Corps (ROTC) are authorized to store, transport and use firearms in specific designated areas when performing functions associated with their official duties.

Note: The Senior Vice President of Student Life and Administrative Services or his designee has the authority to permit the use and possession of weapons on campus by recognized law enforcement officials.

Alcohol and Drug Policy - The possession, use, distribution or sale of narcotics or drugs, other than those medically prescribed, properly used and stored in the original container, by students, staff or visitors on University property or while on University business is prohibited. Off-campus possession, use, distribution or sale of narcotics or drugs by students or staff is inconsistent with the University's policies and goals, as well as governing laws of the locale and therefore prohibited. Any and all types of drug paraphernalia including, but not limited to bong, pipes, and any items modified or adapted so that they can be used to consume drugs are not permitted on University property. Drexel's policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution, or service of alcoholic beverages must comply with the Pennsylvania Liquor and Crimes Code, which defines the lawful consumption and service of alcohol and prescribes sanctions for violations.

These policies are further addressed in the Alcohol and Drug Prevention brochure, which is distributed to all students by the Dean of Students Office. This brochure sets forth the prevention, counseling and treatment programs available through the University to students and staff. Copies of this brochure are available in the office of student life and the personnel department.

Criminal Records - Known criminal records of students and employees are considered during the admission or hiring process. Employees with known criminal records are not permitted to work in security or in public safety assignments.

Sexual Assault - Drexel University seeks to foster a safe and healthy environment built on mutual respect and trust. At the very basis of the University's mission is the recognition of the essential dignity and worth of each member of our community. Sexual assault is a very serious violation of these principles and will not be tolerated in any form. The University encourages all members of its community to be aware of the trauma caused by sexual assault and challenges its members to work together to prevent its occurrence.

Drexel provides support for victims and urges victims to seek assistance using any appropriate resources. The University handles complaints of sexual assault with due regard to the parties' concern of confidentiality. If occurrences of sexual assault pose a general threat to the University community, Drexel will take affirmative steps to notify students, faculty and staff of the potential danger.

The University will pursue disciplinary action in the case of sexual assault, taking into account the wishes of the victim. The procedures for student disciplinary proceedings in cases of an alleged sex offense are fully described in the University Student Judicial Policy and the University Sexual Assault Policy located in the Student Handbook.

Both the accuser and the accused have the right to have an adviser of their choice from the University community accompany them throughout the entire judicial process and the right to be informed of the University's final determination and sanction, if any, imposed against the accused student. Sanctions imposed for violation of the University's sexual assault policy may include but are not limited to suspension or permanent expulsion. Students who are victims of sexual assault may also desire to pursue criminal charges. The University's judicial process acts independently of any legal proceedings.

Drexel University, in compliance with **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**, and **The College and University Security Act of 1988**, reports annually to its current and perspective students and employees, statistics for the previous three years pertaining to reported crimes that have occurred on-campus; in certain non-campus buildings or property that is owned or controlled by Drexel University; and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol use, drug use, crime prevention, reporting of incidents, and a victim's rights in regard to sexual assaults.

A copy of the annual crime report is available at www.Drexel.edu/PublicSafety, or by calling 215-895-1550.

JAMES CREESE STUDENT CENTER

www.drexel.edu/creesestudentcenter

The James Creese Student Center opened in 1963, and is named for Drexel's sixth president. It is comprised of three connected buildings (Creese Student Center, Mandell Theater, and MacAlister Hall.) The center complements the educational mission of the university through an extensive variety of cultural, educational, social, and recreational programs. While many of the programs are geared towards the needs of students, the center is the main gathering place for all members of the Drexel community by providing services and conveniences that members of the university community need in their daily lives, as well as creates an environment for

getting to know and understand others through formal and informal associations.

The Creese Student Center has lounges, meeting rooms, retail dining locations, a fully-equipped theater, a ballroom, and more. The center houses administrative and academic offices and is home to many student organizations via the Greenawalt Student Development Center.

The Creese Student Center is more than just facilities and services - it is also people and programs. Whether it is to become involved in the various student organizations, eat a meal, or find a place to gather with friends, you'll find it in the Creese Student Center.

Administrative Offices

The Student Union Operations staff is responsible for the day-to-day management of the Creese Student Center and Ross Commons with offices located on the first floor of the Creese Student Center. Student Union Operations staff are dedicated to making your experience in these facilities satisfying and enriching.

Event Services

Conference and meeting rooms within the Creese Student Center, as well as additional areas on campus used for non-academic purposes may be reserved by recognized student organizations, University departments, and outside groups through the Event Services office. Reservations can be made via reservations@drexel.edu or by filling out a form at the Events Services office, located in the garden lower level, room 001 of the Creese Student Center. All services pertaining to the event or meeting are also coordinated in this office. For additional information on event reservation, please contact the Event Services at 215.895.2520.

Drexel University Student Technicians (DUST)

Drexel University Student Technical (DUST) staff technically supports an array of campus functions, including lectures, films, teleconferences and concerts. They assist event planners in deciding upon equipment needs. For additional information on DUST services, please contact the Event Services office at 215.895.2520.

The Information Desk

Located on the first floor of Creese, the Information Desk is the hub of the center, offering information on what is happening in the center, on campus, and in the city. This one-stop-shop for all of your questions is also the coordinating point for all building operations. Services available at the Information Desk include:

- SEPTA regional rail schedules
 - SEPTA token sales
 - SEPTA ComPass Program
 - SmartCard (parking meter) sales
 - Lost and found
 - ID validation
 - Temporary ID issuance
 - Laptop borrowing
 - Area attraction information
 - Flyer approval and posting
- Student Center Lounge Space

Main Lounge

Located conveniently off the Creese entrance, the main lounge offers students an informal place to relax and meet friends. Amenities include comfortable seating, light music, and a fireplace. Various entertainment programs are presented throughout the year.

Charlotte Alletag Commuter Lounge

The commuter lounge is located on the garden lower level of Creese and is open to all students. The lounge is an informal space for students to relax, study, and socialize with small tables for informal group study, internet portals, and a big screen television with cable.

Quiet Lounge

The quiet lounge is located between the main lounge and the Mandell Theater and is a designated quiet place for students to relax and study.

The George D. Behrakis Grand Hall

Located off the main lounge, the George D. Behrakis Grand Hall is the center's ballroom. Accommodating up to 1,200 people, the Grand Hall is used for banquets, lectures, meetings, dances, concerts, and other entertainment programs. To reserve Grand Hall, please contact Event Services office at 215.895.2520.

The Greenawalt Student Development Center

Located on the lower level of Creese, the Greenawalt Student Development Center houses various student organization offices. The Student Development Center also has four conference rooms that student organizations can be reserve by contacting Event Services office at 215.895.2520.

Mandell Theater

The Mandell Theater is a fully equipped proscenium theater seating 424 people. Serving the Drexel community through its regular use as a performing arts and programming facility, the Mandell Theater can be reserved through the College of Media Arts and Design at 215.895.2528.

The University Club

The University Club is located on the sixth floor of MacAlister Hall. It is a private club that offers faculty/staff and their guests a dining area for lunch. The private dining room may be reserved by student organizations for a variety of functions. For rental rates please contact the Events Services Office at 215.895.2520.

The Dragon Shops

Located on the first floor of MacAlister Hall, the Dragon Shops are retail operations that provide students with a variety of supplies and services.

Barnes & Noble Drexel University Bookstore Source for all required class textbooks and leisure reading, among Drexel spirit wear, gifts, cards, snacks and refreshments. 215.895.2860

The Hair House Provides hair styling services to men and women, no appointment necessary. 215.895.2519

A.J. Drexelbank Providing online banking services. For information, visit www.AJDrexelbank.com or stop by their campus convenience center.

Drexel Copy Center Operated by Drexel Printing & Mailing Services, the Copy Center provides services including copies, printing, posters, oversize prints, digital color copies, bindery, mailing services, give-away items and fax services. Visit www.drexel.edu/copyshop or call 215.895.2898.

Dragon Shop Lounge Located on the first floor of MacAlister Hall next to the retail shops. With large study tables and chairs, it is an ideal place to work on group projects

ROSS COMMONS

www.drexel.edu/rosscommons

Located at 34th Street & Powelton Avenue, Ross Commons is a unique facility on the north side of the Drexel University City Main Campus offering students a combination of lounge, eating, computer, event and study spaces. Designed by T.P. Lonsdale and built in 1888 as a "railroad magnate" mansion, the four-story Ross Commons is a limestone Victorian Gothic building acquired by Drexel in 1928. This elegant mansion has been restored due in part to a generous gift from Lyn and George Ross '55, Hon. '99, a Drexel Trustee and former Chairman of the Drexel University Board of Trustees.

On the 1st Floor of Ross there are two dining locations: TAKE3 featuring Freschetta Pizza and the Grille, as well as an enclosed porch and a patio with table seating. Meal plan customers may TAKE3 by choosing an entrée, a side, and a beverage (as well as a bonus cookie of the day) and swap their Handschumacher lunch or dinner for TAKE3, Monday through Friday from 11am to 8pm.

The 2nd Floor houses a Game Room that features flat screen TVs, two pool tables and a mega touch game screen. The 2nd Floor also features two lounges with TVs, chairs and sofas that can be reserved by contacting Event Services at 215.895.2520.

The 3rd floor features the new Ross Resource Center with printers, a copier, PCs and iMacs and additional meeting rooms and offices. Meeting rooms and other available space at Ross can be reserved by contacting Event Services at 215.895.2520.

For activities and programs, as well as what's new at Ross, please call the hotline at 215.895.1000 or visit www.drexel.edu/rosscommons.

DRAGONCARD STUDENT ID

www.drexel.edu/dragoncard

The DragonCard is the official identification card of Drexel University. It serves to identify students, staff, and faculty of Drexel University and is a tool to access buildings, meal plans, Dragon Dollars, and other on-campus services. The DragonCard is the property of Drexel University and is governed by regulations as set forth by the University.

There is a DragonCard office located at each of the three Drexel campuses to manage card issuance and card services:

University City Main Campus

124 Creese Student Center
3210 Chestnut Street
215.895.6095

Center City Hahnemann Campus

608 New College Building
245 N 15th Street
215.762.6680

Queen Lane Medical Campus

Room 100
2900 Queen Lane

215.991.8132

Card Issuance

DragonCards are issued only to students who are registered for classes (or are on an official co-op assignment) for the current term. In order to receive a DragonCard, students must show the DragonCard representative a valid photo driver's license, valid state-issued photo non-drivers ID, or a valid passport. Recipients must physically visit one of the DragonCard Offices in order to have their photo taken and receive their DragonCard. DragonCards can not be mailed and cannot be issued to another person on the cardholder's behalf. Hats and sunglasses must be removed for the photo. Students who are also faculty/staff members will receive only one DragonCard that states their primary function at the University. In most cases this is "Faculty" or "Staff", and not "Student". Temporary identification cards are issued as a service at the request of the student. These temporary cards are valid for a one-week time frame and students may only receive one temporary identification card per term. In order to receive a temporary ID card, students must be registered for the current term.

Card Possession

The DragonCard must be carried at all times while on University-owned property as students may be required to produce proper Drexel identification to a Public Safety officer or University official. Students may only have one DragonCard in their possession; additional DragonCards must be turned in to the DragonCard Office.

The DragonCard is not transferable and is not permitted to be used by anyone other than the cardholder. The DragonCard must be surrendered on demand if requested by a Public Safety officer or University official.

Validation

Each calendar year, it is the responsibility of the student to bring their DragonCard to one of the validation locations to have their registration status verified and receive a validation sticker noting the current calendar year. Students without validated DragonCards are not permitted access to most buildings and services on campus.

Card Replacement

There is a \$20.00 fee to replace a lost, stolen, or damaged DragonCard. Examples of damaged cards include, but are not limited to, punched holes, bends, cracks, and tears. DragonCards that no longer work, but show no visible damage to the card, will be replaced at no cost. Faded cards with no visible damage will also be replaced at no cost.

There is a \$20 fee to replace a card due to a name change. A card that is replaced due to a change in primary status of "Faculty, Staff, Grad, or Student", however, will not be assessed a fee.

Fees must be paid by cash, credit card, or Dragon Dollars at the time of replacement.

Card Access

Access is granted, as appropriate, to currently enrolled, active students. Students who are inactive, or have a hold on their account, will not be able to use their DragonCard for access to buildings, meal plans, Dragon Dollars, or other University services. If your DragonCard is not working, please visit one of the DragonCard Offices to resolve the issue.

Students utilize the DragonCard to access to the following buildings and services:

Residence Halls

University Housing will activate a student's card to gain access to the residence hall in which the student is assigned. Students must also present the card to the desk representative once inside the building.

Parking

Upon purchase of a parking permit from Drexel Parking Services (web site) access will be granted to gated garages and lots via the DragonCard.

Daskalakis Athletic Center (DAC)

Drexel students are automatically given access to the DAC based on their primary status of "Student". Faculty and Staff gain access once a membership fee is paid to the Athletic Department. Please call 215-895-1419 for more information.

Campus Buildings

If the student's academic or co-curricular program requires after-hours access to a campus facility, access is granted after approval by the appropriate University department, facility manager, and Public Safety.

Laptop Checkout

Present your DragonCard at the Creese Information Desk, Ross, Korman Center or Hagerty Library to borrow a laptop to utilize Drexel's wireless network within the building.

Drexel Shuttles

All Drexel University students, staff, and faculty must show a current, validated DragonCard to ride the Drexel Shuttles.

Library

A valid DragonCard is required for entrance into the library and to checkout materials.

Dining and Stored Value Services

Students can use their DragonCard to access their meal plans and Dragon Dollars accounts. After the initial sign-up is complete, simply present to the cashier your DragonCard.

Jointly Funded Accounts on the DragonCard

Parents and Guardians can jointly fund the Dragon Dollars account by also signing the Stored Value Escrow Agreement. Parents and Guardians listed on the account can obtain access to account balance and transaction history information. Those wishing to add funds to an account without jointly funding the account can still do so by making "gift payments".

Adding Funds to the Dragon Dollars Account

Additions to the account can be made at any time and in any amount you choose. There are many ways to add funds:

- Over the phone with a credit or debit card number
- Through the mail with a check payable to Drexel University
- In person at the DragonCard office with cash, check, or credit card
- At the on-campus load stations with cash

STUDENT CONDUCT and COMMUNITY STANDARDS

Student Conduct Policy 2008-09

Section 1: [General Information](#)

Section 2: [Rights](#)

Section 3: [Procedures](#)

Section 4: [Conduct Board and Hearing Format](#)

Section 5: [Appeals](#)

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Section 7: [Code of Conduct](#)

NOTE:

Information about the Academic Honesty policy can be found in [Section 3: Procedures](#), [Section 5: Appeals](#), and [Section 7: Code of Conduct](#).

SECTION 1: GENERAL INFORMATION

Authority and Responsibility

In furtherance of its responsibility to make known the rules and regulations concerning student conduct and ensure basic procedural protections to students charged with violations of the University's policies, the University has adopted a student conduct policy. The President of the University has conferred upon the Senior Vice President the responsibility of administering this policy. Any question of interpretation regarding it shall be referred to the Assistant Dean of Student Conduct and Community Standards for final determination.

Students have the responsibility to be aware of, and abide by, the University's policies, rules, regulations, and standards of conduct. This Handbook is available on-line for all students and student organizations (hereafter: students) so they may become knowledgeable concerning the standards of conduct Drexel requires of its students and, more generally, the policies by which all members of the University community must abide.

Drexel also expects that every student abide by the laws of the United States and the Commonwealth of Pennsylvania. Drexel subscribes to the view that, where practical, it shall deal with matters of student misconduct internally. However, where student misconduct implicates federal, state, or local laws, the appropriate law enforcement officials may be contacted.

Statement of Philosophy and Purpose

Drexel University strives to be a leader in the higher education world, and expects students' conduct to reflect the highest standards of global citizenship. Therefore, all students should conduct themselves responsibly and in a manner that reflects favorably upon themselves and the University. When students do not conduct themselves responsibly, fail to recognize or violate the rights and privileges of other individuals, or behave in a manner inconsistent with University policies, rules, regulations, or standards of conduct, formal disciplinary action may result.

The conduct process at Drexel reflects the University's concern that students maintain high standards. It provides procedural protections to any student charged with a violation of a University policy, rule, regulation, or standard of conduct. The conduct process attempts to foster personal learning and growth, while at the same time holding individuals and organizations accountable for unacceptable behavior.

Jurisdiction

Cases of alleged violations of University policies, rules, regulations, or standards of conduct are handled through the University conduct process for the following:

- Full-time or part-time undergraduate, graduate, and/or continuing education

students.

- All recognized student organizations.
- Behaviors occurring on and off campus.

In all cases, if a student withdraws from the University after engaging in conduct that may violate any of the University's policies, rules, regulations, or standards of conduct, but before the alleged violation has been adjudicated through the conduct process, the student's record is placed on hold and the student shall not be permitted to return to the University until a final decision is made. If a previously-enrolled student is not currently enrolled and engages in conduct that may violate any of the University's policies, rules, regulations, or standards of conduct, the University may place a hold on the student's record and require them to account for this conduct prior to allowing them to re-enroll.

In addition, if a prospective student has engaged in any conduct that may violate any of the University's policies, rules, regulations, or standards of conduct, depending upon the nature of the alleged violation, the prospective student may not be permitted to enroll or re-enroll in the University until and unless conduct proceedings are conducted in his/her favor. A student will not be approved for graduation until all proceedings have been completed.

If a student engages in prohibited activity on behalf of their student organization, both the student and the student organization may be charged with a violation(s) of the code of conduct.

Prohibited Conduct

The University's policies, rules, regulations, and standards of conduct are set forth herein. It is incumbent upon every student to familiarize himself/herself with the standards of conduct that the University requires of all members of its community. All conduct that violates those policies, including any conduct that occurs off campus but which, in the University's sole judgment, has a direct and immediate effect on the discipline and general welfare of the University and/or the pursuit of the University's mission, shall be subject to the University's conduct process.

Violations of the Law and University Policies

University disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of a University policy, rule, regulation, or standard of conduct. Disciplinary action at the University may proceed without regard to pending civil litigation or criminal arrest and prosecution. Such proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The University's disciplinary action will not be subject to challenge on the ground that external charges or litigation involving the same incident have been dismissed or reduced.

Disciplinary Files and Records

All disciplinary records are kept in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) and the Clery Act (1990). Subject to the provisions and exceptions of FERPA, all disciplinary files are private. Files may only be reviewed in the presence of the Assistant Dean of Student Conduct and Community Standards or designee. Nothing may be removed, added, or copied.

The University will retain physical disciplinary records (non-Clery) for one year after the graduation of the student or one year after the expected graduation for inactive students. The University reserves the right to keep records for a longer period of time if deemed necessary. In cases of expulsion, the University will retain records indefinitely. The University may disclose the final results of a disciplinary proceeding against a student found in violation of a University policy, rule, regulation or standard of conduct involving any crime of violence or a non-forcible

sex offense. In such cases, the University will only release the name of the student found in violation, the violation committed and any sanctions imposed on the student.

Responsibilities of the Assistant Dean of Student Conduct and Community Standards or Designee

The Assistant Dean of Student Conduct and Community Standards or designee directs the efforts of students, faculty, and staff Conduct Board members in matters involving student behavior.

Responsibilities include:

- Receiving and reviewing formal complaints.
- Advising parties of the conduct process.
- Supervising, training, and advising the Conduct Board members.
- Maintaining all student conduct records.
- Collecting and disseminating research and analysis concerning student conduct.
- Submitting quarterly statistical reports, reporting the number of cases referred to the office, the number of cases resulting in disciplinary action, and the range of sanctions imposed.

The Conduct Review Process

The Office of Student Conduct and Community Standards shall meet with the Conduct Board members and other members of the University community, such as the Director of Residential Living, Dean of Students, and/or Senior Associate Vice President for Public Safety on an annual basis. Together, this group shall make recommendations to the Senior Vice President concerning improvements and revisions to the conduct process, standards of conduct, and sanctions.

SECTION 2: RIGHTS

Student/Organization Rights

Any person may bring charges against a student or student organization (hereafter "student") for alleged misconduct. The accused student has the right to a hearing. Drexel University endorses as students' rights the following procedural protections:

- The Conduct Board consists of those students, faculty, and staff who serve both on the University Hearing Board and/or the University Appellate Board. No member of the Conduct Board who is otherwise interested in the particular case will serve during the proceeding.
- Students will be informed, in writing, of the nature of the complaint against them and in sufficient time to ensure an opportunity to prepare for the hearing.
- Any student involved in the conduct process will have the right to be assisted in his/her case by an advisor internal to the University. Though the student conduct process does not allow the accused to be represented by an attorney during the process (including the Pre-hearing Conference, Conduct Board hearings, and Appeal Board hearings), the University will allow such advisement if criminal charges are pending concurrent to the University proceedings. Proof of such charges must be presented to the Office of Student Conduct and Community Standards by 5:00 p.m. the business day preceding the scheduled hearing/conference. During such time, the attorney may only advise his/her client and may not speak during the proceedings and/or serve as an active participant in the process. The Office of Student Conduct and Community Standards has the right and authority to excuse the attorney should his/her behavior be deemed inappropriate during the process.
- The burden of proof will rest upon the person(s) bringing the complaint.
- The student will be given an opportunity to present his/her case, including the presentation of information and witnesses. He/she will have an opportunity to hear

and question witnesses. In no case will the Conduct Board consider statements against a charged student unless he/she has been advised of their content and of the names of those who submitted the disciplinary complaint and unless the student has been given an opportunity to rebut the unfavorable inferences that might otherwise be drawn.

- All matters upon which the decision may be based must be introduced before the Conduct Board. The decision will be based solely upon such matters.
- A student will have the right to appeal an adverse decision against him/her.
- Proceedings before the Office of Student Conduct and Community Standards staff, all hearing officers, the Conduct Board, and the Appellate Board are private, subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) or other legal requirements.

Victim's Rights

In a case involving acts of violence, including sexual misconduct/assault, the rights of the victim(s) include:

- The right to have an advisor of his/her choice from the University community to accompany him/her throughout the entire conduct process.
- The right to be present throughout the entire Conduct Hearing.
- The right to have past unrelated behavior excluded from the hearing process.
- The right to question the accused.
- The right to be provided during the hearing, whenever practical, a waiting area that does not require the victim to be in close proximity to the accused or such person's family, friends or witnesses.
- The right to be informed of the outcome of the proceedings in a timely manner.
- The right to change academic and housing assignments.
- The right to provide a written victim's impact statement for submission to the Conduct Board or Hearing Officer, which shall be available for later use should the accused be found in violation of this policy and which shall describe the harm the victim sustained as a result of the alleged misconduct. This statement will be reviewed prior to the imposition of sanctions.

SECTION 3: PROCEDURES

Disciplinary Procedures

Filing a Disciplinary Complaint

Any person may file a formal complaint against any student or student organization for alleged violation(s) of a University policy, rule, regulation, or standard of conduct. Such complaints, which must be signed by the complainant, shall be forwarded to the Office of Student Conduct and Community Standards.

The person(s) making the complaint shall provide in writing the following information:

- The name and address of the student(s) involved or a sufficient description of the student and premises involved in order to identify the individual.
- Date, time, and location of incident.
- The nature of the alleged violation.
- A detailed statement of the circumstances.

General Procedures

Having received a formal complaint against a student, the Office of Student Conduct and Community Standards will conduct a preliminary review of the complaint in order to determine whether or not a violation of a University policy, rule, regulation, or standard of conduct has occurred and whether the circumstances detailed in the formal complaint are sufficient to cause a formal charge to be made. It is in the Office of Student Conduct and Community Standards' sole judgment to proceed with a complaint. If the Office of Student

Conduct and Community Standards concludes that the complaint is sufficiently complete and involves a violation of a University policy, rule, regulation, or standard of conduct, the person(s) making the complaint will be expected to appear before the Conduct Board as the accuser unless the accused student agrees that a violation has taken place and waives the right to a hearing. In certain cases when the accuser decides not to file or pursue a formal complaint, the University reserves the right to continue to process the matter.

The accused student shall be informed of the charge(s) via their assigned Drexel University e-mail address, by mail, delivery to residence hall desk, and/or by signed receipt.

The notice of charge shall state:

- The nature of the alleged offense stating the place of the occurrence and name of the individual(s) and/or department(s) filing the formal complaint.
- A request to schedule a Pre-hearing Conference by the date designated in the letter.

If a student fails to comply with scheduling or attending a Pre-hearing Conference within the specified period of time, the facts may be reviewed by the Assistant Dean of Student Conduct and Community Standards or designee and a decision will be rendered in the student's absence.

Students are responsible for ensuring that the University has an updated mailing address (both local and permanent). The University is not responsible for communications not received due to an improper address listed in the Drexel Information System. Students are responsible for checking their assigned Drexel University e-mail account.

At the Pre-hearing Conference, the student will:

- Have the conduct process for the University explained.
- Have the charges explained.
- Be given the opportunity to respond to the charge(s).

The accused student may choose not to contest the charge(s) and give up the right to a hearing by signing a waiver form verifying this decision. The Office of Student Conduct and Community Standards will impose the appropriate sanction(s). The Office of Student Conduct and Community Standards may consult with the Conduct Board concerning sanctions. The student will be notified of the sanctions in writing.

If the student contests the charges, it is the right of that student to have a formal hearing before the Conduct Board. If the organization charged is a Fraternity/Sorority and contests the charge(s), it is the right of the Fraternity/Sorority to have a formal hearing before the Fraternity/Sorority Conduct Board.

The student will be notified in writing as to the time, date and location of the hearing. If the student fails to attend the hearing after notification has been given, the Conduct Board will consider all presented information and a decision will be rendered.

Sessions with the Office of Student Conduct and Community Standards and the hearings before the Conduct Board are not open to the public. The accuser(s) and the accused may be present throughout the Board hearing. Those who invoke the conduct process will be required to maintain its confidentiality. Except as required by lawful subpoena, neither the content of the hearings nor their outcome shall be disclosed to any third party.

There will be a single verbatim audio recording of all hearings before the Conduct

Board, which will be the sole property of the Office of Student Conduct and Community Standards. This recording will be maintained only until the appeal process has concluded or until the time of appeal has lapsed.

General Procedures – Academic Honesty Cases

In order to articulate fully its commitment to academic honesty and protect members of its community from the results of dishonest conduct, the University has adopted policies to deal with cases of academic dishonesty. These policies are intended not only to emphasize the imperative of integrity, but also to protect the rights of all members of the University community.

When a student is suspected of violating academic honesty standards, the faculty member will, as soon as reasonably possible, notify the student of the suspected infraction, seek the student's explanation, undertake any further investigation the faculty member considers appropriate, and initially determine whether a violation of the Academic Honesty Policy has occurred. If the faculty member concludes that a violation has occurred, he or she will inform the head of the department offering the course of the alleged violation. If, based on the information presented by the faculty member and the results of any further investigation the department head may undertake, the department head agrees that an academic honesty infraction has occurred, the department head and faculty member will determine the appropriate sanctions and inform the student of their decision.

Any Academic Honesty violation beyond a first offense is subject to the sanctions determined by the academic department, as well as to disciplinary sanctions that may be imposed through the University conduct process, administered through the Division for Student Life and Administrative Services/ Office of Student Conduct and Community Standards. These sanctions may include suspension or expulsion from the University and are subject to an appeals process described in this handbook.

Cases of academic dishonesty will be referred to the Office of Student Conduct and Community Standards for adjudication. The information in the Code of Conduct is intended to assist students in better understanding what behaviors may constitute academic dishonesty. Interpretation of this information as it relates to alleged violations of the Drexel University academic honesty policy are left to the discretion of the faculty member, department head, dean of the college, director or the school and Provost/Senior Vice President for Academic Affairs. Students are strongly encouraged to request that the faculty member specify his/her individual expectations prior to the commencing of projects and/or assignments. Consultation and advice are available through the Office of Student Conduct and Community Standards.

SECTION 4: CONDUCT BOARD AND HEARING FORMAT

The University Conduct Board

The University Conduct Board is established to provide a fair hearing and appeal process. In cases in which a student is found responsible for a violation of a University policy, rule, regulation, or standard of conduct, the University Conduct Board recommends sanctions to the Assistant Dean of Student Conduct and Community Standards or designee. The Assistant Dean of Student Conduct and Community Standards or designee shall serve as the official spokesperson of the University Conduct Board.

The University Conduct Board is comprised of students, faculty, and staff, who are members of both the University Hearing Board and University Appellate Board. The University Conduct Board, while in session, shall be chaired by a student appointed by the Assistant Dean of Student Conduct and Community Standards or

designee. The University Conduct Board shall be advised by the Assistant Dean of Student Conduct and Community Standards or designee, who shall serve as an ex-officio non-voting member of the board. A quorum of three, including two students and a faculty or staff member, must be present to hold a hearing or appeal.

The University Conduct Board is comprised of at least 44 members from the University community as follows:

- 13 faculty members, 12 appointed by the faculty senate and one appointed by the College of Medicine Biomedical Graduate program.
- Eight staff members appointed by the Senior Vice President.
- 20 undergraduate student members appointed by the Undergraduate Student Government Association (USGA).
- Three graduate student members appointed by the Graduate Student Association (GSA).

Faculty appointees shall represent a broad spectrum of the University faculty, including faculty from the Center City Hahnemann Campus. Student appointees shall represent a broad spectrum of the student body including, when possible, graduate and Goodwin College students.

Hearing board members shall be eligible to serve only in a single capacity for a case. Members who serve on the Hearing Board will not be eligible to serve on the Appellate Board for the same case.

The Fraternity/Sorority Conduct Board

The Fraternity/Sorority Conduct Board is established to provide a fair hearing and appeal process for those fraternity/sorority chapters recognized by the Office of Fraternity and Sorority Life. In cases in which a fraternity/sorority is found responsible by the Fraternity/Sorority Hearing Board for a violation of a University policy, rule, regulation, or standard of conduct, the Fraternity/Sorority Hearing Board recommends sanctions to the Assistant Dean of Student Conduct and Community Standards or designee.

The Chair of the Fraternity/Sorority Conduct Board shall be the Interfraternity Council (IFC) Vice President for IFC cases, the Multicultural Greek Council (MGC) Vice President for MGC cases, and the Panhellenic Council (PHC) Vice President for PHC cases. If the appropriate vice president is unable to attend, another council's vice president will serve as chair. If all vice presidents are unable to chair the proceeding, the Assistant Dean of Student Conduct and Community Standards or designee will appoint a Chair from the pool of Fraternity/Sorority Conduct Board members.

The Fraternity/Sorority Conduct Board shall be advised by the Assistant Dean of Student Conduct and Community Standards or designee who shall serve as an ex-officio, non-voting member of the board. The Fraternity/Sorority Conduct Board shall be co-advised by a faculty member from the faculty senate student life committee who shall serve as an ex-officio, non-voting member of the board.

The Fraternity/Sorority Conduct Board shall consist of up to five members: three fraternity/sorority students, one female sorority alumna, and one male fraternity alumnus. A quorum of three, including two fraternity/sorority students and one alumnus/a, must be present to hold a hearing or appeal.

The Assistant Dean of Student Conduct and Community Standards shall serve as the official spokesperson of the Fraternity/Sorority Conduct Board.

The Fraternity/Sorority Conduct Board is comprised of members from the fraternity/sorority community as follows:

- One representative from each recognized IFC fraternity.
- One representative from each recognized Multicultural Greek Council (MGC) organization.
- Two representatives from each recognized PHC sorority.
- One alumni representative from each recognized IFC fraternity.
- One alumni representatives from MGC organizations.
- One alumnae representative from each recognized PHC sorority.

Fraternity/Sorority Conduct Board members must be in good standing with the University and affiliated with a recognized fraternity/sorority organization. Membership is subject to change based on the number of recognized fraternity/sorority organizations at the University.

Fraternity/Sorority Conduct Board members shall be eligible to serve only in a single capacity for a case (members who serve on the Fraternity/Sorority Hearing Board will not be eligible to serve on the Fraternity/Sorority Appellate Board for the same case).

University and Fraternity/Sorority Hearing Format

Except in the case of a student charged with failing to obey a summons of the Hearing Board or University official, no student may be found to have violated the University's policies, rules, regulations, or standards of conduct solely because the student failed to appear before the Hearing Board.

In all cases, the information in support of the charges shall be presented and considered. Any party involved in the hearing may challenge a board member on the grounds of personal bias. Board members may be disqualified upon majority vote of the remaining members of the board, conducted by secret ballot.

Hearings shall proceed to the extent possible according to the following form:

- The Chair shall open the proceedings by reading the statement of charges.
- The accuser shall then present his or her case against the accused student. This shall be completed by the submission of written, physical, and testimonial information. Witnesses will be asked to affirm that the accuser's testimony is truthful and may be subject to charges of dishonesty. The accused student and the board members shall have the right to conduct reasonable questioning of the accuser and the accuser's witnesses.
- At the conclusion of the accuser's presentation, the accused student shall present a response to the charges. This shall be done by the submission of written, physical, and testimonial information. The accuser and the board members shall have the right to conduct reasonable questioning of the accused student and the accused student's witnesses. Witnesses may only speak of the specific incident in question; character witnesses are not permitted.
- After both cases have been presented, the Chair may allow a presentation of rebuttal information.
- At the close of the hearing, the Chair may allow closing arguments by the parties.
- The Hearing Board may call witnesses or request additional documentation. Failure to comply with a summons of the Hearing Board may result in disciplinary action.
- Only after deliberations have been completed and if, and only if, the organization was found "in violation," will the Hearing Board consider the following information, shared by the Assistant Dean of Student Conduct and Community Standards or designee, before recommending the appropriate sanction(s):

- Previous conduct record.
- Academic records (when applicable to the nature of the case).

The University and Fraternity/Sorority Hearing Boards shall recommend sanction(s) to the Assistant Dean of Student Conduct and Community Standards or designee who will determine the final sanction(s).

The determination by the Hearing Board of a student's responsibility for an alleged violation shall be made on the basis of whether it is more likely than not that the student charged violated a University policy, rule, regulation, or standard of conduct. The final decision of the Hearing Board shall be by majority voice vote unless any member of the board requests a written secret vote of the members present and voting. The student charged will receive written notification of the board's decision and the resultant sanction(s) (if applicable), within 10 business days of the close of the hearing (excluding University holidays), except in extraordinary circumstances. Proceedings before the Conduct Board are private.

SECTION 5: APPEALS

Procedures for Appeal

A student may appeal a decision made by the Assistant Dean of Student Conduct and Community Standards or designee to the Appellate Board. The appeal must be submitted in writing to the Office of Student Conduct and Community Standards within seven business days from the date of the written documentation informing the student of the decision of the University's hearing officer and the sanction(s) imposed. In the case of new information, the appeal must be submitted within seven days of when the new information becomes available. Appeal hearings are document hearings.

- If an appeal is made based solely on the severity of the sanctions imposed, the Appellate Board must determine whether the sanction(s) imposed were appropriate for the violation of the student code that the student has taken responsibility for committing.
- If the Office of Student Conduct and Community Standards does not receive written notification for an appeal within the seven day period, the sanction(s) shall be implemented. In cases where the appeal is granted, the Appellate Board will amend and implement the sanction.

A student may appeal a finding of responsibility made by the University Hearing Board to the University Appellate Board. A Fraternity/Sorority may appeal a finding of responsibility made by the Fraternity/Sorority Hearing Board to the Fraternity/Sorority Appellate Board. Except as required to explain the basis of new information, an appeal shall be limited to the review of the verbatim audio recording of the initial hearing, when necessary, and supporting documents for one or more of the following purposes:

- Improper procedure: To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- New information that has become available, but was not available at the time of the hearing: To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
- Insufficient information: To determine whether the decision reached regarding the

accused student was based on a preponderance of the information, that is, whether the facts in the case were sufficient to establish that “it is more likely than not” that a violation of the Code of Conduct occurred. In making such a determination, the Appellate Board shall not substitute its judgment for the judgment of the Hearing Board, but instead will review the Hearing Board’s determination only to see whether there was information sufficient enough to support the result reached.

- **Severity of sanctions**: To determine whether the sanction(s) imposed was appropriate for the violation of the Code of Conduct the student has taken responsibility for committing.

In cases in which an appeal is requested, an automatic stay of sanctions will be granted. All sanctions will be held in abeyance pending the outcome of the appeal. The Office of Student Conduct and Community Standards reserves the right to deny a stay of sanctions in cases in which it deems appropriate.

Final decision of the Appellate Board shall be by majority voice vote by the members present and voting.

In cases in which the appeal is based on severity of sanctions, the Appellate Board may amend the sanction. If the Appellate Board grants an appeal for a reason other than severity of sanction, the matter shall be returned to the original Hearing Board to allow reconsideration of the original decision. In re-opening all cases, the decision of the Board regarding sanctioning may not result in more severe sanction(s) for the accused.

Procedures for Appeal – Academic Honesty Cases

Any student who believes that he or she has been accused of academic dishonesty unjustly may request a meeting with the faculty member and/or head of the department offering the course. Likewise, if the student views the punishment as excessive, given the circumstances, the review process may be initiated.

If such a meeting does not resolve the disagreement, and the student still believes the charge to have been unjust, he or she can appeal, in turn, to the dean of the college or director of the school offering the course. If still not satisfied, the student can pursue a second level of appeal. Second level appeals for undergraduates should be forwarded in writing to the Provost/Senior Vice President for Academic Affairs and for graduate students, to the Vice Provost for Research and Graduate Studies.

SECTION 6: SANCTIONS

Individuals or student organizations found to have violated University policies, rules, regulations, or standards of conduct shall be subject to a range of disciplinary actions, as imposed by the Office of Student Conduct and Community Standards. There may be situations in which a fraternity or sorority is in violation of the established minimum standards as well as other University policies or regulations. In such cases, the Dean of Students or designee may impose sanctions in addition to or more severe than any discipline imposed by the Office of Student Conduct and Community Standards and/or the Fraternity/Sorority Conduct Board. More than one sanction may be imposed for any single violation. Note that after a sanction has been determined, should information come to light that changes the disposition of a case, the Assistant Dean of Student Conduct and Community Standards or designee has the right to re-open the case and to change the prior sanction.

Penalties and sanctions that may be imposed include, but are not limited to, the following:

Expulsion

Expulsion is a permanent disaffiliation between the student and the University. An

expelled student shall not be permitted on University property. Tuition and general University fee refunds will be determined in accordance with the University refund policy as approved by the Board of Trustees. In the case of a student organization, the group will lose its official recognition, allocated funding, and all other privileges.

Suspension

Suspension is a separation of the student from the University for a specified period of time. A suspended student will be withdrawn from all courses and may not attend classes, take exams, receive grades, maintain a position as a co-op student, hold a leadership position, or be on University premises without the authorization of the Senior Associate Vice President for Public Safety or designee throughout the entire duration of the suspension period. A suspended student must surrender his/her University-issued identification card to the Office of Student Conduct and Community Standards for the duration of the suspension. In the case of a student organization, suspension will result in the loss of privileges including, but not limited to, the use of campus facilities, participation in University activities, use of allocated funds, and sponsorship of official activities. Loss of privileges may also include recruitment and pledging activities.

Deferred Suspension

Deferred Suspension serves as a final warning to a student that if he/she is again found in violation of any University policy, the University is obligated to consider suspension as a primary response.

Disciplinary Probation

Disciplinary Probation is a specific period of time during which the University provides the student or organization with the opportunity to prove that he/she/it will contribute in a positive manner to the University community. Should a student or organization violate University policies while on Disciplinary Probation, more severe sanctions shall be imposed. Disciplinary Probation will specify any restrictions with which the individual must comply, such as not representing the University in any extra-curricular activity or holding an office in any student group or organization.

Disciplinary Reprimand

The student or student organization is warned that further misconduct shall result in more severe disciplinary action.

Restitution

The student or student organization is required to make monetary reimbursement for repair/replacement of property or service rendered to the University or to other persons, groups, or organizations for specified damages by a date designated by the Office of Student Conduct and Community Standards. These charges may not be in excess of the damage or loss incurred.

Housing Reassignment

A student is involuntarily reassigned to a new campus location.

Loss of Housing

A student is involuntarily removed from University housing for a designated period of time. Removal from University housing means the student must properly check out of his/her room in accordance with existing University procedures within the time constraints established by the Office of Student Conduct and Community Standards. As indicated in the occupancy agreement, the resident will be liable for the full room charge specified if a replacement assignment cannot be made by the Office of University Housing. The sanction conferred by the Office of Student Conduct and Community Standards may stipulate requirements that must be fulfilled for reinstatement into University housing.

Deferred Loss of Housing

Deferred Loss of Housing serves as a final warning that any further violation(s) of University policy obligates the University to consider loss of housing privileges as a primary response.

Ban from University Housing/Ban from Residence Halls

A student is prohibited from entering all residence halls or a specific residential hall(s) and/or all fraternity/sorority properties or a specific fraternity/sorority property for a designated period of time.

Restricted Access

The residence hall visitation and guest privileges of the resident student are revoked for a designated period of time. Additionally, the student must sign in and out of the building in the Restricted Access Log each time the student enters or exits the building.

Assignment of a Constructive/ Educational Task

A student is required to complete a task that benefits the individual, campus, or community. Examples include, but are not limited to, performing compensatory service, writing reaction or research papers, attending programs or lectures, or other educational sanctions deemed appropriate by the Office of Student Conduct and Community Standards or designee.

Hold on Records

The enforcement of university policies may necessitate a hold on transcripts, grades, diplomas, or other official records pending the disposition of cases.

Notification of Parent or Legal Guardian

The University will inform a student's parent(s) or legal guardian(s) that the student has been found in violation of University rules and policies.

Interim Suspension

In certain circumstances, the Dean of Students or a designee may impose a University or residence hall suspension prior to a hearing before the Conduct Board or Administrative Hearing Officer.

Interim Suspension may be imposed:

- a. to ensure the safety and well-being of members of the University community or preservation of University property.
- b. to ensure the student's own physical or emotional safety and well-being.
- c. if the student poses a definite threat of disruption or interference with the normal operations of the University.
- d. if the Dean of Students or designee determines that the interim suspension is in the best interests of the University community.

During the Interim Suspension, students shall be denied access to University housing and/or other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or designee may determine to be appropriate.

In the case of a student organization, the organization's activities and participation in University events may be limited as specified by the Dean of Students or designee. If appropriate, Interim Suspension may include the cessation of all activities and the withdrawal of recognition and allocated funding by the University, pending the final outcome of the proceedings.

A hearing will be conducted before the Conduct Board or Administrative Hearing

Officer as soon as possible to determine the outcome of the case.

A student suspended on an interim basis has the right to request an opportunity to appear personally before the Dean of Students or designee within five business days from the effective date of the Interim Suspension to discuss the suspension. This request should be made to the Office of Student Conduct and Community Standards in writing. The decision of the Dean of Students or designee as to whether or not to impose an Interim Suspension will hold as final.

SECTION 7: CODE OF CONDUCT

What follows is a listing of the University policies, rules, and regulations that prescribe the standards of conduct the University requires of students and members of the University community. You are required to become familiar with these policies and must comply with them. Violations of any of these policies will be dealt with in accordance with the appropriate University procedure.

Academic Honesty Policy

The University recognizes four key components of the Academic Honesty policy: [1. Plagiarism](#), [2. Fabrication](#), [3. Cheating](#), and [4. Academic Misconduct](#).

1. *Plagiarism*

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.
- Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- Copying another student's essay test answers.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

2. *Fabrication*

Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not used in the academic exercise.
- Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or information, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information.

- Submitting as your own written work, printing, sculpture, etc. prepared totally or in part by another.

3. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered. Examples include, but are not limited to:

- Copying from another student's test paper.
- Allowing another student to copy from a test paper.
- Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment.
- Collaborating on a test, quiz, or other project with any other person(s) without authorization.
- Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized.
- Taking a test for someone else or permitting someone else to take a test for you.

4. Academic Misconduct

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or unadministered test/assignment. Examples include, but are not limited to:

- Stealing, buying, or otherwise obtaining all or part of an administered or unadministered test.
- Selling or giving away all or part of an administered or unadministered test including questions and/or answers.
- Bribing any other person to obtain an administered or unadministered test or any information about the test.
- Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- Entering a building or office for the purpose of obtaining an administered or unadministered test.
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University that relate to grades.
- Continuing to work on an examination or project after the specified allotted time has elapsed.
- Any buying or otherwise acquiring any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and handing it in as your own to fulfill academic requirements.
- Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work.

Sanction Guidelines for Violating the Academic Honesty Policy

If an act of academic dishonesty is determined to have occurred, for a first offense, one of the following sanctions will be imposed, depending on the severity of the offense:

- Reduction of a course grade.
- An "F" for the assignment or exam.
- Failure for the entire course with the inability to withdraw.
- Other action deemed appropriate by the faculty member.

Examples of other action deemed appropriate include, but are not limited to, requiring the student to re-take the exam, re-complete an assignment, or complete an assigned exercise. The decision of the faculty member and the department head

shall be reported to the Office of Student Conduct and Community Standards, which is responsible for maintaining student conduct records. The incident will result in an official disciplinary record for the student(s).

Aiding and Abetting

Attempting, encouraging, assisting, conspiring, hiring, or being an accessory to any behaviors prohibited herein shall be considered a violation of the University's policies, rules, and regulations and standards of conduct to the same extent as if a student had engaged in the prohibited conduct him/herself.

Alcohol

Drexel University's policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution, or service of alcoholic beverages must be in compliance with the Pennsylvania liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution, or service of alcoholic beverages must also comply with University regulations and policies.

Violations of the University alcohol policy include, but are not limited to:

- Possession, use, or distribution of alcohol by underage persons.
- Disorderly conduct due all or in part to being under the influence of alcohol.
- Providing alcohol to underage persons.
- Possession of an open alcohol container in a public area regardless of the individual's age.
- Possession or use of bulk containers on campus including, but not limited to, kegs, beer balls, or any other object that would promote binge drinking.

The University expects that all of its students, whether on or off campus, will abide by the University's regulations concerning alcohol and other drug use. When a student engages in conduct off-campus that violates the University's regulations concerning alcohol and drug use and such violation results in behavior which, in the University's sole judgment, is destructive, abusive, or detrimental to the University's interests, the University's conduct process shall apply and such matters will be processed accordingly.

See also residence hall policies on alcohol consumption and possession policy (located in the [Residential Living Office section](#) of the Student Handbook).

Sanction Guidelines for Violating the Alcohol Policy

The University considers the sanctions listed below to be guidelines when adjudicating alcohol violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

First Violation: Disciplinary probation for one year; Alcohol education; Parental Notification.

Second Violation: Deferred Loss of Housing and/or Deferred Suspension; Substance abuse referral; Parental Notification; Extension of probation.

Third Violation: Loss of Housing Privileges; Deferred Suspension from University; Parental Notification; Possible suspension from the University.

Bicycles

No bicycle may be kept inside academic, administrative, or restricted areas of residential buildings. Damages caused by the storage or transportation of a bicycle are the responsibility of the bicycle's owner.

Bicycles are not to be ridden inside any University buildings. Bicycles may not be stored or parked in hallways, stairways, or the public areas in University buildings,

as this poses a safety hazard. Motorcycles or motorbikes must not be stored or parked within University buildings, on the walkways, landscaped areas, or in the entrance areas of any University buildings.

Residence halls are equipped with bike racks. Students may store their bikes in the halls only if they are current residents. Residents are expected to exercise caution when using the bike racks by providing the necessary locks.

Camping or Shelter Construction

Constructing shelters, camping, or sleeping on Drexel-owned or operated properties is prohibited at all times unless otherwise authorized by the Department of Public Safety.

Computer/Network Acceptable Use Policy

Drexel University's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as User(s)) may use their assigned computer accounts, email services and the shared Drexel University network. The use of Drexel's computer and network resources including all electronic communication systems and equipment (hereafter referred to collectively as the Drexel Network) is a revocable privilege.

The Drexel Network is provided to support Drexel University business and its mission of education, service and research. Any other uses, including uses that jeopardize the integrity of the Drexel Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited.

By using or accessing the Drexel Network, Users agree to comply with the AUP and other applicable Drexel policies which may be implemented from time to time, as well as all Federal, state, local laws and regulations. Using and/or accessing the Drexel Network without proper authorization is strictly prohibited.

I. Principles

General guidelines for acceptable use of the Drexel Network are based on the following principles:

- Users are expected to behave responsibly with respect to the Drexel Network at all times.
- Users are expected to respect the integrity and the security of the Drexel Network.
- Users are expected to behave in a manner consistent with Drexel's mission and comply with all applicable laws, regulations, and Drexel policies.
- Users are expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the Drexel Network and show restraint in the consumption of shared resources.
- Users are expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.

II. Access Requirements

The following statements govern access to the Drexel Network:

- All access is denied unless expressly granted. The Office of Information Resources and Technology (IRT) generally grants access in the form of computer and network accounts to registered students, faculty, staff, and others as appropriate for such purposes as research, education (including self study), or University administration. Passwords and/or personal identification numbers protect university accounts.
- Accounts are assigned to individuals and are not to be shared unless specifically authorized by IRT. Each User is solely responsible for all functions performed from accounts assigned to them. It is a violation of the AUP for any User to allow others (including other Users within the Drexel Network) to use or have access to their account. It is a violation to use another User's account, with or without that person's

permission. Intentionally or negligently revealing one's password is prohibited. It is a violation to attempt to learn the password to another User's account, whether the attempt is successful or not

- The password used with an account, is the equivalent of an electronic signature. The use of User ID and password authenticates an identity and gives online affirmations the force of a legal document.
- Users are responsible for ensuring that they also comply with all IRT policies, including those related to keeping the Drexel Network secure such as the Security of Information and Networked Systems Plan and the Security of Enterprise Systems Plan, which can be found at www.drexel.edu/irt/policies.

III. Prohibitions

The following activities are specifically prohibited:

- Users may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization. Users may not appropriate Drexel University's name, network names, network number spaces, or Drexel University logos, trademarks or servicemarks. Users may not use Drexel University's assigned Internet number space for their own domain without the prior express permission of IRT.
- Users may not attempt to intercept, monitor, forge, alter or destroy other Users' communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another User's data or communications without the prior express permission of the owner.
- Users may not engage in actions that disrupt or interfere with the legitimate use by other Users of any computers and/or networks, including the Drexel Network, that interfere with the supervisory or accounting functions of the systems, or that are likely to have such effects. Such conduct includes, but is not limited to: placing of unlawful information on the system, transmitting data or programs likely to result in the loss of an individual's work or system downtime, sending "chain letters" or "broadcast" messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others, i.e. spam.
- Users may not distribute or send unlawful communications of any kind, including but not limited to threats of violence, obscenity, child pornography and/or harassing communications (as defined by law).
- Users may not attempt to bypass computer or network security mechanisms, including the Drexel Network, without the prior express permission of the owner of that computer or network system. Possession of tools that bypass security or probe security, or of files that may be used as input or output for such tools, shall be considered as the equivalent to such an attempt. The unauthorized scanning of the Drexel Network is also prohibited.
- Users must obey all established guidelines for any computers or networks used both inside and outside Drexel University. For example, individuals using computing resources provided by IRT, Drexel University Libraries, individual Colleges, Schools or Departments must adhere to the policies established for use of those resources. Users accessing off-campus computers via external networks must abide by the policies established by the off-campus owners of those computers and networks as well.
- Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permissions of the copyright holder. Information on the Digital Millennium Copyright Act can be found at www.copyright.gov/legislation/dmca.pdf and the Copyright Act at www.copyright.gov/title17.
- Users may not use the Drexel Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-Drexel organizations, unlawful activities or uses that violate other Drexel University policies. Users may

not extend or share the Drexel Network.

- Users may not violate any laws or ordinances, including, but not limited to, copyright, discrimination, harassment, and/or export controls. Drexel University may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

The use of the Drexel Network is also required to conform to the following Drexel University policies:

- OGC – 5 The Code of Conduct
- HR – 1 Affirmative Action & Equal Opportunity
- HR – 2 Non-Discriminate/Reasonable Accommodation of Individuals with Disabilities
- HR – 3 Harassment Policy

IV. Monitoring

In appropriate circumstances, Drexel University reserves the right to review and/or monitor any emails or transmissions sent or received through the Drexel Network, at its sole discretion.

Penalties for violating the AUP may include restricted access or loss of access to the Drexel Network, termination and/or expulsion from Drexel University and in some cases, civil and/or criminal liability.

Drexel University reserves the right to update or revise the AUP or implement additional policies in the future. Users are responsible for staying informed about Drexel University policies regarding the use of computer and network resources and complying with all applicable policies. The most current version of the IRT AUP is at www.drexel.edu/irt/policies.

Destruction/Attempted Destruction of Property

No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the University community, or a campus visitor. Acts of vandalism shall be considered a violation of this policy. Damage that is caused accidentally should be promptly reported to a residence hall staff member or to an appropriate University official. Failure to report accidental damage will be considered a violation of this regulation.

Detrimental Behavior

All members of the University community are expected to uphold standards that reflect credit to themselves and the institution and abide by all University policies, rules, regulations, and standards of conduct while on and off campus. Should the conduct or action of a student, or group of students, be detrimental to the general welfare of the University, regardless of whether such conduct is specifically prohibited by any University policy, rule, regulation, or standard of conduct, such student or group of students shall be immediately subject to disciplinary action in accordance with the University's conduct process.

Discrimination

The University prohibits discrimination and harassment against individuals based on race, color, religion, gender (sex), pregnancy, national origin, age, disability, sexual orientation, identify and expression, and veteran status. All complaints of discrimination, harassment, and retaliation should be reported to the Office of Equality and Diversity.

<http://www.drexel.edu/eo/Policies.html>

Dishonesty

Any student who furnishes false information to the University or to University officials with the intent to deceive, or who alters or misuses any official documents including, but not limited to, grade change forms, academic transcripts, course change forms, course withdraw forms, or evaluation forms may be separated from the University. Taking a test for someone else or soliciting someone to take a test for you is a violation of this policy. Lying to a University official is a violation of this policy (See also Academic Honesty and Falsification of Information). Dishonesty related to disclosure in a drug policy case is grounds for suspension.

Disruption

Conduct that a reasonable person would view as substantially or repeatedly interfering with the normal functioning of a class, clinical setting, coop setting, residence hall or other setting is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering a classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats or personal insults. Students are responsible to comply with a request from a professor, instructor, supervisor, or other official regarding appropriate behavior.

Additionally, conduct that interferes with, impairs, or obstructs the orderly conduct, processes and functions of the University or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited. Such conduct includes, but is not limited to, excessive noise, public intoxication, loud or indecent conduct, interference with the ability of others to enter, use, or exit any University facility, service, or activity, intentionally interfering with the freedom of expression or movement of others, interfering with University activity such as teaching, research, recreation, meetings, and public events, physical violence, reasonable apprehension of harm, or threat of violence against oneself or any member or guest of the University community. This prohibition extends to conduct outside the University that, in the University's sole judgment, is detrimental to its mission and interests.

Drugs

The possession and/or use of narcotics or drugs, other than those medically prescribed, properly used, and in the original container is prohibited. The distribution and/or sale of narcotics or drugs is prohibited.

Off-campus possession, use, distribution, or sale of narcotics or drugs is inconsistent with the University's policies and goals, and is therefore prohibited. The University reserves the right to invoke the University Conduct process to the extent that off-campus drug use leads to behavior that in the University's sole judgment is destructive, abusive, or detrimental to the University's interests.

Any and all types of drug paraphernalia including, but not limited to, bongs, pipes, hookahs, water pipes, or any items modified or adapted so that they can be used to consume drugs, are not permitted on University property. Drugs and drug paraphernalia will be confiscated when found on University property.

A violation of this policy is grounds for separation from the University.

Explosives

The use and/or possession of firecrackers, smoke bombs, ammunition, dangerous chemicals, explosive or flammable fuels, bottle rockets, or explosives is prohibited throughout the University. Facsimiles of any of the above mentioned items are also prohibited.

A violation of this policy is grounds for separation from the University.

Failure to Comply with an Appropriate Directive or Disciplinary Decision

No student shall fail to comply with any appropriate directive, identify oneself, or show respect to security personnel, residence hall staff, other University officials, or public authorities (e.g., police) acting in performance of their duties or with any

disciplinary conditions imposed by an authorized University official or group.

Falsification of Information

No student shall alter, or have in his/her possession an altered identification card of any form. No student shall alter, or enter any false information on any official document including, but not limited to, grade change forms, academic transcripts, admissions applications, evaluations or course withdrawal forms. Counterfeiting, forgery, providing false information or failing to provide current information for the purpose of defrauding Drexel University or other parties is prohibited.

Fire Safety

All occupants must vacate a building whenever a fire alarm sounds. Intentionally, negligently, or accidentally setting a fire, tampering with fire safety equipment such as fire extinguishers, fire hoses, alarm pull stations, smoke detectors, heat sensors or sprinklers is prohibited. Making a false fire report, warning, or threat of fire by any means of communication is prohibited. A student found responsible for a violation of this policy may be held responsible for damages incurred to property of the University or others. Anyone caught setting fires or maliciously destroying fire protection equipment may be subject to prosecution by external authorities. Any improper use of a flame or lit object, including, but not limited to, smoking, candles, incense, etc. may be considered a violation of this policy.

See Residential Living and University Housing section for additional policies and information.

Gambling

Students are expected to abide by the federal and Commonwealth of Pennsylvania laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

Such prohibited activity includes, but is not limited to, betting, wagering on, or selling pools on any athletic event, possessing any card, book or other device for registering bets, knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling, knowingly receiving or delivering a letter, package or parcel related to illegal gambling, offering, soliciting or accepting a bribe to influence the outcome of an athletic event, and involvement in bookmaking or wagering pools with respect to sporting events.

Harassment

The University prohibits discrimination and harassment against individuals based on race, color, religion, gender (sex), pregnancy, national origin, age, disability, sexual orientation, identify and expression, and veteran status. All complaints of discrimination, harassment, and retaliation should be reported to the Office of Equality and Diversity.

<http://www.drexel.edu/eo/Policies.html>

Hazing

Hazing activities in any form are prohibited. The University supports and will strictly enforce the Commonwealth of Pennsylvania's anti-hazing law, Act 175 of 1986. This law defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance,

or other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding."

In addition, the University adheres to the Fraternity Executives Association's definition of hazing: "...any action taken or situation created, intentionally, whether on or off University or fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue, physical and psychological shock... or any other such activities, wearing publicly apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with fraternal law, ritual, or policy or regulations and policies of the educational institution."

Individuals and/or organizations as a whole found in violation of this policy will be subject to disciplinary action.

Interference with Student Conduct Procedures

Interfering with the University's student conduct procedures is prohibited. Such behavior includes, but is not limited to, falsification, distortion, or misrepresentation of information before a hearing officer, the Conduct Board, or the Appellate Board, knowingly instituting a complaint without cause, harassment and/or intimidation of any witness, member of the Conduct/Appellate Board, or University personnel before, during, or following the conclusion of the conduct proceeding, and/or interference with the implementation of the results of any conduct proceeding, or interference with the processing of any appeal.

Key Duplication and Possession of Master Key

The University prohibits the duplication of any University-owned or issued key. Any student found with an unauthorized master or building key may be subject to fines. If any student uses a key (including a master key) to enter a room, office, or other facilities, they will be subject to disciplinary action and the penalties of the police and state statutes (See also Residence Hall Policies regarding keys).

Littering

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by Drexel except in receptacles provided for that purpose. No receptacle used for trash shall be overturned.

Off-Campus Regulations

Students are expected to conduct themselves in accordance with the law. Violations of city laws and ordinances, state, or federal laws are considered to be a violation of this policy and shall be subject to action by the Office of Student Conduct and Community Standards.

Any felony conviction of a student will be investigated by the Office of Student Conduct and Community Standards and will be subject to the student conduct process. The University's student conduct process acts independently of any legal proceedings.

Pets

Students shall not bring any pet belonging to them or under their control into any University-owned or operated building, or chain a pet outside any building where it may disrupt classroom activities or the resident students through barking or other noise. Owners must keep pets on a leash at all times while on campus. All actions of any pet will be the responsibility of the owner (See also Residence Hall Regulations on Pets).

Service dogs are the only exception to this policy.

Policy Regulations

Violations of University policies described or referenced throughout this or any other official departmental Handbook or violations of any portion or provision of this or any other official departmental Handbook will be considered violations of the University's standards of conduct.

Posting

Fliers and posters may be hung throughout the campus on approved posting locations only. All materials for posting must be stamped prior to distribution. The "Approved for Posting" stamp is maintained at the Creese Student Center Information Desk and the Office of Residential Living for the residence halls. Advertising, both inside/outside of buildings, electronic/print, and on/off campus, for parties or events may not refer to or promote alcoholic beverages, drugs, or tobacco products. Any materials of an explicit sexual nature are prohibited as well as materials that may be viewed as demeaning or degrading to a person or group of persons.

Postings not approved by the appropriate University personnel will be removed immediately and the student or organization that posted said flyers will be subject to disciplinary action. Fliers or posters should not exceed 11" x 18" in size.

Mounting flyers or posters on University signage, information showcases or other surfaces not intended for posting is prohibited. Using paint on University sidewalks, trees, benches, and other surfaces is prohibited. Posting of notices with adhesives such as duct tape, which may damage surfaces, is prohibited. The cost for removal of this type of publicity will automatically be charged to the group or individuals responsible for the posting. Groups/individuals failing to adhere to the posting policy will be subject to disciplinary action.

See also Residence Hall policy on Posting, located in the Residence Hall section of the Student Handbook.

Projectiles

No student shall throw or cause to be projected any object or substance that has potential for damaging or defacing University or private property or causing personal injury or disruption. Dropping any item, or causing any item to be dropped from a window, is a violation of this policy.

A violation of this policy in University Housing is grounds for Loss of Housing.

Residence Hall Regulations and Policies

Failure to abide by Residence Hall Regulations and policies as stated in the residence halls occupancy agreement and in this Handbook will be considered violations of the University's Code of Conduct.

Sexual Assault

Sexual contact without consent and includes:

- Sexual intercourse without consent, whether by an acquaintance or stranger.
- Attempted sexual intercourse.
- Oral sex or anal intercourse without consent.
- Sexual penetration with an object without consent.

Taking into account the wishes of the victim/survivor, the University will pursue disciplinary action in the cases of Sexual Assault. Sanctions imposed for violation of the University's Sexual Assault Policy may include, but are not limited to, suspension or permanent expulsion.

Students who are victims of sexual assault may also pursue criminal charges. The University's conduct process acts independently of any legal proceedings.

The University seeks to foster a safe and healthy environment built on mutual respect and trust. At the very basis of the University's mission is the recognition of the essential dignity and worth of each member of its community. Sexual misconduct of any kind is a very serious violation of these principles and will not be tolerated in any form. The University encourages all members of its community to be aware of trauma caused by sexual misconduct and challenges its members to work together to prevent its occurrence.

The University will handle all complaints of a sexual nature with due regard to the parties' concerns of confidentiality. If any occurrences of a sexual nature pose a general threat to the University community, the University will take affirmative steps to notify students, faculty and staff of the potential danger.

Drexel University will provide support for victims/survivors and urges victims/survivors to seek assistance using any appropriate resources. (The University will publish annual statistics on the occurrences of Sexual Assault. With all cases of a sexual nature, "**consent**" is defined as positive cooperation in act or behavior. The person consenting must act freely and voluntarily, have knowledge of the nature of the act and be capable of making a reasonable judgment concerning the nature of the act. Members of the community should be aware that by intoxication, youth or mental disability, a person may not be capable of valid consent. The University does not consider a lack of protest to imply consent. Further, a current or previous dating relationship is not sufficient to constitute consent. Any member of the University community who encourages, aids, assists or participates in any act of sexual misconduct against another will also be in violation of the University's Code of Conduct.

Sexual Misconduct

Sexual contact without consent, and includes intentional touching, either of the victim or when the victim is forced to touch directly or through clothing another person's genitals, breasts, thighs, or buttocks.

Skateboards/Skates/In-Line Skates/Scooters

The use of in-line skates, skateboards, scooters and/or other kinds of skates in University buildings, blocking University entranceways or driveways, along railings, benches, or on steps is prohibited.

Smoke-Free University

This policy was established to maintain a smoke-free environment for students, faculty, staff, contractors and visitors. Consistent with a smoke-free University and in support of a smoke-free Philadelphia, the sale of all tobacco products is prohibited on campus property.

Smoking is prohibited within 20 feet of any entrance, exit, operable window, or air in-take of a University owned and/or operated building to include sidewalks and thoroughfares.

The University prohibits the smoking or carrying of lighted tobacco products in all indoor facilities, including interior connections to buildings, covered walkways, all building stairwells, hallways, restrooms, fire escapes, parking structures, University owned vehicles, outdoor athletic/recreation facilities, and during all University-sponsored indoor or outdoor events.

All University sponsored activities taking place at facilities not owned or operated by the University will be smoke-free in those areas under the University's control.

Solicitation and Sales

Solicitations and sales are not permitted except by written authorization from the Office of Campus Activities. Such authorization will be made only for items that are of express service to the community and only after a written request has been submitted and reviewed.

Door-to-door solicitation is prohibited at all times. Students may not act as agents for business that entails solicitations or receiving of business offers or goods on University property. University telephones may not be used for selling or offers to sell merchandise, services, or the like. This includes going door to door and slipping anything under residence hall doors.

University buildings or student rooms may not be used for business purposes of any nature.

Sound Amplification Equipment

Various outdoor student activity programs require the use of sound amplification equipment. The University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the Executive Director for Student Union Operations or designee.

Stalking

A course of conduct, whether electronic or physical, directed at a specific person that would cause a reasonable person fear. This conduct includes, but is not limited to electric communications, third party communication and/or an individual's behaviors.

Theft

No student shall steal, attempt to steal, or assist in the theft of money, property, services, identity, or any item of value not belonging to him or her.

No student will attempt to use property or services without proper authorization. Students must not take for their own, or use property of another person without permission, even if it is intended to be returned. Knowledge, possession, retention or disposal of any stolen property is prohibited.

A violation of this policy is grounds for separation from the University.

Trespassing

Any person refusing to leave an area as directed by a University official or any unauthorized person entering a University-owned or operated building or room that has been closed or locked shall be considered as trespassing.

Unauthorized Entry

No student shall enter, attempt to enter, or remain in a private room, office, or restricted area under control of another student, faculty member, or University official except by permission or invitation of the student or the appropriate University official.

Unauthorized Use of University Property or Documents

No student shall use, possess, or sell any parking decal, ID card, dining hall pass, keys, or official University documents or property issued by the University to or for another individual. Lending ID cards is prohibited, and cards may be confiscated. Examples of prohibited behavior include, but are not limited to, the following:

- Use, possession, or sale of a parking decal that was not specifically issued to and paid for by the student holding the decal.

- Use, possession, or sale of a University ID card to obtain entry or services to which a person is not entitled. Examples include, but are not limited to, using another person's University ID for entry to the DAC, the Dining Hall, the Library, and other ID-required buildings/facilities.
- Use, possession, or sale of any University keys not specifically issued to the student.
- Use of official University documents or identifying information by a student not authorized to do so.
- Use of official University property or services for personal use or for use other than originally intended.

Violence

No student shall engage in any form of violence directed toward another person or group of people. Responding to violence with violence is also a violation of this policy.

Weapons

No student shall keep, use, possess, display, or transport any rifle, shotgun, handgun, pellet or BB gun, stun gun, dangerous knives, billy club, makeshift weapons, martial art weapons, decorative swords, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus.

Realistic facsimiles of weapons are also specifically prohibited. The ROTC are authorized to store, transport, and use firearms when engaging in University-authorized or ROTC-authorized activities.

Windows/Balconies/Rooftops

The University prohibits access to windows, roofs, balconies, railings, ledges, and fire escapes of all University-owned or operated buildings except in cases of repair by the proper University authority or dire emergency.

STUDENT TRANSPORTATION

BLUE, GOLD, DRAGON, AND QUEEN LANE CAMPUS SHUTTLE SERVICES

The mission of the Drexel University Shuttle Service is to provide transportation for students as a means of enhancing safety between campuses. This service includes four fixed bus routes, Blue, Gold, Dragon, and Queen Lane. These services operate from 5:30am to 1:15am Monday through Friday. During off peak service hours of 8pm to 11:30pm these routes operate at 30-minute intervals. Weekend service from 4:15pm to 11:15pm operates only on University City Main Campus.

The shuttles carry up to 49 passengers and are Drexel University branded for easy identification. The routes and stops have been designed to allow easy access to Hagerty Library, academic buildings, General Services Building, Drexel Parking Garage, residence halls, popular student housing areas, local eateries, Creese Student Center, Vidas Athletic Complex, shopping areas, Queen Lane Medical Campus, and Hahnemann University Hospital at 15th and Race Streets. This service connects with local Public Transportation services such as 30th Street Station for Amtrak rail service, SEPTA service subways and light rail trolleys to Center City Philadelphia and Regional Rail train service to Philadelphia International Airport.

Students, staff, and faculty are permitted unlimited use of this service at no charge.

Upon boarding the shuttles all passengers are required to present a valid Drexel University ID to the driver. Shuttle schedules are available online through the University Facilities website: www.drexel.edu/facilities and information kiosks at campus shuttle stops.

Drexel University also has a reciprocity agreement with the University of Pennsylvania allowing Drexel University students to ride the University of Pennsylvania fixed route campus shuttle service, free of charge. This service generally operates as far west as 48th Street and Woodland Avenue and as far east as 20th and South Streets. This reciprocity arrangement does not apply to the University of Pennsylvania Escort Service.

TEMPORARY TRANSPORTATION ASSISTANCE POLICY

The Transportation Department provides limited transportation service to members of the University community Monday through Friday from 8am to 4pm, free of charge. To schedule this service call the Office of Disability Services at 215.895.1401

ESCORT SERVICES

The Department of Public Safety is available to provide walking escorts to all Drexel students, faculty and staff 24 hours a day, seven days a week, to any location on campus. To schedule this service call the Public Safety Dispatch Center at 215.895.2822

MEDICAL ESCORTS

The Department of Public Safety provides medical escorts for nonlife-threatening medical conditions to Drexel University-approved hospitals, emergency rooms, and healthcare centers. Medical escorts are currently provided to the Hospital of the University of Pennsylvania, Presbyterian Hospital, and Hahnemann University Hospital. For additional information, call the Public Safety Dispatch Center at 215.895.2822

Limited Holiday Service

During University holidays the Shuttle Service will be operating at a reduce service with one vehicle per route with service every hour.

Campus Shuttle Stops

For passenger safety, the Shuttle Service will only stop and pick up passengers at posted bus stop.

Rider Rights & Responsibilities

- All passengers must present a valid Drexel University ID when entering the vehicle
- No Smoking
- No Alcoholic beverages are permitted
- All passengers are to remain seated while vehicle is in route
- No Standee passengers
- Passengers are not to interfere or distract the operator while the vehicle is in operation
- Shuttle driver can deny service to any disruptive passenger

WOMEN'S SERVICES & PROGRAMS

Women's Issues

A variety of offices throughout campus address the needs of women students. The Office of Campus Activities addresses women's issues by collaborating with different university constituents in order to create and promote programming and

services for women. Such programs include a women's leadership track within the CEO program and Women's History programming initiatives. Campus Activities also provides resources for individual and women's organizations.

Women's Studies

The women's studies minor offers excellent courses on a variety of topics from a feminist/womanist perspective. They also sponsor programs and activities. If students are concerned about issues of harassment or discrimination, they should refer to the Office of Equality and Disability or Student Conduct and Community Standards. See also the policy on harassment and discrimination in this handbook.

The Counseling Center provides emotional support, psychological assistance and referrals for women dealing with relationship, sexual orientation, family issues or concerns, dating violence, domestic abuse, pregnancy options, and other issues or concerns.

Victim Support and Intervention Services provides immediate assistance to women who may be victims of sexual assault, domestic violence, or stalking.

UNIVERSITY TRADITIONS & LEGENDS

Drexel Dragon

The Dragon has been the school's mascot for nearly 80 years; there seems to be no special reason for its selection other than its obvious alliterative appeal. The Dragon represents ferocity and combativeness, desirable qualities in a mascot. Before they became Dragons, the school's sports teams had been known by a variety of names, including the Blue & Gold, the Engineers, and the Drexelites. The first published reference to the Drexel Dragons appears in a 1928 edition of *The Triangle*, in an article on the football team; a dragon logo appears on the jerseys of the men's basketball team in a photo in the 1929 *Lexerd*. Today, the Drexel Dragon is known as "Mario the Magnificent" in honor of the late Mario Mascioli, class of 1945 and past Board of Trustees Member.

"Meet me at the Dragon"

"Mario the Magnificent," the bronze statue of the school mascot, the Drexel dragon, is the work of renowned Philadelphia sculptor Eric Berg. The statue and the Dragon Park at 33rd and Market Streets were dedicated on December 4, 2002; donations funded 100% of the project. Mario is 14 feet long, 10 feet high and weighs 4,100 pounds, on a 17-ton granite base. He is an easily visible landmark at which people can meet, especially when they are unfamiliar with the campus.

Water Boy Statue

"The Water Boy," one of the Drexel Collection's proudest treasures, is by Frédéric-August Bartholdi (1834-1904), the French sculptor of the Statue of Liberty. Originally called "The Alsatian Vintner," the statue was designed as a fountain with a stream of water pouring from the cask into the boy's mouth. While an aged patina covers the statue, the right toe remains a shining bronze—generations of Drexel students passing through the Main Building's Great Court have rubbed the toe for good luck in exams.

Drexel Ode

The music to the University's school song was written by organist James M. Dickinson, with lyrics by a young Library School student, Virginia Carter Castleman, Class of 1899:

Hail, Drexel, hail to thee,
 accept our praise.
 To you this joyful song
 thy children raise.
 Drexel is in our eyes like
 a guiding star;
 Bright with illuming rays,
 shining afar.
 Splendid in beauty sure,
 wave our banners bold.
 Proclaiming truth with blue;
 great worth with gold.
 Now, as our music swells,
 rings this ancient song:
 Hail, Drexel, hail to thee!
 Our star shines strong.

Drexel Fight Song

The original Drexel Fight Song was written by Gay V. Piercy (Class of 1939) and Todd Groo (Class of 1941) and appeared for the first time in the [October 1938 edition of the *Drexel Athletic News*](#). The following is the recently modified version reflecting Drexel's changes over the previous 70 years:

Fight on for Drexel University,
 We've got the stuff we need to win this game
 We're gonna fight on for Drexel,
 Take the Dragon on to fame.

Fight on for Drexel,
 The gold and blue is on another spree.
 We're gonna fight, fight, fight, fight for Drexel U.
 On to Victory!
 D-D-D-D ... R-R-R-R ... E-E-E-E ... X-EL – X-EL
 DREX-EL ... DREX-EL
 Fight – Team – Fight

Drexel Colors

H. D. Cady, class of 1896, wrote that his school pin was “the regular design used when the Institute opened its door fifty years ago. The colors, orange and silver, were the colors in those days.” In the early 1920s, the Athletic Association adopted blue and gold for Drexel teams. Later, the University's Board of Trustees approved the colors “gold with blue.”

Blue & Gold Days

Alumni and special friends gather during Blue & Gold Days each spring, celebrating reunions, sharing memories, seeing campus improvements and expansion and engaging in social and sports events.

Chippendale Tall-Case Astronomical Clock

Philadelphia's most noted astronomer and mathematician during the 18th century, David Rittenhouse (1732-1796), built this clock in 1773. With 16 sets of chimes that play 10 tunes, it is regarded as the most important clock in America. The widow of George W. Childs, publisher of *The Public Ledger*, donated the clock to Drexel Institute of Art, Science and Industry in 1894; it is exhibited in the A.J. Drexel Picture Gallery in the Main Building.

Convocation and Founders Day

Convocation and Founders Day honors the legacy of Anthony J. Drexel as well as

the founders of Medical College of Pennsylvania and Hahnemann University, the predecessors of the Drexel University College of Medicine. As part of the same ceremony, Convocation welcomes new faculty to the University, and the Provost's Medal for Excellence is awarded to a student.

Curtis Organ

Cyrus H.K. Curtis, the publisher of The Saturday Evening Post, purchased the large pipe organ built for Philadelphia's Sesquicentennial Exposition of 1926, and presented it to the University of Pennsylvania. William Sylvane Thunder, the organist at Drexel and at Curtis's suburban residence, suggested that Curtis might present a similar organ to Drexel. When Curtis asked how much it would cost, Thunder, having never considered the matter, blurted out, "\$40,000." Mr. Curtis promptly replied, "Have it installed." In 1928, the Austin Organ Company of Hartford, Conn., placed in the Drexel Main Auditorium a 70-rank, four-manual instrument, according to Thunder's specifications. The organ is maintained by an annual gift of Mary Louise (Mrs. Efre) Zimbalist, daughter of Mr. Curtis.

The Drexel 100

Created in 1991, this group consists of the University's most successful living alumni, recognized for their professional accomplishments. New inductions are made every two years.

White Coat Ceremony

At this ritual during the first week of medical school at the Drexel University College of Medicine, alumni present new medical students with their first white coat. The theme is professionalism, and the students recite the Hippocratic Oath for the first time. In their third year, they go through a similar rite, the Clinician's Ceremony, reciting the ancient oath once again.

Lankenau Collection

When John D. Lankenau needed money to finish his hospital, he went to his brother-in-law, Anthony J. Drexel. Drexel said he would give Lankenau the needed money if, in turn, Lankenau would will his painting collection to Drexel Institute. Many Lankenau paintings hang in the A.J. Drexel Picture Gallery along with paintings from Drexel family homes.

Portraits of Mr. Drexel and Mr. Childs

Two portraits in the boardroom of the Paul Peck Alumni Center are of the founder of the Institute, Anthony J. Drexel, and his close friend and business associate George W. Childs, publisher of The Public Ledger. The portraits were painted at the same time by the French artist, M. Benjamin Constant. Drexel stipulated that his portrait could be hung only after he had passed away.

Statue of Anthony J. Drexel

Moses Ezekiel (1844-1917) crafted the bronze statue of Anthony J. Drexel in 1904. On the University's 75th anniversary, it was moved from Fairmount Park to 33rd and Market Streets, and it was moved in 2003 to its present site overlooking the pedestrian plaza at 32nd and Market. Kenneth Matheson, Drexel's president from 1922 through 1931, was reported by his son (later a Drexel dean himself) to have snapped to attention before the statue when passing through Fairmount Park, saluting it as he had seen Alexander Van Rensselaer (Anthony J. Drexel's son-in-law) do before. Ever after, the Matheson offspring waved to the statue when they passed by.

Peter Thompson Sailor Suit

"A Parisian Wedding" (1880), a painting by Julius L. Stewart (1855-1919) in the Paul Peck Alumni Center, purportedly depicts the marriage of a Drexel family member. The boy at the base of the steps is wearing a Peter Thompson Sailor Suit,

very popular with young girls and boys at the time, and supposedly designed by an English tailor in America for Anthony J. Drexel's son George.

Ryder Clock

The first dean of men, J. Peterson Ryder, had a penchant for punctuality, standing in the court, pocket-watch in hand, spurring on students late to class. He provided funds for the clock in the Great Court, inscribed, "Be on Time."

The Drexel University Student Handbook is written and issued by Student Life under the direction of David A. Ruth, Ph.D., Dean of Students. It is the University's official notification of its policies, rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations, and standards of conduct; enrollment is considered as acceptance of all conditions specified in this handbook.

The provisions of this handbook are not to be regarded as a contract between any student and the University. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.

The University may reproduce or modify this handbook, or parts of it, for distribution in other formats (for example, on a web page or in other forms for computer access, or in school or academic department publications). As a result, students, applicants, and other users of this handbook should consult with appropriate University offices to verify the current text or status of the policies, procedures, or information contained herein and to determine whether information in this handbook or other publications has been superseded or changed.

This handbook contains general University and School-specific policies. Program-specific handbooks or guidelines distributed to students at the beginning of each academic year may contain more detailed information about program policies and requirements. Students in the Drexel University College of Medicine should consult the appropriate handbook within their college for specific policies, rules, and regulations.

Please forward any comments or questions to [Dr. David A. Ruth](#), Dean of Students.