

About Widener University

University Policy

It is the policy of Widener University not to discriminate on the basis of sex, gender, pregnancy status, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, marital status, genetic information, or any protected class in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Further, in compliance with state and federal laws, Widener University will provide the following information upon request: (a) copies of documents pertinent to the university's accreditations, approvals, or licensing by external agencies or governmental bodies; (b) reports on crime and fire statistics and information on safety policies and procedures; and (c) information regarding gender equity relative to intercollegiate athletic programs—Contact: Senior Vice President for Administration and Finance, Widener University, One University Place, Chester, PA 19013; tel. 610-499-4151. Comments or requests for information regarding services and resources for disabled students should be directed to: Director of Disability Services, Widener University, One University Place, Chester, PA 19013; tel. 610-499-1266; or Dean of Students, Widener University Delaware Law School, P.O. Box 7474, Wilmington, DE 19803; tel. 302-477-2173.

This publication contains information, policies, procedures, regulations, and requirements that were correct at the time of publication. In keeping with the educational mission of the university, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements.

The university reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the university any student at any time, if it is deemed by the university to be in the best interest of the university, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University.

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Mission

As a leading metropolitan university, we achieve our mission at Widener by creating a learning environment where curricula are connected to societal issues through civic engagement. We lead by providing a unique combination of liberal arts and professional education in a challenging, scholarly, and culturally diverse academic community. We engage our students through dynamic teaching, active scholarship, personal attention, and experiential learning. We inspire our students to be citizens of character who demonstrate professional and civic leadership. We contribute to the vitality and well-being of the communities we serve.

Strategic Goals

Rigorous academic expectations and high-impact educational practices that support intended learning outcomes.

- Articulate characteristics of rigorous academic expectations and practices.
- Raise the level of academic rigor.
- Expand the use of high-impact educational practices.
- Improve high-impact educational practices and student learning outcomes.
- Promote a university culture in which academic expectations and high-impact educational practices are developed, supported, and rewarded.

A dynamic campus environment that immerses students in meaningful curricular, co-curricular, and extra-curricular experiences.

- Increase students' participation in co-curricular and extracurricular activities that promote student success.
- Support and strengthen domestic and international university-recognized programs in order to engage students in global and multicultural activities.
- Develop a campus infrastructure that promotes a vibrant living and learning environment.
- Increase opportunities for student interactions outside the classroom with faculty, staff, administrators, and alumni.
- Foster life-long commitments to the university in students and alumni.

A culture of leadership that inspires students, faculty, and staff to have a positive influence on their workplaces, professions, communities, and the world.

- Position the university as a recognized international model for intellectual, scholarly, and experiential work on leadership.
- Develop and assess professional and civic leadership attributes in students.
- Provide collaborative academic, co-curricular, and extra-curricular programs and experiences for leadership development.
- Engage faculty and staff with challenging leadership development opportunities.

A diverse university community that champions a culture of respect, civility, and inclusivity.

- Continue to foster a campus climate that values multiple perspectives and experiences.
- Prepare all students for success in a diverse and global society.
- Expand and promote access, equity, and success for disadvantaged and underrepresented students, faculty, staff, and administrators.
- Create and sustain institutional structures and processes to support a culture of inclusivity.
- Promote scholarship related to diversity and inclusive excellence.

Scholarship by faculty and students that enriches learning and advances knowledge within and across disciplines.

- Strengthen a culture that values, promotes, and supports faculty and student scholarship.
- Increase faculty participation in scholarly activities, including the scholarship of discovery, integration, teaching, application, and engagement, in addition to types of scholarship specific to particular disciplines.
- Increase student participation in scholarly activities.
- Increase collaboration between faculty and students in scholarly activities.

Civic engagement that furthers the university's national and global leadership in educating engaged citizens and in contributing to the vitality and well-being of the communities we serve.

- Create and enhance institutional structures and processes to advance the university's leadership in civic engagement.
- Increase the scope and impact of curricular and co-curricular civic engagement activities.

- Increase support for developing strategic reciprocal partnerships that enhance student learning through civic engagement.
- Enhance the university's role as an anchor institution. Institutional agility and innovation that make the university attractive, accessible, and sustainable.
- Optimize the university's enrollment.
- Achieve strategic initiatives through effective allocation and stewardship of human and financial resources.
- Anticipate and adapt to the changing environment with innovative educational and business practices.
- Construct and maintain facilities, including the technology infrastructure, that serve the diverse needs of the university community.
- Adopt policies and practices that promote efficient use and conservation of natural resources.

History

Widener was founded in 1821 as a preparatory school for boys in Wilmington, Delaware. The institution moved to Pennsylvania in 1862 and was granted collegiate powers and privileges via universal charter by the Pennsylvania legislature. From 1892 to 1972, it was known as Pennsylvania Military College, though it had officially become PMC Colleges in 1966 when a nonmilitary, coeducational component was added. The name Widener College was adopted, and the Corps of Cadets disbanded, in 1972. Graduate programs were introduced in 1967. In recognition of its comprehensive offerings, Widener College became Widener University in 1979. Today, Widener is a three-campus university offering more than 150 programs of study. Widener is comprised of the College of Arts and Sciences, School of Business Administration, School of Engineering, School of Human Service Professions, School of Nursing, Delaware Law School, and Commonwealth Law School.

Widener University is a member of the Association for Continuing Higher Education and is accredited by the Middle States Association of Colleges and Schools.

Catalog & Handbook Home

Dear Students,

Thank you for accessing the 2023-24 Student Handbook. In the Student Handbook, you will find extensive resources for your success on campus and tips on how to succeed as a Widener student.

If you are searching for information and cannot find it using the Student Handbook, you can search on the main Widener website -- Widener.edu -- or feel free to stop by or phone the Student Affairs Office in the University Center for information.

Please accept my best wishes for a successful academic year. Go Pride!

Sincerely,

Sarah L. Swager

Interim Dean of Students

Widener University

slsruager@widener.edu

The Widener University Student Handbook is produced by the Division of Student Affairs and is a compilation of official policies of the university. Students are responsible for abiding by all university rules and regulations. Students should contact the Dean of Students Office if they have questions or need advice regarding university policies. Rules and policies are reviewed annually and may be changed at any time.

COVID-19 or other pandemics or epidemics may impact the learning experience in unpredictable ways. The university reserves the right at all times to cancel, suspend, or delay all or any classes or programs provided by the university, to transition all or any classes or programs to an online or hybrid format, closing campus facilities, or to take any other measures that the university deems necessary to protect the health and safety of university community members and/or to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance issued by local, state, and national public health officials.

Title IX (Sexual Misconduct), Discrimination, and Harassment

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex and gender in educational programs and activities that receive federal financial assistance. Such programs include recruitment, admissions, financial aid and scholarships, athletics, course offerings and access, hiring and retention, and benefits and leave. Title IX also protects students and employees from unlawful sexual harassment (including sexual violence) in university programs and activities. In compliance with Title IX, the university prohibits discrimination and harassment based on sex in employment as well as in all programs and activities.

The university's Title IX Coordinator monitors compliance with Title IX and its accompanying regulations. Individuals with questions or concerns about Title IX may contact the Title IX Coordinator or Deputy Coordinators. Those who wish to make a report of noncompliance are encouraged to use our Discrimination, Harassment, and Sexual Misconduct reporting form. Please contact the Title IX Coordinator or Deputy Coordinator if you would like to consult about a report or have questions before you submit a report using the reporting form.

For more information regarding Title IX, please visit the Title IX resource page.

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html. Questions about Title IX may be directed to OCR as well as to the university's Title IX coordinator or deputy coordinators.

Expectations, Rights, and Responsibilities: The Widener Compact

Widener University is a corporation, chartered by the Commonwealth of Pennsylvania and the State of Delaware, with authority vested in its Board of Trustees. Appropriate authority, then, is specifically delegated by the board to the president of Widener University, and through the president to other members of the administration and faculty and to individuals and groups throughout the institution. The following policies and procedures articulate specific rights or privileges the university grants students and the expectations it has for them.

The Offices of Student Affairs, Extended Learning, or Graduate Studies will handle reports of violations of the Widener Compact directly by settlement or by referral to the appropriate hearing boards or administrator. For undergraduate students, the dean of students may choose to notify students' parents of disciplinary action or potential problems. Officers and faculty advisors should note that the Offices of Student Affairs, Extended Learning, or Graduate Studies may withdraw university recognition from student groups or organizations for just cause.

The Right and Freedom to Learn

Widener University is a comprehensive teaching institution. Widener exists for the pursuit of truth and for the development of students. As members of our academic community, our students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry and free expression in an environment of individual and group responsibility are essential to any community of scholars. The following guidelines have been developed to preserve and protect that community.

In the Classroom

- a. Students are responsible for thoroughly learning the content of any course of study, but they should be free to take reasonable exception to the data or items offered and to reserve judgment about matters of opinion. Therefore, students should be evaluated by their professors solely on the basis of their academic performance.
- b. Students shall have protection against biased or capricious academic evaluation. They are, however, expected to maintain the standards of academic performance established for each course in which they enroll. Widener University is prepared to protect a student through orderly procedures against prejudiced or capricious academic evaluation by a faculty member.
- c. Protection against improper disclosure of information concerning a student is a serious professional obligation of faculty members and administrative staff that must be balanced with their other obligations to the individual student, the university, and society.

Out of the Classroom

- a. Campus organizations, including those affiliated with an extramural organization, must be open to all students without regard to sex, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, marital status or any protected class.
- b. Widener University students and university-sponsored or university-recognized organizations are free to examine and discuss any issue and to express opinions, publicly or privately, and are free to support causes by orderly means that do not disrupt the regular and essential operations of the university. Any such expression must comply with university guidelines governing free expression activities. The participation by any student in any unlawful or disruptive activity that fails to comply with university guidelines or disrupts or interferes with the programs, functions, or conduct of the university is a serious offense punishable by suspension, dismissal, or expulsion.
- c. The student press is free of censorship, and its editors and managers are free to develop their own editorial policies and news coverage; however, Widener expects accurate reporting, correct writing, and good judgment in matters of taste.
- d. As constituents of the academic community, students are free to express their views on institutional policy and on matters of general interest to the student body, provided they do so in a manner that is lawful and organized and complies with university guidelines regulating free expressive activities.

Additional Student Rights and Responsibilities

The policies and procedures contained in this handbook are premised on several basic rights for all members of the Widener community. In addition to the rights articulated in the "The Right and Freedom to Learn" section of this handbook, students have the following additional basic rights and responsibilities:

Safety and Security

To promote security on campus, individuals must act responsibly to ensure their own safety and the safety of others. Students share this responsibility by carefully following all university and community rules and regulations.

A Clean Environment

All members of the Widener community share the responsibility for maintaining a clean environment.

Communal Property

For the general welfare of the university, all students have a responsibility to exercise reasonable care in the use of personal and university property.

An Environment Suitable for Study and for Community Living

Academic study requires a reasonably quiet environment. Community living requires that all members of the Widener community respect one another and each person's property and share a responsibility for maintaining a clean and safe environment.

Annual Notice to Students Regarding Education Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the university receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) that the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be

changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including, without limitation, law enforcement unit personnel, health staff, athletic coaches and trainers, and admissions counselors and recruiters); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor, contractor, consultant, or collection agent, or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

4. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Such education records may include updated or corrected information, including, without limitation, disciplinary and health records.
5. The right to file a complaint with the U.S Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

6. The right to withhold public disclosure of any or all items of "directory information" by written notification to the Registrar's Office of the university or the law school, as applicable, within two weeks after the commencement of the fall or spring semesters of any given academic year. Under current university policy, the term "directory information" includes, without limitation, a student's name, home and campus address, telephone listing(s), electronic mail address, photograph, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.
7. Please view full FERPA Policy [here](#).

Policy on Disclosure of Criminal Convictions

All applicants and students must disclose the existence of any pre- or post-admission criminal convictions, excluding minor traffic offenses. Applicants must disclose criminal convictions on the application form where indicated. Additionally, applicants who are transferring from another college or university must disclose any dismissals, suspensions, and expulsions from the prior institution. Transfer applicants must also disclose any pending disciplinary actions with the prior institution. Students must disclose any inaccuracy, corrections, or changes to the information provided on their application form in writing to the dean of students. Students must also disclose in writing any post-admission arrests or criminal convictions to the dean of students. For purposes of this policy, "conviction" and "convicted" mean the final judgement on a verdict or finding of guilty, a plea of guilty, or a plea of nolo contendere, and do not include a final judgement that has been expunged by pardon, reversed, set aside, or otherwise rendered nugatory.

Pre-Admission Conviction and Pre-Admission Disclosure (Applicants)

Upon pre-admission disclosure, from any source, of an applicant's conviction of a crime, whether misdemeanor or felony, the university will refuse admittance in all instances involving violence, child abuse, sexual misconduct, or illegal drugs, and may refuse admittance with respect to other convictions. However, upon refusal of admittance based upon a pre-admission disclosure by the applicant, the affected applicant may submit additional materials or request a meeting with an Admissions Office representative for further consideration.

Pre-Admission Conviction and Failure to Disclose (Students/Applicants)

Upon discovery, from any source, of an undergraduate applicant's or student's failure to disclose a pre-admission criminal conviction, whether misdemeanor or felony, the applicant/student will be subject to refusal to admit, immediate revocation of acceptance, or dismissal, as the case may be. A student's dismissal will be in accordance with *Student Handbook* procedures.

Post-Admission Conviction and Timely Disclosure (Students)

Upon timely disclosure by the student of the student's post-admission conviction of a crime, whether misdemeanor or felony, the student will be subject to discipline in accordance with the procedures set forth in the *Student Handbook*.

Post-Admission Conviction and Failure to Disclose (Students)

Upon discovery, from any source, of a student's failure to disclose a post-admission conviction of a crime in a timely manner, whether misdemeanor or felony, the student will be subject to immediate dismissal. The student's dismissal will be in accordance with *Student Handbook* procedures.

Nothing contained in the above sections shall in any way limit the university's right and authority as set forth in the *Student Handbook*, "Policy on Protective Action," to take immediate action when, in the sole judgment of the university, the health, safety, or welfare of the college, community, or the student is threatened or endangered; or to

deny admission or revoke an offer of admission prior to the commencement of classes pursuant to "Section 2: Jurisdiction" of the *Student Code of Conduct*.

Policy on Protective Action

The university reserves the right and authority at all times to take protective action with respect to a student when, in the sole discretion of the university, the university believes that a student may pose a threat to the health, safety, or welfare of the student, other identified individuals, or the university community; or that a student may be endangered by his or her continuing presence on campus.

Protective actions may include removal of a student from campus, campus residence, or any campus facility; limitation of access to campus housing facilities or other campus facilities; restriction of communication or contact with any individual or group; and the requirement to secure advance authorization to engage in a specified activity or any other action deemed appropriate by the university. The university may take protective action whenever it determines, based upon information or evidence in its possession, that circumstances warrant such action. Widener may consult with any university or outside professionals or law enforcement agencies in making its determination. This power shall apply regardless of whether disciplinary proceedings have been or are intended to be initiated against any student or whether any student has been charged with any crime. The university also reserves the right to search any vehicle on university property or any real property owned or controlled by the university whenever the university has any suspicion of prohibited conduct.

Whenever feasible, a representative or representatives of the university will meet with the student prior to implementing protective action. In the event that the university makes any such determination of protective action, the university shall notify the student and, where deemed advisable, the parents or guardians of the student of the action taken and the period of time within which the student must comply, which may be immediately.

In the event the student does not comply voluntarily, the university may notify the local police department to effectuate the protective action. The university shall also notify the student, either contemporaneously with the notice of protective action or thereafter, of the timing and the conditions pursuant to which the protective action may be discontinued. Within five days after notification to the student of the protective action, the student and parent or guardian may request an opportunity to meet with the dean of student affairs, the associate provost, and/or his or her designee.

The university may also, in its sole discretion, at any time, notify the student that such student's circumstances shall be processed in accordance with the interim sanction provisions of the Student Code of Conduct or any other provisions of any applicable Code of Conduct or other university policy, rule, or regulation. This policy is intended to be interpreted broadly so as to afford to the university any right or power it reasonably believes is necessary to protect the health, safety, or welfare of any member of the university community or others.

Involuntary Medical Withdrawal Policy

Widener University is committed to fostering student success, maintaining an environment conducive to learning, and assuring the safety of the community. Accordingly, the university takes appropriate measures to address student conduct that is destructive or results in serious disruption of the learning environment. In extraordinary circumstances, the university may require a student to withdraw from the university when it determines that this measure is the only way to protect and preserve the integrity of the learning environment. An involuntary medical withdrawal will be imposed only when the university has determined through an individualized assessment that the student poses a significant risk of substantial harm to the safety, health, and well-being of the campus community and, if related to a disability, cannot be sufficiently ameliorated or eliminated through reasonable accommodations. This policy delineates the procedures for the imposition of an involuntary medical withdrawal.

1. Definitions

- a. *Involuntary Medical Withdrawal*: The separation of a student from the university and its facilities for no less than one term, as required by the dean of students or a designee.
- b. *Direct Threat*: Significant risk of causing substantial harm to the safety, health, and well-being of the campus university community that cannot be ameliorated or eliminated by reasonable accommodations, such as a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.
- c. *Significant Risk*: A high probability of substantial harm and not just a slightly increased, speculative, or remote risk.
- d. *Student Behavior Review Committee*: A university committee established to assist students who display behavior that is of concern and may be destructive or substantially disruptive. The committee is comprised of the following individuals or their designees: associate provost for undergraduate academic affairs, dean of students, assistant dean of students for the Student Conduct Office, director of the Counseling Center, administrative director of Health Services and Disabilities Services, director of Campus Safety, and others depending upon the specific situations/students.

2. Scope of Policy

The dean of students or a designee may be alerted to a student's destructive or disruptive conduct from various sources on campus (such as the university Counseling Center, the Residence Life Office, etc.). When the dean of students or a designee has reason to believe that a student poses a direct threat to the safety and well-being of the campus community and that less extreme measures will not sufficiently mitigate the student's conduct, the involuntary medical withdrawal procedure may be invoked. Such threatening conduct includes self-starvation to a life-threatening level; serious threats of harm to others; self-inflicted wounds; unresolved, ongoing, and serious suicidal threats; or conduct indicating that the student is unaware of reality or does not understand the consequences of his/her actions.

Before an involuntary medical withdrawal is considered, efforts will be made to make available counseling, assistance, and, to the extent applicable, reasonable accommodations to the student, including encouraging the student to voluntarily withdraw from the university for the purpose of medically addressing the student's conduct or threatening behavior, thus preserving confidentiality and privacy to the extent possible. This policy does not preclude referral of a case to the university's Threat Assessment Team at any time that referral is appropriate and does not take the place of disciplinary actions instituted in response to violations of the Student Code of Conduct or other university regulations.

3. Standard for Imposing Involuntary Medical Withdrawal

The decision to impose an involuntary medical withdrawal requires a determination that the student poses a direct threat to the safety and well-being of the campus community. The determination of a direct threat is appropriate when there is a high probability that if the situation is not addressed, the student will cause substantial harm to the safety and well-being of the campus community. The determination must be based upon an individualized and objective assessment of the risk. The assessment requires the use of reasonable medical judgment based on the most current medical information and the best available nonmedical objective evidence. The focus is on the student's present ability to function safely at the university. The specific factors to consider are the nature, duration, and severity of the risk; the likelihood that potential harm will occur; the availability of reasonable modifications of university policies, practices, and requirements that will sufficiently mitigate the risk; and the appropriateness or effectiveness of reasonable accommodations under the circumstances and in view of the urgency of the threat assessed or to ensure compliance with university policies. The determination of a direct threat shall be made in accordance with the procedures in sections 6–8 of this policy.

4. Consultation

When the dean of students or a designee is concerned that a student may pose a direct threat to the safety and well-being of the campus community, he/she may consult with appropriate individual members of the Student Behavior Review Committee regarding the possible need for a withdrawal. If the dean of students or a designee deems it appropriate, he/she may also consult with the student's parent, guardian, or another individual who is supportive of the student.

On the basis of these consultations, the dean of students or designee shall make a preliminary determination as to whether the student poses a direct threat to the safety and well-being of the campus community. If it is determined that the student does not pose a direct threat to the safety and well-being of the campus community or that alternative measures are likely to sufficiently mitigate the conduct, the student's case may be referred to the Student Behavior Review Committee, the Disabilities Coordinator, or to the university office that can best assist the student. If it is determined that the student poses a direct threat to the safety and well-being of the campus community and that a withdrawal is the only way to protect the health and safety of the student or others and to ensure compliance with university policies, the dean of students or a designee shall invoke the procedures in this policy.

5. Emergency Separation on Interim Basis

If the dean of students or designee, alone or in consultation with appropriate individual members of the Student Behavior Review Committee or other appropriate university officials, believes that the student poses a significant danger of imminent harm to the safety and well-being of the campus community, the university may require an emergency separation from the campus on an interim basis before making a final decision on the involuntary medical withdrawal.

The dean of students or a designee must notify the student and parent(s) or guardian (if permissible) of the emergency interim separation.

The student will be allowed to appear before the dean of students or designee within two university business days to discuss the reasons for the emergency interim separation.

At the end of this meeting, the dean of students or designee may either cancel the emergency interim separation but inform the student that the involuntary medical withdrawal remains under consideration or extend the interim separation pending a final decision on the involuntary medical withdrawal.

6. Notification of Risk

The dean of students or designee will arrange for an informal meeting with the student as soon as possible. At this meeting, the dean of students or designee will:

1. Notify the student that an involuntary medical withdrawal is under consideration and discuss the specific concerns about the student's conduct.
2. Provide the student with a copy of the Involuntary Medical Withdrawal Policy.
3. When possible and appropriate, encourage the student to seek counseling and assistance, and/or to the extent applicable, reasonable accommodations, or, where appropriate, to take a voluntary withdrawal. If the student takes the voluntary withdrawal, it will be unnecessary to complete the process for an involuntary medical withdrawal.
4. Direct the student to meet with a designated health professional for a physical and mental health evaluation within five university business days if the dean of students or designee believes that an evaluation will permit a more informed decision as to whether the student presents a direct threat of substantial harm to the safety

and well-being of the campus community. A student's noncompliance with this requirement is a basis for imposing an involuntary medical withdrawal.

5. Inform the student that he/she may have another meeting with the dean of students or a designee, representatives of the Student Behavior Review Committee, and other individuals to discuss the evidence, including the report of the physical and mental health evaluation and any medical information or other evidence that the student believes the dean of students or designee should consider. If the student has been directed to obtain an evaluation, the meeting should be held after the evaluation has been received.

7. Assessment

After meeting with the student, the dean of students or designee will again consult, as feasible, with appropriate individual members of the Student Behavior Review Committee and other university officials. During these consultations, the participating individuals will pay particular attention to the criteria for invoking an involuntary medical withdrawal, specifically whether the student poses a direct threat to the safety and well-being of the campus community, whether the student's conduct significantly disrupts the university's learning environment or violates university policies, and whether the threat can be eliminated or ameliorated through counseling, assistance, or reasonable accommodations.

8. Decision

Following these consultations and the review of the report of the physical and mental health evaluation and any evidence presented by the student, the dean of students or designee will make a decision regarding the involuntary medical withdrawal and provide written notice of the decision to the student within two university business days. Students may appeal the involuntary medical withdrawal decision made by the dean of students or his/her designee to the provost or his/her designee within three (3) business days of receipt of the involuntary medical withdrawal decision. The provost or designee shall process the appeal in any manner he/she deems appropriate. The decision of the provost or his/her designee shall be final.

- a. If an involuntary withdrawal is imposed, the following shall apply:
 1. In addition to providing notice, the dean of students or a designee will also provide the student with information about the process that will apply if and when the student seeks to re-enroll at the university or seeks to be re-admitted to a particular academic program at the university.
 2. The dean of students or a designee reserves the right to notify a parent or guardian of the decision if notification is deemed appropriate and may ask the parent or guardian to make or assist with arrangements for the safe removal of the student from the university.
 3. The student will be required to leave campus by the date and time established by the dean of students or a designee.
 4. The involuntary medical withdrawal will remain in effect for at least one regular academic term and until the student completes the requirements set forth by the dean of students or designee.
 5. Throughout the duration of the withdrawal, the student may visit the campus only as authorized in writing by the dean of students or a designee.
 6. The notation "withdrawal" will appear on the student's transcript.
 7. Determinations of whether any refund of tuition or housing costs is available to the student will be made in accordance with Widener University refund policies.
- b. If an involuntary withdrawal is not imposed, the dean of students or a designee, in consultation with members of the Student Behavior Review Committee, may establish conditions or requirements under which the student is permitted to remain at the university.

9. Readmission

A student who has been involuntarily withdrawn may not apply for readmission until after at least the passage of one regular academic term. The student's application or request for readmission must be approved by the dean of students. Approval may be granted only if the dean of students, in consultation with the university's Counseling Center, determines that the student no longer poses a direct threat to the safety and well-being of the campus community with or without reasonable accommodations, if applicable. The dean of students will require documentation or a physical and/or mental health evaluation before issuing a decision. The student must also meet the admission or enrollment requirements of the university and specific academic program in which he/she seeks to enroll. Students may appeal the readmission decision made by the dean of students or his/her designee to the provost or his/her designee within three (3) business days of receipt of the decision. The provost or designee shall process the appeal in any manner he/she deems appropriate. The decision of the provost or his/her designee shall be final.

10. Application of Policy in a Nondiscriminatory Manner

This policy shall be applied in a nondiscriminatory manner, and decision makers acting under this policy shall make determinations based upon observations of a student's conduct, actions, and statements and not merely on knowledge or belief that a student is an individual with a disability. The use of speculation, assumption, or stereotype is prohibited when applying this policy.

11. Records and Fees

All records concerning these proceedings shall be maintained by the dean of students and shall be kept confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 CFR, Part 99.

Voluntary Medical Withdrawal Policy

In accordance with Widener University's Withdrawal Policy, voluntary medical withdrawals are an option for students. A student is encouraged to request a voluntary medical withdrawal whenever he/she believes that a physical or mental health concern is significantly interfering with his/her ability to be a successful student or if the student has been informed that an involuntary medical withdrawal is under consideration. A student interested in pursuing a voluntary medical withdrawal may discuss this option with the Office of the Provost, Office of Student Conduct, Health Center, Counseling Center, or Residence Life. The Office of the Provost will discuss whether any readmission requirements are necessary when returning from a voluntary medical withdrawal. Any documentation supporting a voluntary medical withdrawal will remain on file in the Office of the Provost and shall be kept confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 CFR, Part 99.

The Office of the Provost will coordinate with Enrollment Services the processing of the voluntary medical withdrawal. Determinations of whether any refund of tuition or housing costs is available to the student will be made in accordance with Widener University refund policies.

Medical Amnesty Policy

The Medical Amnesty Policy seeks to decrease the likelihood that a student will hesitate to seek help in an alcohol- or drug related emergency by granting amnesty (shielding the individuals) from punitive student conduct policies to those involved in seeking help. The Medical Amnesty Policy promotes safety and responsibility throughout the university

community. The policy also promotes education and treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

To receive medical amnesty, the student(s) seeking assistance for the impaired student must:

- Be the first person(s) to contact Campus Safety to report that a person needs medical assistance due to drug or alcohol consumption.
- Provide his/her own name to Campus Safety.
- Remain with the person needing medical assistance until Campus Safety arrives and dismisses them.

Medical Amnesty does not preclude disciplinary sanctions due to any other violations of the Student Code of Conduct (not related to the Alcoholic Beverages and Controlled Substances Policy). Likewise, Medical Amnesty does not prevent action by Chester police or any other law enforcement agencies. This policy does not grant amnesty for criminal, civil, or legal consequences for violations of federal, state, or local law.

Community Standards

Alcoholic Beverages and Controlled Substances Policy

Federal law requires that in order for an institution of higher education to receive federal funds, it must adopt and implement a program to prevent the possession, use, or distribution of illegal or illicit drugs and alcohol by students and employees. In keeping with the foregoing, all students are required to strictly adhere to the standards of conduct outlined below.

- a. *Alcoholic Beverages:* In keeping with the laws of Pennsylvania and Delaware, university policy regarding alcoholic beverages is as follows:
 1. It is illegal for any person under 21 years of age to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverage within Pennsylvania or Delaware.
 2. It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.
 3. It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages.

For students and their guests of legal age, alcoholic beverages are confined to resident rooms with doors closed, or to a location designated and approved by the Student Affairs Office. All individual students or guests in any student room must be of legal age (21 years or older) when alcohol is present. Alcohol is prohibited in all public areas, including, without limitation, porches, lounges, stairs, lobbies, classrooms, hallways, and offices. In those situations in which exceptions are made, the university reserves the right to require additional procedures to ensure safety and responsible consumption. No alcohol is permitted in Schwartz Athletic Center, and alcoholic beverages are not allowed in the University Center unless during an event where all in attendance are of age and the sponsoring group has received the explicit written permission of the dean of students. No alcohol is permitted in the university stadium during athletic events or at university athletic events played elsewhere. Public intoxication is also prohibited, regardless of age.

Special procedures may exist for 21-and-older events, particularly those involving alcohol. Organizations are responsible for abiding by the university's alcohol policy. In addition, Widener University does not permit organizations contracting with third party vendors to facilitate "open bar" events.

- b. *Bulk Container Policy:* Widener University promotes an environment that complies with the laws of Pennsylvania and Delaware and our university alcohol policy. We do permit individual students who are 21 years of age or older to possess and consume alcoholic beverages within their individual room, suite, or apartment, as long as no one under the age of 21 is present. The university does have a bulk container policy

that regulates the amount of alcohol a student who is 21 or older may possess in our residence halls or while on university property. The essential elements of that policy are as follows:

1. No kegs are permitted in any residence facility or on university property.
2. No alcoholic punch/mix/concoction is permitted in the residence halls or on university property.
3. No student may possess more than two total units in any combination of the following list of alcohol unit amounts:
 - One gallon of wine.
 - One liter of hard liquor or natural or distilled spirits used or intended for consumption.
 - One case of beer or malt products (24 12-ounce bottles or cans).
 - One case of wine coolers or similar alcoholic products (24 12-ounce bottles or cans).

Alcohol in violation of university policy will be confiscated.

The laws of Pennsylvania and Delaware carry strict sanctions for violation of alcohol-related offenses, including jail sentences, substantial fines, and revocation of one's driver's license. Additionally, the City of Chester enforces an ordinance that prohibits open containers (e.g., cans, bottles, cups, squeeze bottles, etc.) of alcohol in outdoor public areas, including streets, roofs, porches, yards, sidewalks, and any external areas of the residence structure that are construed as part of the Widener University Main Campus. Students are reminded that off-campus violations of the university Alcoholic Beverages and Controlled Substances Policy are subject to disciplinary action via the Campus Student Conduct System.

In addition, empty alcoholic containers and paraphernalia—including wine bottles, beer cans/bottles, liquor bottles of any size, shot glasses, beer bong, and funnels—are prohibited on university property, including those for decorative purposes.

- c. *Drugs and Other Controlled Substances:* The possession, use, and sale of illegal drugs, narcotics, and other controlled substances is a federal and state offense subject to mandatory heavy fines and imprisonment. The university cannot and will not shield students from the law and its consequences. Widener University must and will cooperate with law enforcement agencies.

Any Widener University student who (1) possesses, uses, or distributes illegal drugs, narcotics, or drug-related paraphernalia either on or off campus (not specifically prescribed by a physician or without the knowledge of the dean of students on the Chester Campus or the associate dean of student affairs on the Wilmington Campus or the dean of students on the Harrisburg Campus); (2) brings such illegal drugs, narcotics, or drug-related paraphernalia onto university premises; or (3) causes such illegal drugs, narcotics, or drug-related paraphernalia to be brought onto university premises may be suspended, dismissed, expelled, and/or referred for prosecution. Any antisocial conduct resulting from illegal drugs or other controlled substances will result in appropriate disciplinary action up to and including expulsion from the university. Applicable federal law states that any student convicted of various illegal drug offenses will lose his or her student aid eligibility for specified periods of time depending upon whether the conviction was for use or sale and how many times the student has been convicted.
- d. *Prohibited Conduct:* The following nonexclusive list of behaviors may result in disciplinary action, including suspension, dismissal, expulsion, and referral for prosecution:
 1. Disobedience of any of the general regulations as noted in the Student Code of Conduct, Student Handbook, Student Drug and Alcohol Policy, or any other generally available set of guidelines.
 2. The possession, use, or distribution, either on or off campus, of illegal or illicit drugs, drug paraphernalia, narcotics, or medicine requiring a physician's prescription and used without such prescription.
 3. Violation of federal, state, or local criminal laws.
 4. Violation of the university's policies on the use and possession of alcoholic beverages as outlined in university publications such as the *Student Handbook* and *Student Drug and Alcohol Policy*.
- e. Students are reminded that violations of university policy are not limited to the above list. Rather, this information is provided merely to highlight some important rules and regulations which must be observed.

Weapons Policy

The possession and/or use of offensive weapons of any kind are strictly prohibited on all university campuses. Offensive weapons include, without limitation, firearms of any kind, guns, pellet guns, B.B. guns, paintball guns, dart guns, ammunition, bows and arrows, darts, chemicals, flammable materials, items that constitute a fire hazard, fireworks, explosives, any instrument that can hurl a projectile, sling shots, brass knuckles, knives, hunting knives, switchblades, and any other cutting instrument as determined within the sole discretion of the university, except those whose sole purpose is related to the preparation or consumption of food. In addition, items that are not generally considered as weapons but could be used or viewed as a weapon are prohibited. All offensive weapons and similar items will be confiscated immediately. Students violating this policy will be severely sanctioned, up to and including expulsion. The university will report such violations to the authorities if warranted. Pepper spray and mace are considered to be offensive weapons; however, possession of these items and the like for self defense purposes are permitted.

Gambling Policy

Students are expected to abide by the federal laws and the laws of Pennsylvania prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at Widener-related activities is prohibited except as permitted by law. Such prohibited activity includes betting on, wagering on, or selling pools of any university athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book, or other device for registering bets; 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 athletic events.

Hazing Policy

Widener University prohibits all acts of hazing and adheres to the Timothy J. Piazza Antihazing Law, which defines hazing to include Hazing, Aggravated Hazing, and Organizational Hazing as defined in this policy.

HAZING. A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do or participate in any of the following behaviors or actions: (1) Violate Federal or State criminal law; (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm; (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements; (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment; (5) Endure brutality of a sexual nature; or (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student. Hazing also includes any action or situation that requires or encourages violation of University policy.

AGGRAVATED HAZING. A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and (1) The person acts with reckless indifference to the health and safety of the minor or student; or (2) The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

ORGANIZATIONAL HAZING. An organization commits the offense of organizational hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

Any student, student group, student organization (recognized or not), team, or other persons associated with a student group or organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy,

whether occurring on or off campus, may face disciplinary action from the University, and may also face criminal charges under state law or federal law, including The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq. It is not a defense that the consent of the minor or student was sought or obtained, or that an instance of hazing was sanctioned or approved by the organization.

REPORTING VIOLATIONS OF THIS POLICY. Any violation of this policy shall be deemed a violation of the Widener University Student Code of Conduct and may also constitute a violation of the Widener University Equal Opportunity, Harassment and Nondiscrimination Policy. Widener University encourages all members of the campus community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing, Aggravated Hazing, or Organizational Hazing in violation of this policy to report the violation to the Office of Student Conduct. All reports will be promptly investigated.

Tobacco-Free Enforcement Policy

Widener University is dedicated to providing and promoting a healthy and productive environment for its faculty, staff, students, visitors, contractors, and guests. The Tobacco-Free Policy adopted by the university in May of 2009 is consistent with that goal. By endorsing this policy, Widener University demonstrates its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting best healthcare practices and choices for individuals, and establishing a university culture of wellness.

The Tobacco-Free Policy applies to all university faculty, staff, students, visitors, contractors, and guests at all times. Tobacco use includes any lighted tobacco product, e-cigarettes, and any oral tobacco product. The use of all tobacco products is prohibited within the boundaries of each of the university's four campuses (see "Campus Tobacco-Free Boundaries" below). The prohibited areas within each of the campus's boundaries include all buildings, facilities, indoor and outdoor spaces, and grounds owned, rented, and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles, and private vehicles parked or operated on university property.

- a. *Enforcement:* All members of the Widener community are asked to respectfully remind faculty, staff, students, visitors, contractors, and guests who are smoking, chewing tobacco, or vaping on university property about the university's Tobacco-Free Policy.

Campus Safety staff is also responsible for reminding any faculty, staff, student, visitor, contractor, or guest who is using tobacco on university property about the university's tobacco-free policy. Campus Safety staff may ask to see official identification for faculty, staff, students, visitors, contractors, and guests and complete an incident report for anyone who is found violating the university's policy. The original incident reports are directed to the Campus Safety Office. Campus Safety will review incident reports and send copies of reports to the appropriate office. Student reports are sent to the Student Affairs Office or the Associate Provost's Office for processing through the student disciplinary process. Employee reports are sent to the Human Resources Office in Chester for processing through the employee disciplinary process. The Human Resources Office will send a copy of the incident report to the employee's supervisor.

There are four levels of offenses, with a requirement for each offense that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the noted penalties as follows:

- 1st Offense—Warning
- 2nd Offense—\$25 fine
- 3rd Offense—\$50 fine
- 4th Offense—Dismissal or termination of enrollment/employment, based on the respective disciplinary code.

Campus Safety staff will ask visitors using tobacco on university property to extinguish cigarettes, cigars, or pipes, turn off e-cigarettes, or dispose of smokeless tobacco products. If a visitor refuses to comply with this request, Campus Safety staff may ask the visitor to leave campus (as is currently done when visitors violate the university's alcohol and drug policy).

- b. *Assistance*: Educational and cessation assistance programs are offered to students, faculty, and staff to help them quit using tobacco products. Any money collected from the noted fines supports the wellness education program.
- c. *Campus Tobacco-Free Boundaries*
 1. Chester Campus—The boundaries are generally described as I-95 to the south, the west side of Melrose Avenue to the east, the south side of 18th Street to the north, and the east side of Providence Avenue to the west. Other facilities included in the tobacco-free boundaries are the Maintenance Complex on 12th Street; the Spang parking lot at Melrose Avenue and 14th Street; the entire Athletic Complex, including 17th Street, the sidewalk along 17th Street, and the softball field in Ridley Township; the Child Development Center at Walnut and 18th Streets; Balin Hall at Providence Avenue and 22nd Street; the Access Center at Providence Avenue and 21st Street; the parking lot on the west side of Providence Avenue between 16th and 17th Streets; the Development Office on 15th Street; the Bell property in Upland; and all of the university-owned properties along Melrose Avenue and throughout Sun Hill.
 2. Wilmington Campus—The boundaries are generally described as Concord Pike to the west, the moat between the shopping center and the campus to the south, the country club to the east, and the maintenance complex, rugby field, the townhouses, and adjacent parking lots to the north. We ask that you be respectful of the private property owners that are within the general campus boundaries.
 3. Harrisburg Campus—The boundaries are generally described as all of the property bounded by Thea Drive to the south, both sides of Vartan Way going north, including the parking lot, buildings, basketball/tennis courts, and the surrounding land. Also included is the maintenance complex on Progress Avenue.

Fire Safety Policy

Smoke detectors are placed in student rooms and public areas for the safety of the community. Students may not tamper with this equipment (e.g., remove batteries). *Students caught tampering will be subject to immediate disciplinary action. Nothing may cover smoke detectors. Hot plates (exposed and internal coil elements), air fryers, candles, incense, live trees, decorative lights, lava lamps, and George Foreman and other grills are not allowed in the residence halls.* If discovered, they will be confiscated. Students responsible will be subject to disciplinary action. As per the instruction from the Fire Commissioner of the City of Chester, "No couches, chairs, or futons are permitted in the residence halls unless a student can provide manufacturer's certification that the furniture meets California Technical Bulletin 133 for fire retardancy of upholstered furniture."

Identification/Campus1Card Policy

Students are required to carry their Campus1Card (identification card) at all times. The Campus1Card is the official card that is used as a Widener University ID card, library card, flexible spending debit card, meal plan card, residence hall access card, and academic building access card. These cards admit students to home athletic games and most student activities. *Campus1Cards are not transferable, cannot be borrowed, and may not be altered.* Misuse of or tampering with any Campus1Card is strictly prohibited. The use of the card is governed by university regulations. The Campus1Card must be submitted upon request to any university employee who requires it for official performance of his or her duties or fulfillment of his or her responsibilities.

If a student has a meal plan, it must be presented at each meal. Check-in officials have the authority to deny any person access to the dining center who does not have proper identification or cash payment.

If a Campus1Card is lost or stolen, follow this procedure:

1. Report the lost/stolen card to the Office of Campus Safety or Enrollment Services.
2. Pay the Campus1Card replacement fee (\$25) at the Enrollment Services Center, where a new card will be issued.

Athletic/Recreational Activities Policy

All athletic activities must be confined to the proper playing fields or gym. All Department of Athletics policies and rules in effect for athletic contests must be followed. Check with the Department of Athletics for complete details of its policies for the stadium and gymnasium. Ball playing, Frisbee, and other recreational games are restricted to the appropriate athletic fields and areas designated by the Student Affairs Office.

Community Relations Policy

Students are expected to conduct themselves within the local community in a responsible and considerate manner at all times. Any conduct that tends to bring discredit to the university or its members will result in disciplinary action regardless of where such conduct occurs. Any student charged with a felonious crime may be immediately suspended from the university pending the outcome of criminal proceedings and may also be subject to proceedings under the "Campus Student Conduct System."

Academic Integrity Policy

Widener's academic integrity policy is published in all of the graduate and undergraduate academic catalogs: widener.edu/catalogs

Understanding, Reporting, & Preventing Bias Incidents & Hate Crimes

As a university, Widener celebrates diversity and embraces multiculturalism. At Widener, we strive to maintain an inclusive and welcoming campus community. We encourage all students, faculty, staff, and guests on campus to interact in a manner of human respect at all times. But we are also aware that incidents of bias and hate crimes have increased on college campuses around the country, sometimes disrupting that sense of community. Widener University condemns such acts and encourages all members of our community to do the same.

The following clarifications of definitions are meant to help students, faculty, and staff understand the serious offenses that may grow out of intolerance. Our policies, handbooks, and practices—as well as the laws—are provided or referenced here to help everyone understand where we stand as a community and how we pursue violations and help those affected. As always, we encourage exploration and dialogue about diversity through the guidance provided by numerous Widener professionals.

What Are Bias Incidents?

A bias incident is conduct, speech, or expression that is motivated by bias or prejudice but doesn't involve a criminal act. Bias incidents may, however, violate campus disciplinary or harassment policies. According to the U.S. Department of Justice, a bias incident is the use of degrading language and slurs directed toward people of color, women, members of the gay, lesbian, bisexual, and transgendered community, people with disabilities, members of religious groups, and others who belong to groups that have traditionally been marginalized.

What Are Hate Crimes?

The Federal Bureau of Investigation (FBI) defines a hate crime as a criminal act—such as simple or physical assault, arson, or vandalism—motivated by bias, particularly against any given race, nationality, ethnicity, religion, disability, sex, gender, or sexual orientation. In addition, any writing, including graffiti, email, or even anonymous letters, that threatens or encourages violence toward an individual or group of people may also be a hate crime.

What Do I Do if I Think a Hate Crime or Bias Incident Has Been Committed?

- a. Do not confront the person you think committed the act.
- b. Call Campus Safety immediately at 610-499-4200, or the police at 911 if there is an immediate safety concern or if you think a crime has been committed.
- c. Do not disturb a crime scene or remove/destroy evidence such as graffiti. Campus Safety officers or the police may need to gather evidence.
- d. Tell someone you trust—for example, a professor, a staff member, or a resident assistant. Ask that person to help you file a report under the Student Code of Conduct or the university's EOHN Policy. Here are some university offices that can assist you:
 - Campus Safety, 610-499-4200
 - Student Affairs, Main Campus, 610-499-4385; Delaware Campus, 302-477-2174; Harrisburg Campus, 717-541-3952
 - Graduate Programs, 610-499-4351
 - Continuing Studies, 610-499-4335
 - Undergraduate Academic Affairs, 610-499-4110
 - Counseling Center, 610-499-1261
 - Residence Life, 610-499-4390
 - Multicultural Student Affairs, 610-499-4488
 - International Student Services, 610-499-4498
 - Student Conduct, 610-499-4391

Any of these offices can serve as your initial point of contact. They will then work with you to address or resolve the matter. Your personal wishes, as well as community safety issues, will be considered in determining how to proceed.

What is the Process of Reporting an on-Campus Incident?

- a. You should begin by telling your professor, advisor, dean, associate provost, resident assistant, the assistant dean of residence life, the dean of students, a counselor, or some other Widener professional what has happened. After speaking with you, that person informs his/her supervisor that a hate crime or bias incident has occurred.
- b. A Widener professional will support you with an initial telephone call to the Office of Campus Safety, whose officers will be dispatched to the scene to talk with you, gather evidence, and begin an investigation.
- c. The officers may ask you to provide any item of evidence, if such exists, like a message board or note.
- d. A professional staff member will meet with you to learn the specifics of the incident and gain a better understanding of your personal feelings, reactions, and wishes. At your request, a university staff member from the Counseling Center, Student Affairs, and/or other relevant university area will be contacted to provide additional assistance.
- e. After gathering all pertinent information from you, the professional will complete a written report that will be shared with Campus Safety.
- f. Taking into account your personal feelings, reactions, and wishes, the professional may implement or recommend that others implement activities responding to the incident. These activities may include a letter

or a similar communication to the community addressing the situation, a floor or hall meeting, educational programming, and student conduct proceedings.

What is Done to Help the Victim of a Hate Crime or Bias Incident?

The university provides support, including counseling if necessary, and help in coping with problems that result from incidents of hate crimes or bias incidents.

What Happens if Someone is Found Guilty of Committing a Bias Incident?

Alleged perpetrators involved in the incident will be adjudicated according to the university's Student Code of Conduct or the EOHN Policy. A student found guilty of committing such an act could receive a penalty ranging from a disciplinary warning to expulsion from the university.

What Happens if Someone is Found Guilty of Committing a Hate Crime?

Alleged perpetrators involved in the incident will be adjudicated according to the university's Student Code of Conduct or the EOHN Policy. A student found guilty of committing such an act could receive a penalty ranging from a disciplinary warning to expulsion from the university. Alleged perpetrators may also be subject to state, civil, and criminal penalties. Moreover, many states as well as the federal government have special statutes allowing any crime motivated by hate toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender, or gender identity of an individual or group to carry criminal charges in addition to those of the original crime. Consequently, the person found guilty of a hate crime may also face criminal penalties that may include fines and even jail.

What Can I Do to Help Prevent These Kinds of Things from Happening?

All students are encouraged to access the resources offered by the Multicultural Student Affairs (MSA) office. Through this office, students can learn about opportunities to join or support student groups whose members work to educate, dispel myths, and sensitize the university community to the value of our differences. The MSA office promotes and coordinates a range of diversity activities and programs at Widener. We encourage all student, staff, and faculty groups to invite MSA staff to talk about the values of diversity on our campus. Working together, all members of the Widener community can help to create a more inclusive, welcoming, and comfortable campus for everyone.

Photography & Videotaping Policy

Widener University reserves the right to photograph and videotape students, faculty, staff, guests, and visitors while on university property and during university-sponsored functions off campus. These images, video, and audio may be used

on the Widener website and associated sites such as Flickr and Facebook, and for promotional purposes, including use in the university magazines, newsletters, press releases, booklets, brochures, and other publications.

Student Code of Conduct

Widener University's Student Code of Conduct is direct and simple: Widener students are expected to be honest, mature, and responsible and to respect the rights and property of others. The purpose of the Student Code is to promote, preserve, and protect the educational mission of the university.

A violation of any policy, rule, regulation, or standard of the university constitutes a violation of the Student Code. The following general policies, rules, regulations, and standards are published to help students understand Widener's expectations for their behavior. The listing is not exhaustive, and additional policies, rules, regulations, and standards may be established by the university at any time. In addition, any policy, rule, regulation, or standard may be amended or revoked by the university at any time. Students are advised to refer to additional university publications such as the catalogs, *Parking Regulations Policy*, *Electronic Communications Policy*, and departmental policy documents for more information. All students are responsible for familiarizing themselves thoroughly with all policies, rules, regulations, and standards of the university, including those relating specifically to residential students as set forth in this handbook. Questions or recommendations for new policies, rules, regulations, or standards should be directed to the Division of Student Affairs.

Preface

Core Values of Student Conduct at Widener University

- **Integrity:** University students exemplify honesty, honor, and a respect for the truth in all of their dealings.
- **Community:** University students build and enhance their community.
- **Social Justice:** University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** University students show positive regard for each other, for property, and for the community.
- **Responsibility:** University students are given and accept a high level of responsibility to self, to others, and to the community.

University students are responsible for knowing the information, policies, and procedures outlined in this document. The university reserves the right to make changes to this Code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at <http://www.widener.edu/academics/handbooks/> for the updated versions of all policies and procedures.

Section 1: Mission and Philosophy Statement

Mission Statement

The Office of Student Conduct serves the Widener University community by fostering ethical development and personal integrity in students. To support both the success of the Widener community and individual students, the Office of Student Conduct initiates and encourages transformative educational programs and services to positively impact student lifelong goals. The Office of Student Conduct supports student involvement in Widener University's diverse communities, thus engaging people and groups different from themselves to achieve success in common interests with civility. The Office of Student Conduct relays the ownership of personal actions in the communities students reside, socialize, learn, recreate, work in, and congregate. From these experiences, students develop identity

and culture to better understand the purposes and policies of any community. To accomplish this, the Office of Student Conduct works with students individually and in groups connecting and accessing all appropriate resources.

Philosophy Statement

The university community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the university community.

A community exists on the basis of shared values and principles. Student members of the university community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the university community bears responsibility for his or her conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

The student conduct process at the university is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his or her behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice of charges and an opportunity to be heard before an objective decision-maker. No student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Section 2: Jurisdiction

Students at the university are provided a copy of the Code of Student Conduct annually in the form of a link on the university's website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for having read and abiding by the provisions to the Code of Student Conduct.

A violation by any student or any student group of the Code of Student Conduct or of any of the general policies, rules, regulations, or standards of Widener University found in the academic catalogs, *Student Handbook*, Residence Hall Agreement, or any other generally available set of guidelines or codes of conduct shall be resolved according to the procedures set forth in this Code, unless such violation is subject to a specific code or set of regulations adopted by the university.

Except as otherwise provided herein, the Student Conduct System shall have jurisdiction in all matters arising under the general policies, rules, regulations, and standards of the university against all students other than law students, whether they be undergraduates, graduates, professional students, or others, including students who are on unexpired leaves of absence. In general, a "student" is any individual who has been admitted, matriculated, enrolled, or registered in any academic program or other educational activity provided by the university; provided, however, that the university

reserves the unilateral right at all times to deny admission or revoke an offer of admission to any applicant or accepted applicant prior to the commencement of classes without utilizing the procedures set forth in this Student Code of Conduct.

The Campus Student Conduct System shall not apply to law students, as the Schools of Law have adopted their own sets of codes, policies and procedures.

Approved or unapproved absence from the university is not a bar to the conduct or completion of proceedings under this Code. In addition, the term "student" includes persons who attempt to withdraw from the university after allegedly violating this Code or who are not officially enrolled for a particular term but who have a continuing relationship with the university; it also includes persons who are living in university student residential facilities. In certain circumstances and where warranted, the term "student" shall also include persons who have graduated from or taken courses at the university, such as cases involving degree revocation. Prohibited conduct may be sanctioned regardless of whether the conduct occurred pre-admission or post-admission.

Notwithstanding the foregoing, the Code of Student Conduct does not ordinarily handle complaints against graduate and professional students when such cases lie within the jurisdiction of a hearing board or other disciplinary body established by the school or college of the university in which the student is enrolled. When such a school-based or college-based disciplinary procedure exists, it should be the recourse of first resort for the resolution of the alleged violation, unless the administration of the university decides that it is appropriate in light of the circumstances for the Code of Student Conduct to govern the matter. In all cases, the university reserves the right in its sole discretion to determine the manner by which a disciplinary complaint will be processed. The Student Conduct System is managed by the Office of Student Conduct and housed in the Student Affairs Office.

Off-Campus and Online Incidents

The Code of Student Conduct applies to behaviors that take place on campus and at university-sponsored events as well as behaviors online via email or other electronic mediums. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials. However, most online speech by students not involving university networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals"; and
- Speech posted online about the university or its community members that can reasonably be interpreted to cause a significant on-campus disruption or significant adverse impact upon a community member.

This Code may also apply to off-campus behaviors and online actions when the Dean of Students determines that the off-campus or online conduct affects a substantial university interest. A substantial university interest is defined to include:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in any municipality where the university is located. With respect to criminal charges brought against students, bail money will not be posted by the university.
- Any situation where it appears that the student's conduct may present a danger or threat to the safety and well-being of the campus community.
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace or causes social disorder.
- Any situation that is detrimental to the educational interests of the university.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school

bridge/extension/partner/dual-credit programs, and continuing education programs by contractual agreements. Visitors to and guests of the university may seek resolution of violations of the Code of Student Conduct committed against them by members of the university community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the more difficult it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the university's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to Campus Safety.

A responding student facing an alleged violation of the Code of Student Conduct is not permitted to withdraw officially from the university until all allegations are resolved. The university retains conduct jurisdiction over students who choose to take a leave of absence, attempt to withdraw, or have graduated for any misconduct that occurred prior to the leave, request for withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or to obtain official transcripts and/or to graduate, and all sanctions must be satisfied prior to reenrollment eligibility, release of transcripts, or graduation. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the university may invoke these procedures, and should the former student be found responsible, the university may sanction the former student, including revocation of that student's degree.

University email is the university's primary means of communication with students. Students are responsible for all communication delivered to their university email addresses.

Section 3: Violations of the Law

Alleged violations of federal, state, and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the university has jurisdiction, the university conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The university reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined in Section 5.F.(b)). Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request a preliminary hearing from the Assistant Dean for Student Conduct to show cause why the interim suspension should be lifted. This hearing may resolve the allegation(s), or may be held to determine if the interim suspension should be continued. The interim suspension may be continued in the sole discretion of the Assistant Dean for Student Conduct. The university may be delayed or prevented from conducting its own investigation and resolving the allegation(s) by the pendency of the criminal process. In such cases, the university will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay generally will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim and approved by the university to allow the criminal investigation to proceed before the university process or for any other reason deemed appropriate by the university.

Students accused of crimes may request to take a leave from the university until the criminal charges are resolved. In such situations, the university procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice his or her defense in the criminal trial or as otherwise required by law in the sole discretion of the university; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and

- The responding student must agree that, in order to be reinstated to active student status, he or she must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Section 4: The Standards of Conduct

Core Values and Behavioral Expectations

The university considers the behavior described in the following sub-sections as inappropriate for the university community and in opposition to the core values set forth in this document. These expectations and rules apply to all students other than law students, whether undergraduate, graduate, doctoral, or professional. The university encourages community members to report to university officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 5.F.

Integrity: University students exemplify honesty, honor, and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments; this policy includes knowingly supplying false information or causing false information to be supplied to university faculty or staff who are in pursuit of their official duties.
2. **Academic Dishonesty.** Acts of academic dishonesty as outlined in the Academic Integrity Policy.
3. **Unauthorized Access.** Unauthorized access to any university building or unauthorized possession, duplication or use of means of access to any university building (e.g., keys, cards, etc.) or failing to timely report a lost university identification card or key.
4. **Aiding and Abetting.** Action or inaction with another or others to violate the Code of Student Conduct.
5. **Trust.** Violations of positions of trust within the community.
6. **Election Tampering.** Tampering with the election of any university-recognized student organization (minor election code violations are addressed by the SGA).
7. **Taking of Property.** Intentional and unauthorized taking of university property or the personal property of another, including goods, services, and other valuables.
8. **Stolen Property.** Knowingly taking or maintaining possession of stolen property; including, without limitation, theft or unauthorized acquisition, removal, use, or misuse of property, including computer hardware and software, belonging to the university, other members of the campus community, or other persons or entities.

Community: University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

9. **Disruptive Behavior.** Substantial disruption of university operations including obstruction of teaching, research, administration, other university activities, and/or other authorized non-university activities that occur on campus.
10. **Rioting.** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
11. **Unauthorized Entry.** Misuse of access privileges to university premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a university building.
12. **Trademark.** Unauthorized use (including misuse) of university or organizational names and images.
13. **Damage and Destruction.** Intentional, reckless, and/or unauthorized damage to or destruction of university property or the personal property of another.
14. **IT and Acceptable Use.** Violating the University Acceptable Use and Computing Policy, found online in the Computing and Information Technology section.

15. **Gambling.** Gambling as prohibited by the laws of the State of Pennsylvania or Delaware. (Gambling may include raffles, lotteries, sports pools, and online betting activities.) (See the section on "Community Standards" for further information).
16. **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, darts, axes, machetes, nun chucks, throwing stars, or knives, including the storage of any item that falls within the category of a weapon in a vehicle parked on university property (See the section on "Community Standards" for further information).
17. **Tobacco.** Smoking and/or tobacco use in any area of any university campus are prohibited; (See the section on "Community Standards" for further information).
18. **Fire Safety.** Violation of local, state, federal, or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages university or personal property or which causes injury;
 - b. Failure to evacuate a university-controlled building during a fire alarm;
 - c. Improper use of university fire safety equipment; or
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property. Such action may result in a local fine in addition to university sanctions; (See the section on "Community Standards" for further information).
19. **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the university.
20. **Animals.** Animals, with the exception of service animals (e.g., seeing-eye dogs) or approved assistance animals, (as outlined in the Residence Life section of the *Student Handbook*), are not permitted on campus except as permitted by law. No pets are permitted on campus.
21. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted for use inside university buildings, residence halls, or on tennis courts. In addition, the use, storage, and possession of hoverboards and other electronic self-balancing devices is banned on all university campuses. Skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to university property caused by these activities.

Widener University's Equal Opportunity, Harassment, and Nondiscrimination policy ("EOHN ") defines and governs:

All allegations against students regarding discrimination, harassment, or retaliation on the basis of sex, gender, age, race, creed, national origin or ethnicity, religion, disability, veteran status, pregnancy status, sexual orientation, gender identity, marital status, and/or genetic information (otherwise known as protected classes) and all allegations against students regarding sexual misconduct, which includes sexual harassment, sexual assault, dating and domestic violence, stalking, and sexual exploitation The EOHN Policy and procedures can be found on the Title IX Resources webpage. Please use the Discrimination, Harassment, and Sexual Misconduct reporting form, which is located on the Title IX Resources webpage, to report all incident(s) implicating the EOHN policy.

The EOHN Policy can be located at: <https://www.widener.edu/sites/default/files/2022-03/Equal-Opportunity-Harassment-Nondiscrimination-Policy.pdf>.

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

22. **Bystanding.**
 - a. Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
 - b. Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.

23. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, university processes including conduct and academic integrity hearings including, but not limited to:
- Falsification, distortion, or misrepresentation of information.
 - Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation.
 - Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
 - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding.
 - Failure to comply with the sanction(s) imposed by the campus conduct system.
 - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

24. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person. This includes but is not limited to physical assault.

25. **Threatening Behaviors:**

- Threat. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

26. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression. A single or isolated incident of such behavior may constitute bullying or cyberbullying, and bullying and cyberbullying need not include intent to harm or be directed at a specific target.

27. **Hazing.** "Hazing." A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following: (1) Violate Federal or State criminal law; (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm; (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements; (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment; (5) Endure brutality of a sexual nature; or (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student. "Aggravated Hazing." A person commits the offense of aggravated hazing if the person commits a violation of hazing (as defined above) that results in serious bodily injury or death to a minor or student and: (1) the person acts with reckless indifference to the health and safety of the minor or student; or (2) the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student. "Organizational Hazing." An organization commits the offense of organizational hazing if it intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated hazing. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy. (See the section on "Community Standards" for further information).

28. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts for non sexual purposes such as public urination or defecation.

Responsibility: University students are given and accept a high level of responsibility to self, to others, and to the community. Behavior that violates this value includes, but is not limited to:

29. **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the university's Drug and Alcohol Policy. This policy includes individuals under the age of 21 who are in the presence of alcohol. (See the section on "Community Standards" for further information.)

30. **Drugs.** Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the university's Drug and Alcohol Policy. (See the section on Community Standards for further information.)

31. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

32. **Failure to Comply.** Failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

33. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the university including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

34. **Arrest/Conviction.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct within seventy-two (72) hours of release or failure to report a criminal conviction. (See the section on Policy on Disclosure of Criminal Convictions.)

35. **Other Policies.** Violating other published university policies or rules, including all Residence Hall policies and Prohibited Items Violations.

36. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

37. **Violations of Law.** Evidence of violation of local, state, or federal laws, when substantiated through the university's conduct process.

38. **Disorderly Conduct.** Any disruptive conduct that threatens, harms, or interferes with the health, safety, and welfare or peace and good order of the university community, university personnel, students, visitors, guests, and/or university processes and functions—including but not limited to physical altercation, unreasonable noise, creating a physically hazardous or offensive condition, and prohibited athletic or recreation activity.

39. **Terroristic Threats and/or Acts of Intolerance.** Conduct by which a student knowingly or recklessly puts another person in fear of bodily or psychological harm. This includes placing on Widener University property or elsewhere a symbol, object, characterization, or graffiti that exposes another person to threats of violence, contempt, or hatred.

40. **Endangering Act or Omission.** Any act or omission, the effect of which may be detrimental to, endanger, or create a threat to the health, safety, or welfare of any person, including the student responsible for the act or omission.

41. **Guests.** Any Widener University student who hosts a guest who violates the provisions of this Code will be subject to disciplinary action. Note: The residents of a room where a policy violation has occurred may be held responsible for the violation regardless of whether they were present in the room at the time of the violation.

Section 5: The Conduct Process

A. Authority

The Dean of Students is vested with the authority over student conduct by the President. The Dean of Students appoints an Assistant Dean for Student Conduct to oversee and manage the student conduct process. The Dean of Students and Assistant Dean for Student Conduct may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The university's student conduct system is not a legal system, and university disciplinary proceedings are not civil or criminal litigation. As such, the right to counsel is not a procedural requirement. Similarly, there is no general

requirement that procedural due process be afforded in private institution student disciplinary cases. The procedures set forth below, however, have been established to guarantee that all students accused of violations have the opportunity to be heard.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

Under the university's student conduct system, all charges, allegations, or complaints are brought on behalf of the university, not on behalf of the complainant(s); that is, alleged victims, witnesses, or others, who may have brought the matter to the attention of the Office of Student Conduct or the parties who may have been directly or indirectly harmed or affected by the alleged conduct or violation. Any member of the university community (including trustees, officers, faculty, staff, registered students, and alumni) may bring a complaint involving student conduct to the attention of the Office of Student Conduct.

In order for a complaint to be processed through the university's formal student conduct system, it should be submitted in writing. The filing of any such complaint shall in no way limit a complainant's rights or obligations to bring such matters to the attention of other university officers or offices or to seek recourse outside the university through civil, criminal, or administrative proceedings. Notwithstanding the foregoing, the university reserves the right at all times to institute charges against a student based upon any information that may be brought to the attention of the university or come into the possession of the university.

A student who fails without good cause to appear for a hearing after receiving notice, or to cooperate with an investigation may be charged with a separate violation of the Code of Student Conduct. Repeated disruption of disciplinary hearings or of the disciplinary process by a student or the student's representative may result in charges against the student of noncooperation or exclusion of the student or the student's representative from disciplinary proceedings or hearings. Such exclusion shall not serve as a bar to the completion of disciplinary proceedings involving that student.

C. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this Code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers;
or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

D. Initial Investigation and Informal Adjudication

1. Any member of the university community who believes in good faith that any student or student group has committed a violation of any policy, rule, regulation, code, or standard of the university may file a written complaint with the Office of Student Conduct. Upon the filing of a complaint, the Office of Student Conduct

shall consider the matter for investigation or referral. Any member of the university community may also consult informally with the Office of Student Conduct to determine whether he or she wishes to file a complaint. A complaint is not a charge that a student has violated university regulations. Charges are only made by the university following an investigation.

2. Upon receipt of a complaint or other information that may constitute a violation of the Code of Student Conduct, the Assistant Dean of the Office of Student Conduct shall evaluate the complaint or information to determine whether any applicable rule, regulation, code, policy, or standard of conduct may have been violated. If the Assistant Dean determines that no such violation may have occurred, he or she may dismiss the matter without further investigation. If the Assistant Dean determines that a violation may have occurred, he or she shall conduct, or appoint a member of the staff (the investigator) to conduct, an investigation of the incident and to render a recommendation for its disposition.
3. The investigator shall conduct such investigation as is deemed appropriate under the circumstances, taking into consideration the nature and gravity of the alleged offense.
4. If, following such investigation, the investigator determines that the allegations appear to have merit, the investigator shall confer with the Assistant Dean to determine whether the university will institute charges against the student(s) alleged to have committed the violation (the alleged violator). If the Assistant Dean determines that the university will institute charges (which may include charges in addition to or different than those charges alleged in the complaint), the investigator or his/her designee shall notify the alleged violator of the charges and provide an opportunity for the alleged violator to present a response to the charges. Such response may include oral or written statements from the alleged violator or from any other person having knowledge of the facts and circumstances of the incident at issue.
5. After reviewing all information presented, the Assistant Dean of the Office of Student Conduct or the investigator shall issue a determination that either the alleged violator has committed a prima facie violation or dismiss the case for lack of sufficient evidence.
6. If the Assistant Dean of the Office of Student Conduct or the investigator determines that the alleged violator has committed a prima facie violation, he or she shall recommend appropriate sanctions.
7. If the alleged violator accepts the determination and sanction recommendation issued, the matter shall be concluded.
8. If the alleged violator does not accept the determination issued, then the alleged violator may request a formal student conduct hearing.
9. If the alleged violator accepts the determination but not the sanction recommendation, then, in all cases including those where the sanction recommendation includes removal from campus residence, suspension, dismissal, or expulsion from the university or degree revocation, the alleged violator may appeal the sanction recommendation to the Dean of Students within three working days of the alleged violator's receipt of the sanction recommendation. The basis of an appeal is limited to only issues of substantial noncompliance with the procedures set forth in this code, relationship of the sanctions to the alleged violation(s), or to the discovery of substantial new evidence. The Office of the Dean of Students shall process the appeal in any manner it deems appropriate. The decision of the Dean of Students shall be final and unappealable.

E. Formal Student Conduct Hearings

1. **Procedural Rights:** All alleged violators whose cases are to be processed pursuant to a formal student conduct hearing shall be afforded the procedural rights as set forth below. The alleged violator shall:
 - a. Be advised in writing of the charges against him or her.
 - b. Be advised in writing of the time, place, date, and type of hearing to which his or her case has been referred. The ONLY factors considered when scheduling hearings are class or other formal academic responsibilities.
 - c. Be afforded the right to present a defense and witnesses on his or her own behalf.
 - d. Be afforded the right to remain silent and be assured that silence shall neither be held against him or her nor raise any implication of wrongdoing.
 - e. Have the right to be accompanied by one advisor or personal representative of his or her own choosing during any aspect of the student conduct procedure, provided that any such advisor or personal representative does not participate.

- f. Be entitled to written notification of the findings of any university officer or board, including a copy or summary of any applicable complaint, and, if sufficient evidence exists to support the allegations against the alleged violator, the sanction recommended to the Dean of Students.
- g. Be afforded the right to a hearing before an impartial board. The hearing shall be closed to the public.
- h. Be afforded the privilege to continue his or her residence on campus and attendance at classes while the student conduct matter is pending or on appeal, except when, in the sole discretion of the university, continued presence on campus, in classes, or in residence may pose a threat to the health, safety, or welfare of the student, other individuals, or the university community, or would negatively affect the normal operations of the university.

Any of the procedural rights set forth above not utilized by the alleged violator will be considered waived. If an alleged violator impedes the orderly continuation of the judiciary process, the chair (as defined below) will proceed with the judiciary process in such manner as he or she deems most appropriate to ensure protection of the rights of all parties involved and the interests of the university.

2. Formal Hearing Procedure:

- a. Structure. Formal student conduct hearings shall be conducted before a board of three to five members appointed by the Office of Student Conduct, which may comprise faculty, administration, and staff, all operating under confidentiality and respect for the alleged violator's, complainant's, and witnesses' privacy. The Office of Student Conduct shall also appoint a chair of the board and a student conduct administrator.
- b. Notification. The Office of Student Conduct shall give written notice to the alleged violator and the complainant of the charges against the alleged violator, and the names of the chair of the board and the board, the investigator, and the student conduct administrator.
- c. Power and Duties of the Chair. The chair shall preside over the hearing and ensure that the alleged violator is informed of his or her procedural rights as set forth above. The chair shall have the power to delay, continue, or reschedule any hearing for cause on request of any party or witness or for any other reason at the discretion of the chair.
- d. Powers of the Board. The board shall possess all the powers necessary to carry out its assigned functions, including the power to:
 - i. Conduct preliminary investigations and hearings.
 - ii. Make a recommendation to the Dean of Students as to whether the alleged violator has violated any university policy, rule, code, regulation, or standard.
 - iii. Make a recommendation to the Dean of Students as to appropriate sanctions to be imposed for any purported violation.
 - iv. Issue written requests to witnesses to appear and testify.
 - v. Do anything else necessary to the proper discharge of its duties.
- e. Powers and Duties of the Student Conduct Administrator. The student conduct administrator shall serve as the presenter of the charges against any alleged violators during a formal hearing procedure.

3. Hearing Process:

- a. Scheduling. The chair shall schedule a hearing date within a reasonable time after initiation of charges against the alleged violator. Notice of the hearing shall be served upon the investigator, the student conduct administrator, the alleged violator, the complainant, and any other individuals involved by any or all of the following means: electronic delivery provided confirmation of receipt is received, campus mail, personal delivery, overnight courier service, and/or home-delivered certified mail, return receipt requested, directed to the individual's last known address as reflected on university records. The complainant and the alleged violator will be notified by at least two of these methods.
- b. Representatives. The investigator, alleged violator, and complainant may choose a representative to assist in preparing for and attending the hearing. Such representatives may be present but shall not be entitled to participate in the hearing.

- c. Waiver of Attendance. The complainant and the alleged violator may elect to waive attendance at the hearing. If the complainant and/or the alleged violator fail to attend the hearing, the board may adjudicate the case in the absence of such person.
- d. Conduct of Hearing. The board shall conduct the hearing in any manner it deems appropriate subject to the following:
 - i. Procedure. The student conduct administrator or his or her designee shall have the burden of going forward and shall present the investigatory findings to the board. Thereafter, the complainant and the alleged violator shall be given the opportunity to present his or her case to the board.
 - ii. Record of Proceedings. The board shall keep a record of the hearing proceedings by stenographic means, on magnetic tape or by digital means, at its discretion. No party or witness may record the hearing proceedings by any means. The alleged violator, the complainant, the investigator, the student conduct administrator, members of the board, and appropriate administrators of the university shall have the right to review the record of the proceedings if, as, and when such record becomes available. The record will be maintained by the Office of Student Conduct for seven years after the accused student's departure from the university.
 - iii. Requesting Attendance of Witnesses. The investigator, the student conduct administrator, alleged violator, complainant, or their representatives may request the chair to issue to witnesses notices of attendance for the hearing. In the event that requests for witness notices are unduly burdensome or are requested in bad faith or for harassment or other improper purposes, the board may refuse some or all requests for witness notices. The parties acknowledge that the board has no formal subpoena power. Requests for witnesses shall be filed with the board no later than two days before the hearing date at which such witnesses are to appear. The board may request the attendance of witnesses not requested to appear by the investigator, the student conduct administrator, alleged violator, or complainant. Service of notice of attendance may be made by electronic delivery provided confirmation of receipt is received, personal delivery, campus mail, overnight courier service, or by certified mail directed to the last known address of the witness as disclosed by university records. When witnesses cannot or will not appear, but the board determines that the interests of justice require admission of their statements, the board shall identify the witnesses, disclose or order disclosed their statements, and, if possible, provide for interrogatories. The board shall also have the right to sequester any or all non-party witnesses at the board's discretion.
 - iv. Admission of Evidence. Testimony shall be taken under a statement by each witness acknowledging the duty to tell the truth. The board will not be bound by strict rules of legal evidence, and may admit any evidence that is, in the board's sole opinion, of probative value in determining the issues involved.
 - v. Adjournments. The board may grant adjournments to enable any individual to investigate evidence as to which a valid claim of surprise is made.
 - vi. Rights of the Parties. The investigator, the student conduct administrator, alleged violator, and complainant each have the right to be present during the hearing. At least 48 hours prior to the hearing, any of the parties may challenge any board member for bias or interest, provided such challenge is made in writing, with the reasons therefor. Each side may present evidence and cross-examine witnesses through the chair. All cross-examination shall be conducted by the chair, or designee, following submission of written questions by the party seeking cross-examination. Any party may supplement the initial set of questions for cross-examination at the reasonable discretion of the chair.
 - vii. Publicity. Except as may be required or permitted by law or for such simple announcements as may be necessary relating to the timing of the hearing and similar matters, public statements and publicity about the case by the student conduct administrator, alleged violator, complainant, witnesses, or board members, and all of their respective representatives, shall be prohibited. Violation of this prohibition may result in disciplinary measures imposed in the sole discretion of the university, up to and including termination of employment or expulsion.
 - viii. Pre-Hearing Conference. The board may, but is not required to, convene a pre-hearing conference to discuss any pre-hearing issues and procedures.
 - ix. Privileged Communications and Nondiscoverability of Board Deliberations and Materials. Except as otherwise required by law, all communications and deliberations between board members and all

documents, notes and other materials prepared by board members that are not part of the official record of the hearing are absolutely privileged and shall not be subject to discovery in any other proceeding, either within or without the university. The privilege described herein can be asserted by any board member or by the university.

e. Board Action After Hearing:

- i. Deliberation. After the close of the hearing, the board shall sit in executive session to deliberate only as to whether a violation has occurred and to consider appropriate sanctions. The deliberations shall be based upon the evidence presented at the hearing and any written statements filed by a party or witness. The board shall continue its deliberations until it reaches a decision by a simple majority as to whether the alleged violator has violated any university policy, rule, regulation, code, or standard.
- ii. Standard of Persuasion. The board may find that the alleged violator has committed a violation only if the finding is supported by a preponderance of evidence.
- iii. Recommendation to the Assistant Dean for Student Conduct. Within five working days after completion of the hearing, the board shall issue in writing to the Assistant Dean for Student Conduct a statement of the charges and the findings and recommendations of the board.
- iv. Decision. The Assistant Dean for Student Conduct will review the findings and recommendations of the board and make a determination and may consult with appropriate university officials. The Assistant Dean for Student Conduct shall advise the alleged violator and the complainant in writing of his or her determination. The Assistant Dean for Student Conduct shall also advise the alleged violator of the sanctions to be imposed, and, the complainant in cases where the sanction affects the complainant. A copy of such determination and sanctions shall be retained in the Student Affairs Office. The determination of the Assistant Dean for Student Conduct shall become a final decision if no appeal is filed by the alleged violator or the complainant.
- v. Right to Appeal. The determination of the Assistant Dean for Student Conduct may be appealed by the alleged violator or the complainant by submitting a written request for an appeal to the Office of the Dean of Students within three working days of receipt of the Assistant Dean for Student Conduct's determination. The basis of an appeal is limited to only issues of substantial noncompliance with the procedures set forth in this Code, relationship of the sanctions to the alleged violation(s), or to the discovery of substantial new evidence. The Office of the Dean of Students shall process the appeal in any manner it deems appropriate. The decision of the Office of the Dean of Students may be appealed in writing by the alleged violator or the complainant to the Provost or his/her designee within three working days of receipt of that decision only in cases of removal from campus residence, suspension, dismissal, or expulsion from the university or degree revocation. Any such appeal is without further hearing.

In cases involving less severe sanctions, no appeal shall lie to the Provost. The Provost's or his/her designee's decision on any such appeal is final. In all other cases, the decision of the Office of the Dean of Students is final. Students should be aware that, when they consider an appeal, the Dean of Students and the Provost or their respective designees have the authority both to increase and to decrease the sanctions imposed by the Assistant Dean for Student Conduct. Should the alleged violator choose to appeal any or all sanctions, including suspension, dismissal, or expulsion from the university, the imposed sanctions are held in abeyance until the results of the appeal have been determined and notification provided to the student.

At any time after receipt of an appeal, the appellate decision maker may, at his or her sole discretion, request the alleged violator to execute a release in favor of the appellate decision maker or his or her respective designees as to any records, including relevant medical records where a medical condition has been placed in issue, which the appellate decision maker deems relevant to his or her review. Failure of the alleged violator to execute such a release may, in the sole discretion of the appellate decision maker, operate as a waiver of the alleged violator's right to an appeal to the appellate decision maker. Any appellate decision maker may uphold, overturn, or modify any determination or recommendation presented to him or her or remand to the individual

or body issuing such determination or recommendation.

- vi. **University Action.** Failure of the university to act within any prescribed period of time or in strict compliance will not be deemed a waiver or invalidation of any university finding or action unless such failure substantially and materially affects the procedural rights of the alleged violator or the complainant set forth herein. Any prescribed time period herein may be extended in the sole discretion of the university to address breaks in the academic year or similar circumstances. The university shall be deemed to have abided by all procedural requirements, provided it can demonstrate substantial compliance with those requirements. The disciplinary hearing is not a civil or criminal proceeding and does not require a literal or strict construction of procedural requirements.

F. Sanctions

1. **Available Sanctions:** When sufficient evidence exists to support the allegations contained in a charge or complaint against a student or student organization or group, one or more of the following disciplinary sanctions will be imposed. The sanction should be consistent with the gravity and nature of the offense. Prior judiciary records will be considered when sanctions are decided. For those sanctions that suspend privileges, a specific time period shall be set indicating when and how the privileges may be regained, if at all. Sanctions may be appealed through the appeal procedures set forth above. Moreover, when a student receives a student conduct sanction, a "hold," which prevents that student from preregistering and registering, is placed on that student's record. This hold is removed only when the student demonstrates that he or she has fulfilled whatever obligation his or her student conduct sanctions may have specified. Student organizations may also be held accountable for policy violations of their governing body in addition to the sanctions outlined below. All violations and/or sanctions listed below are noted in the records of the Office of Student Conduct.
 - a. **No Further Action.** This sanction is interpreted to mean that although a violation has been established, discussion with the investigator and/or student conduct administrator or appearance before the board has been sufficient in and of itself and further action is not deemed necessary. However, the violation is still noted in the records of the Office of Student Conduct.
 - b. **Written Official Warning.** In instances of minor violations, students may be warned in writing of the possible consequences of continuing such behavior and written conditions regarding future behavior may be attached when appropriate.
 - c. **Removal from Living Unit/Eviction.** The primary effect of this sanction is to preclude continued residence in a particular living unit. This action would normally be taken after one serious violation or repeated violations of community standards of behavior related to the living unit environment. This may affect a student's status.
 - d. **Assignment to Alternate Housing.**
 - e. **Limitation of Access to Designated University Housing Facilities and Other Campus Facilities by Time and Location.**
 - f. **Campus Service Hours.** This sanction requires students to perform a specified number of service hours/tasks that benefit the individual, campus, or community. The specific assignment is determined by the Assistant Dean for Student Conduct or his/her designee. Failure to work the service hours within the time specified may result in additional sanctions as determined by the Assistant Dean for Student Conduct.
 - g. **Disciplinary Probation.** This sanction implies a middle status between good standing at the university and suspension or dismissal. Students are permitted to remain enrolled under certain stated conditions, depending upon the nature of the violation and the potential educational value that may be derived from such conditions. Probation usually extends over a stated period, during which it is clearly understood that further disciplinary measures (up to and including expulsion) will follow if the terms of probation are violated. Probation is a final warning to students to conduct themselves as responsible members of the university community. Students who are on disciplinary probation may not be awarded a degree or attend commencement events, even if they have completed all requirements for a degree.

- h. **Removal from Student Organization Office or Athletic Team.** This sanction is levied when it is thought that a student should not serve as a public representative of the university. Removal can be either temporary or permanent.
- i. **Suspension.** This sanction is involuntary separation from the university for a specific period of time after which a return may be possible. It differs from dismissal only in that it implies a stated time when return will be possible. Suspension may extend to a semester or academic year or a designated date (e.g., when a stated condition has been met). Students suspended for disciplinary reasons cannot transfer into Widener using any credits earned during suspension. A student who is on suspension at the time of commencement events may not be awarded a degree or attend commencement events, even if he or she has completed all requirements for a degree. The student may not be a registered student, be present on the campus, or attend any university-sponsored event for any reason whatsoever for a specified period of time.
- j. **Dismissal.** This sanction is involuntary separation from the university for an indefinite period of time but minimally one academic year, after which time the student must apply for readmission to the university. Students dismissed for disciplinary reasons cannot transfer into Widener using any credits earned during dismissal period. A student who has been dismissed may not be awarded a degree or attend commencement events, even if he or she has completed all requirements for a degree. The student may not be a registered student, be present on the campus, or attend any university sponsored event for any reason whatsoever unless officially granted re-entry to the university.
- k. **Expulsion.** This sanction is permanent involuntary separation from the university. A student who has been expelled may not be awarded a degree or attend commencement events, even if he/she has completed all requirements for a degree. The student may not ever again be a registered student, be present on campus, or attend any university-sponsored event.
- l. **Fines and Restitution.** Certain violations subject students to fines and restitution to be determined at the recommendation of the board or its designee. Restitution is defined as compensation for damage caused to the university or any person's property. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- m. **Revocation of Admission and/or Degree.** Admission to, or a degree awarded from, the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining admission or a degree, or for serious violations committed by a student prior to admission or graduation. Students are advised that an offer of admission may be revoked by the university at any time without implementing the procedures or affording the rights set forth in this Code, if it is deemed by the university to be in the best interests of the university, the university community, or the student to do so.
- n. **Withholding the Degree.** The university may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Student Conduct, including the completion of all sanctions imposed. All students must comply with all university policies in order to receive their degree and must resolve all outstanding charges of misconduct before being approved for graduation. The university reserves the right at all times to withhold a degree from a student who has completed academic requirements but who is subject to disciplinary action or other sanctions.
- o. **Constructive or Educational Task(s).** The student is assigned a task that benefits the individual, campus, or community. This task is assigned as a condition of another sanction, such as disciplinary probation. Tasks must be reviewed by the Office of Student Conduct. Examples of tasks include educational papers, educational classes, attendance at educational programs or relevant community meetings, substance abuse education, alcohol education programs, or community service.
- p. **Counseling Center Referrals.** Counseling sessions are occasionally necessary for students who violate university policy. The purpose of engaging in counseling is for the student to further assess his/her behavior and attitude in certain areas of his/her life.
- q. **Medical/Health Center Referrals.**
- r. **Psychological/Psychiatric Screenings, Evaluations and/or Clearances.**
- s. **Restriction of Communication with Named Individuals or Groups within the University Community.**

- t. **Requirement to Secure Advance Authorization to Engage in a Specified Activity.**
- u. **Rescission, withdrawal, or termination of university scholarships, grants, loans, employment, or other financial aid.**

In addition, the university reserves the right to impose additional sanctions related to specific incidents involving students on or off campus.

2. **Interim Sanctions:** While firmly committed to the concept of student conduct procedure, the university recognizes that students may be charged with violations that may present a clear danger of serious harm to the alleged violator, to other members of the university community, or to the surrounding community. When university officials judge a student to pose a threat to himself, herself, or the community, or where the student has been charged with a crime of a serious nature, the Division of Student Affairs may impose temporary sanctions pending a hearing. Interim sanctions may include:
- a. Suspension from the university.
 - b. Suspension from the residence halls.
 - c. Assignment to alternate housing.
 - d. Limitation of access to designated university housing facilities and other campus facilities by time and location.
 - e. Restriction of communication with named individuals or groups within the university community.
 - f. The requirement to secure advance authorization to engage in a specified activity.

Within three working days after the imposition of interim sanctions and after oral or written notice to the student regarding the alleged conduct, the Dean of Students or his/her designee will meet with the student. At the meeting, if the alleged conduct is denied, the student shall be informed of the basis of the allegation and offered the opportunity to present his or her own version of the facts. The Dean of Students or his/her designee shall determine whether the interim sanctions will continue or others be imposed, and shall state such determination together with the reasons in writing to the alleged violator.

The decision of the Dean of Students or his/her designee may be appealed by the alleged violator by submitting a written request for appeal to the Office of the Provost within three working days of receipt of the Dean's determination. The basis of an appeal is limited to issues of substantial noncompliance with the procedures set forth in this Code, relationship of the interim sanction to the alleged violation(s), or to the discovery of substantial new evidence. The Provost or designees shall handle the appeal in any manner he or she deems appropriate. Any such appeal is without further hearing. The Provost's or his/her designee's decision on any such appeal is final. Students should be aware that, when they consider an appeal, the Provost or designees have the authority both to increase and to decrease the sanctions imposed by the Dean of Students.

At any time after receipt of an appeal, the appellate decision maker may, in his or her sole discretion, request the appellant to execute a release in favor of the appellate decision maker or his or her respective designees as to any records, including relevant medical records where a medical condition has been placed in issue that the appellate decision maker deems relevant to his or her review. Failure of the appellant to execute such a release may, in the sole discretion of the appellate decision maker, operate as a waiver of the appellant's right to an appeal to the appellate decision maker. Any appellate decision maker may uphold, overturn, or modify any determination or recommendation presented to him or her or remand to the individual or body issuing such determination or recommendation.

3. **Imposition of Sanctions:** The university takes violations of its policies, rules, regulations, codes, and standards seriously and will apply appropriate sanctions against students found responsible for violations thereof. Students should be aware that, if they are responsible for an incident that involves multiple violations, or if they have committed previous violations, the overall and cumulative nature of the violations will be considered when sanctions are levied. In addition, depending upon the nature and severity of the offense(s) committed, sanctions as severe as suspension, dismissal, or expulsion from the university may be imposed even in the case of a first offense.

G. University Administration of Code of Conduct Violations

All students should be aware of the following university policies with respect to the administration of Code of Student Conduct violations:

1. **Cumulative Record of Violation:** A student's record of violations of the policies, codes, expectations, standards, and rules of the university is cumulative over the course of his or her enrollment at the university.
2. **Notification Policy:** Whenever, in the sole discretion of the university, the health, safety, or welfare of any student is jeopardized or threatened, the university may inform any student's parents, guardians, and emergency contact designees regarding the circumstances that have placed or may place that student in jeopardy. In addition, the university may, if permitted by applicable law, contact the parents, guardians, or emergency contact designees of any student who, in the sole discretion of the university, may be responsible for or otherwise involved in a situation that has placed or may place another individual at risk. With respect to incidents involving alcohol, drugs, or controlled substance offenses, the Division of Student Affairs may inform parents, guardians, or any other emergency contact designee, especially when:
 - a. A local, state, or federal law enforcement agency is involved.
 - b. Abusive, disruptive, or destructive behavior is involved.
 - c. A student is intoxicated to the extent that he or she is seriously incapacitated and is at high risk to himself or herself, or to another person's health, safety, or welfare.
 - d. A student is apprehended on criminal charges and Campus Safety is notified of the arrest, a representative of Campus Safety will notify the Dean of Students. Upon this occurrence, the university will attempt to contact the student's parents, guardians, or emergency contact designees.
3. **External Proceedings:** In the event that any proceedings are instituted with any federal, state, or local court, tribunal, or administrative agency, the university reserves the right at its sole discretion to proceed with, continue, suspend, or terminate any internal university investigation, proceeding, or adjudication relating to the issues, facts, or circumstances pending before any such court or agency. In the event a student is suspended in accordance with the interim suspension provisions and the university defers proceedings, the interim suspension may continue in place pending the outcome of the civil claims and/or criminal charges and the university's subsequent proceedings. Students who plead guilty, plead nolo contendere, or who are found guilty of violating federal, state, or local laws are in violation of the Code of Student Conduct, and the university may impose sanctions without additional hearing. Students retain the right to appeal only the sanctions consistent with this Code.
4. **Conflicts of Interest/Bias:** Any claims of conflict of interest or bias shall be raised at least 48 hours prior to the commencement of a formal disciplinary hearing or shall be waived.
5. **Disciplinary Records:** All conduct records are maintained by the university for seven (7) years from the time of their creation except those that result in separation (suspension, dismissal or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.
6. **Approval and Implementation:** This Code of Student Conduct was approved on August 2, 2016 and implemented on August 9, 2016, and last amended on June 1, 2019.

Safety and Security

Emergency Procedures

Commuter Student Emergency Notification Policy

If a commuting student has a family emergency and needs to be reached while on campus, the Office of Campus Safety should be called at 610-499-4200. Campus Safety will make every effort to locate the student using the most appropriate means. It is strongly recommended that commuting students provide their families with a copy of their schedule to save time if such an emergency should occur.

Emergency Weather Closing and Cancellation of Classes

The policy for closing the university in an emergency starts with the understanding that all essential areas of the university will be adequately staffed, even if classes are canceled and even if the university is "closed." The president will make the decision to cancel day and weekend classes by 6:30 a.m. The decision to cancel evening classes will be made by 2:30 p.m. Students, faculty, and staff are ultimately responsible for their own safety and decisions about travel to campus.

The most expedient way to receive notification that the university's hours of operation are affected is through e2 Campus, Campus Alert system. This alert system notifies users directly via text message and e-mail. Widener strongly encourages all Widener students, faculty, and staff to register for this emergency notification system. To do so, log in to your MyWidener account and go to "Announcements." Select "Campus Alert Emergency Notification," or call Campus Safety at 610-499-4200.

Students may also check these information sources to find out whether a campus is closed or classes are cancelled:

- widener.edu (all campuses)
- delawarelaw.widener.edu (Delaware Campus)
- commonwealthlaw.widener.edu (Harrisburg Campus)
- MyWidener, Campus section: Widener University Alerts
- Widener University Information Lines:

– Main (Chester) Campus, 610-499-4600 or 610-499-4000

– Delaware Campus, 302-477-2149

– Harrisburg Campus, 717-541-1939

Fire Alarms and Emergency Procedures

Although most of our buildings are modern fire-resistant structures, they contain things that will burn—rugs, drapes, furniture, and floor tiles—along with things that will not only burn but may generate toxic fumes. Compounding this situation is the periodic heavy traffic of buildings. A fire in this situation could result in panic, unless each of us knows what to do and how to do it. For this reason, unannounced drills are held throughout the year. **Those who fail to cooperate during a drill or alarm will be subject to campus discipline.**

Before a fire:

- Learn the location of all fire alarm stations in your area and how to activate them.
- Learn the location of the portable fire extinguishers and how to use them.
- Learn the locations of all exits and ways to use them.

On discovering a fire:

- Sound the alarm immediately.
- Call the Office of Campus Safety at 610-499-4200.
- If possible, shut all doors and windows in the immediate vicinity of the fire, shut off all equipment and utilities.
- Evacuate the building immediately. Once outside the building, follow directions of university officials to move to a safe staging area.

On hearing the fire alarm sound:

- Close all windows and doors in your area.
- Evacuate the building immediately.
- Do not use elevators: They may stop if power fails, causing occupants to become trapped.
- Walk (don't run) at a safe speed and use the nearest accessible exit.
- Do not re-enter the building until an official "all clear" has been given by a Campus Safety representative.

Fire alarms, fire hoses, and fire extinguishers are emergency safety devices and must not be used for other purposes. Tampering with such equipment is a violation of university and state regulations. Those found guilty are subject to sanctions, including expulsion from the university, as well as adjudication in courts of law.

The fire safety system is vital to the life and safety of each member of the university. By setting false fire alarms, individuals jeopardize the safety of all. Because the life of each member of the community could depend on the appropriate response to the alarm bells, it is the responsibility of all to see to it that the system is effective.

Other Fire Safety Regulations

- Widener is a tobacco-free campus. Smoking is prohibited indoors and outdoors on campus property (see the "Community Standards" section for more information).
- No open fires are permitted anywhere on campus at any time.
- Lighted candles and burning incense are strictly prohibited.
- The individual use of a hibachi, grill, or any other open cooking equipment is prohibited. Permits may be issued on a special request basis by the Office of Residence Life for campus programming. However, at no time are gas or propane grills permitted on university property.
- Coffee pots, corn poppers, and other cooking devices with self-contained, thermostatically controlled heating elements must be used with extreme care. Immersion coils, hot plates, appliances with open coils or burners, George Forman grills, and any nonthermostatically controlled appliances are not permitted and will be subject to confiscation. Only equipment that has been tested to be safe (UL or Factory of Mutual Approval) and is in good repair should be used.
- Restrictions on seasonal decorations:

- No one is permitted to have a live decorative tree in his or her room, office, or lounge area.
- Artificial trees are permitted, but decorative lights of any sort are prohibited.
- Christmas lights and decorative hanging lights are not permitted around the walls or doors.
- Decorations are permitted on the outside of doors and around windows, but please keep them to a minimum.
- No decorations are permitted to hang from the ceiling.

Medical Emergency

When a medical emergency occurs, call Campus Safety at 610-499-4200, or just extension 4200 or 911. Be prepared with the following information: name of the injured or ill individual, description of the emergency, and location of the individual. Based upon the information received, instructions will be given by trained individuals in Campus Safety for the course of action to be taken. If necessary, Campus Safety officers will see that the patient is appropriately transported to a medical facility for treatment.

Personal Injury

The university takes reasonable precautions with regard to the physical safety of students and personnel, especially when students are engaged in athletic, laboratory, or shop activities; however, the university disclaims liability for injuries that may be incurred. If a medical emergency necessitates that a student receives treatment from a hospital or healthcare provider in the area, all charges for such treatment are the responsibility of the student.

Campus Safety

Campus Security and Fire Safety Reports

Widener is committed to the safety and security of all members of the Widener University community. The university's annual Campus Security and Fire Safety Reports are on the Widener website and contain information on campus security and personal safety, including crime prevention, university law enforcement authority, crime reporting policies, disciplinary procedures, and other campus security matters. The Campus Safety Reports contain statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings and property owned and controlled by the university, and on public property within or immediately adjacent to and accessible from campus.

The Fire Safety Report contains information on fire safety systems in on-campus student housing facilities, the number of fire drills held during the previous year, the university's policies on portable electrical appliances, smoking, and open flames in student housing facilities, the university's procedures for student housing evacuation in the case of a fire, policies regarding fire safety education and training programs provided to students and employees, a listing of persons or organizations to which fires should be reported, and plans for future improvements in fire safety. It also contains statistics for the three most recent calendar years concerning the number of fires and cause of each fire in each on-campus student housing facility, the number of persons who received fire-related injuries that resulted in treatment at a medical facility, the number of deaths related to a fire, and the value of property damage caused by a fire.

The annual Campus Security and Fire Safety Reports are available online:

Main Campus: widener.edu/campussafety

Delaware Campus: delawarelaw.widener.edu and click on Current Students then Campus Safety.

Harrisburg Campus: commonwealthlaw.widener.edu and click on Current Students then Campus Safety.

If you would like a printed copy of these reports, contact the Campus Safety Office at 610-499-4203 to have a copy mailed to you. The information in these reports is required by law and is provided by the Campus Safety Office.

Locks and Lock Mechanisms

No student or member of the Widener University community may duplicate or transfer keys to rooms, outer doors, or any university property. No additional lock mechanism may be installed by anyone other than the University Locksmith Shop.

Shuttle and Escort Service

In the spring and fall semesters, the university provides campus shuttle service to key locations on campus during evening hours. The Office of Campus Safety also offers a security escort service for individual protection and a transport service to nearby medical facilities for emergencies. To request an escort, dial 610-499-4200.

Theft

The university is not responsible for personal property that is lost, stolen, or damaged. It is advisable to protect belongings with insurance through family homeowner's policy or a student services insurance company (flyers are in the Office of Residence Life).

If a theft (or suspicion of one) should occur, report it immediately to Campus Safety, and to a resident assistant if applicable. Reporting the loss to the university is necessary for making a claim for the lost article with an insurance company.

Persons found guilty of taking another person's property or money will be subject to the strongest sanctions possible, not excluding suspension or expulsion from the university or appearance before a court magistrate under action brought by the victims.

Protecting Yourself

Walking Around Campus

When walking around campus, be sure to tell someone where you are going. If it is after dark, it is suggested that you walk with someone. For your safety, the campus security escort service is available by dialing 610-499-4200. Shuttle service to key campus locations is also available.

Do Not Allow Unauthorized Entry

Campus buildings are for the use of university members only. When entering or leaving buildings, be sure the door closes behind you. Never prop open doors, thereby inviting unauthorized personnel into buildings. Never let unauthorized people into campus buildings. Report any suspicious persons to Campus Safety.

Parking

When walking to parking lots, have keys ready before getting to your car. Park in well-lit areas if returning to your car after dark. Using the "buddy system" is encouraged.

Lock Windows and Doors

Resident students should take care to keep all windows and doors locked.

- Leaving the door open for even a minute is an invitation to theft or attack.
- Always lock your abode, whether it is vacant or occupied.
- Find out who is knocking before opening the door.
- Never leave doors propped open.
- Keep your keys safe.
 - Do not lend your keys to anyone.
 - Do not leave keys lying around in the open.
 - Never let anyone use a key that has been entrusted to you.
 - If your key is lost or stolen, report it immediately and have your lock replaced.

Undergraduate Students: See also the Residential Student Handbook section in Traditional Undergraduate Students.

Student Engagement: Student Organization Policies and Procedures

Administrative Oversight of Student Organizations

Division of Student Affairs

The Dean of Students and the Assistant Dean of Students work to foster the growth and legacy of student empowerment through students' involvement in university-recognized organizations and programs. Financial matters for all student organizations and programs are the administrative responsibility of the Division of Student Affairs through the Office of Student Engagement.

Office of Student Engagement

The Office of Student Engagement seeks to empower and develop students through innovative learning opportunities, programs, and services designed to prepare students to lead, serve, and achieve their educational goals and reach their potential. The Office of Student Engagement provides leadership opportunities and resources for students to impact campus life at Widener through the New Student Orientation Program, Student Club and Organization Program, Student Government Association, Fraternity and Sorority Life, Pride Activities Council, Alternative Spring Break, Commuter Student Association, Senior Class Committee, Late Night and Weekend Programming, Leadership Programs, Apogee Scholars Program, and a variety of student-centered traditions.

Adjudication and Accountability

The university maintains the authority to revoke an organization's recognition and expedite removal from campus for egregious university policy violations. When deemed appropriate, the Division of Student Affairs will adjudicate student organizations and clubs according to campus student conduct system procedures. Fraternity and sorority organizations may be adjudicated by Division of Student Affairs under campus student conduct system procedures, fraternity and sorority life procedures, or both. *The university standard for recognizing an organization's activity is at least three students acting under the auspices of the organization.*

Program Purpose and Learning Outcomes

The purpose of the Student Club and Organizations Program is to provide undergraduate students with meaningful opportunities to participate in co-curricular activities that enhance their intellectual, emotional, spiritual, physical, and professional abilities outside of the classroom.

The Director of Student Organizations is responsible for ensuring the development and success of the program by supporting, advising, and advocating for student organization needs and student-led programming through data collection, specialized leadership development programs, operations and compliance management, and recruitment and marketing strategies.

As a result of participation in a recognized student organization, a student participant will:

- Gain a solid knowledge and understanding of student organization resources and policies to support overall organization sustainability.
- Develop and demonstrate competencies in program planning and logistics, accounting and budgeting, risk assessment and management, team management and mentorship, organization operations and management, and membership recruitment, retention, and marketing.
- Demonstrate an understanding of interpersonal skills, group dynamics, effective teamwork, conflict resolution, and motivating others.
- Cultivate a sense of self-awareness through self-leadership and personal values assessment.
- Establish and develop a value for pluralism and inclusion while gaining knowledge of concepts of power and privilege in relation to identities, intersectionality, and equity.
- Have a greater satisfaction with their overall college experience.
- Develop collaborative relationships with other students, university departments, and community partners.

Student Organization Expectations and Guidelines

Expectations for Student Organizations

To become an officially recognized student organization, each group is required to meet certain minimum standards determined by the Office of Student Engagement and the Student Government Association. Student leaders are also expected to abide by the Student Leader Character Clause if they are in an elected position. Additional requirements that exceed those of Widener University may apply to groups through national affiliations, but these requirements cannot conflict with Widener's.

There are certain special regulations for the establishment of Greek-lettered fraternities and sororities.

Recognition of Student Organizations

The student organization recognition process outlined below applies to all Main Campus day undergraduate student organizations, except social fraternities and sororities which gain recognition through the Office of Student Engagement. The following criteria apply to a new organization requesting recognition.

- The organization must be consistent with the mission and goals of Widener University and additionally must maintain the quality of student life on campus through its membership, activities, and services.
- The organization does not duplicate an existing organization through name or purpose including activities, services, and programs.
- The organization is intended to function indefinitely rather than to merely meet a short-term issue or concern.
- The activities of the organization will not endanger the physical or emotional welfare of members; violate policies stated in this *Student Handbook*; violate laws of the city, state, or federal government; or create liability for the university.
- The constitution of the organization is sufficiently developed to meet the mission and objectives of the organization.
- More information can be found on MyWidener by searching 'Student Organization Resource Center'.

Process to Gain Official Recognition

- Student organization recognition applies to all main campus undergraduate groups proposing recognition through the Office of Student Engagement. In order to be in compliance with university regulations and procedures, all student-run groups should be recognized through the Office of Student Engagement. In addition, groups who intend on receiving any funds from the Student Government Association must be recognized through the Office of Student Engagement.
- Students may propose a new organization with the Office of Student Engagement by following the guidelines in the "New Organization Recognition Process" section of the *Student Organization Handbook*. New organizations will be granted a "Pending" status until all requirements are met and approved by the Office of Student Engagement. An organization that has been inactive for two or more consecutive semesters must go through the new student organization recognition process.
- General Greek-lettered organizations should refer to the expansion policy found on the Office of Student Engagement page on MyWidener. Competitive or contact sports groups must contact the Pride Recreation Center prior to beginning the recognition process.
- Recognition of student organizations does not imply that the university endorses the views of the organization as a group or of its individual members.

Maintaining Student Organization Recognition

Groups wishing to maintain their recognition with the Office of Student Engagement must adhere to several requirements each semester. Recognized student organizations (RSOs) that meet all of the requirements and abide by all policies outlined in the handbook may enjoy the privileges and rights granted to recognized student organizations at Widener University. These groups will be granted an active status through the Office of Student Engagement. Please refer to the "RSO's Semester Requirements" section in the *Student Organization Handbook* for more information on semester requirements for recognition. Groups that fail to fulfill semester requirements will be placed on inactive status and have their benefits and privileges revoked. A final list of RSOs are shared with university administration as it relates to space reservations, funding, etc. If an organization is inactive, space requests and funds through the Student Government Association will be revoked.

Fraternities and sororities must adhere to additional policies and requirements mandated by the Office of Student Engagement, their respective councils, and their organization's international offices.

Club sports teams must adhere to the requirements and policies agreed upon between the Office of Student Engagement and the Pride Recreation Center.

Groups that are placed on inactive status for failing to fulfill semester requirements will automatically lose recognition for at least one semester. They may apply for reinstatement through the Office of Student Engagement in April (for fall recognition) and December (for spring recognition). The guidelines can be found in the "Organization Recognition Reinstatement Process" section of the *Student Organization Handbook*. Organization benefits and privileges will remain revoked until the group is reinstated by the Office of Student Engagement.

- It is the responsibility of ALL student organization leaders and advisors to comply and keep current information on file with the Office of Student Engagement as requested by the Assistant Dean of Students or the Student Government Association. Current information may include an updated membership roster, constitution, bylaws, advisor certification, or event verification.
- Student organizations that fail to maintain updated information with the Office of Student Engagement are considered to be inactive, and will have all campus organization privileges revoked.
- Student organizations that remain inactive for two or more consecutive semesters are subject to having all associated university financial accounts closed. All remaining funds that were allocated through the Student Activity Fee will revert back to the Office of Student Engagement for campus programming initiatives.
- The status and continued existence of all student organizations is subject to review by the Dean of Students.
- Please refer to the student organization recognition requirements located on the Office of Student Engagement page on MyWidener or in the *Student Organization Handbook*.

Options for Student Organization Recognition

All recognized student organizations will have the flexibility of participating in a tiered recognition process based on each organization's level of active participation and need for funding.

LEVEL 1 – Organizations receiving no SGA funding

- Hold a minimum of one meeting per month or three meetings per semester. *This requirement is in place simply to ensure your organization is active.*
- All executive board members must attend one Presence Training session offered throughout the fall semester.
- Gain pre-approval for all events, programs, and meetings using the Event Approval form located in Presence. This is the form you will utilize to reserve spaces on campus.
- Send a minimum of one executive board member to attend the RSO Policy Training.
- Submit any changes to your executive board that occur after your annual transition through the Student Organization Update Form located in Presence.
- Complete the Annual Recognition Form by April 1 for all Fall-Spring organizations and November 1 for all Spring-Fall organizations.
- All new executive board members must complete the Student Leader Character Clause Form by April 1 for all Fall-Spring organizations and November 1 for all Spring-Fall organizations.
- All advisors must sign the Advisor Agreement by April 1 for all Fall-Spring organizations and November 1 for all Spring-Fall organizations.

LEVEL 2 – Organizations receiving SGA funding

- Meet all of the Level 1 requirements.
- Send a minimum of one executive board member to attend the RSO Policy Training and one executive board member to attend SGA Finance Training.
- Send a minimum of one Active Member (this could be an executive board member, committee member, or active general body member) to represent your organization at ONE additional workshop of your choosing.

- Update your active membership list in Presence by April 1 for all Fall-Spring organizations and November 1 for all Spring-Fall organizations.
- Maintain at least one organization member to act as the SGA Representative and COR member at SGA Town Hall Meetings.
- Complete the SGA Service Requirement – minimum of two service projects with a minimum of 5 people (unless otherwise approved by the Director of Student Organizations).

Loss of Recognition

Any student organization, including general Greek-letter fraternities and sororities, that has been officially removed from a Widener campus must adhere to the guidelines or sanctions of their removal as stated by the university or university representative. Failure to comply may result in individual Student Code of Conduct charges and additional sanctions. The removal policies and sanctions may vary among organizations, especially those that have violated federal, state, or local laws and organizations that report to national headquarters. Student organizations that have lost official recognition are subject to the loss of all allocated funds distributed from the Student Activity Fee. All properly identified funds that were allocated through the Student Activity Fee will revert back to the Office of Student Engagement for campus programming initiatives.

Eligibility for Holding an Elected or Appointed Office for Recognized Organizations

To hold elective or appointed offices in campus organizations, students must be matriculated and must have a total cumulative grade point average (GPA) of 2.5 or higher, which is the university's required GPA for graduation. Organizations may elect to set higher standards. A student whose GPA at the end of the first semester of any year falls below 2.5 will be ineligible during the second semester to hold an elected or appointed office in a campus organization. The Office of Student Engagement will notify students of their ineligibility.

Any person holding office must meet the minimum academic requirements of the university (2.5 or higher overall GPA), may not be on academic, disciplinary, or social probation, and must be currently enrolled as a full-time, undergraduate student on the main campus. All student participants in a student organization, whether recognized or not, are expected to abide by the expectations set in the Student Leader Character Clause. Student organization leaders or general members found in violation of the Character Clause are subject to removal from organization membership or dismissal from a specific role with the organization. Students who do not meet these minimum requirements or may be in violation of the Character Clause will be notified of their ineligibility to hold office by the Office of Student Engagement. The advisor may also be notified, and the group will follow the procedures outlined in its constitution to determine a replacement.

Guidelines on Student Events

Student organizations are encouraged to sponsor activities that contribute to the co-curricular life of the university. The organization should consult with the Office of Student Engagement and its advisor regarding the planning and implementation of its events. The Assistant Dean of Students reserves to approve certain high-risk events or require that certain events adhere to guidelines for advertising, security, supervision, and participation by non-Widener guests. All student events must receive approval by the Office of Student Engagement. The following guidelines typically relate to all events hosted by recognized student organizations:

- When possible, events are to be open to all members of the university community. In certain circumstances, a valid Widener CampusID card and appropriate proof of age may be required for admission. For social event

- planning in University Center and Lathem Hall, please refer to the Office of University Center Administration to obtain a copy of the Social Event Planning and Management Agreement.
- Refer to the Alcoholic Beverages and Controlled Substances Policy located in this *Student Handbook's* section on the "Student Code of Conduct" for details regarding student events including alcohol.
 - Organization members, especially their elected or appointed leadership, are ultimately responsible for running their event and need to pay particular attention to maintaining appropriate control and order.
 - If an event will have alcohol present, there must be adherence to the university's alcohol policies and permission received from the dean of students at least 10 days in advance. Appropriate advisors or administrative staff will be required to be in attendance.
 - A speaker or performer can only be invited to events that are sponsored by recognized student organizations and administrative offices or academic departments. Procedures for an organization to become registered by the university can be found in the "Student Organizations" section. Depending upon the nature of the speaker or performer, the university may require that additional procedures be followed to provide for a safe and successful program. Questions about this area can be directed to the Assistant Dean of Students.
 - Outside promotion companies are not permitted to cosponsor or promote any on- or off-campus student organization events and programs.
 - Event advertisements from student organizations may be made only on campus. Students should not contact external news media (newspapers, television, radio) or use e-mail as publicity vehicles. Students who wish to disseminate e-mails to the Widener community should contact the Assistant Dean of Students to arrange to have the e-mail sent via the Office of University Relations (see "External Press Coverage").

Budget Allocation and Audit Guidelines

Only recognized student organizations are eligible to request funding from the Student Government Association through the annual budget allocation or grant processes. Groups that have not maintained updated information and complied with all Office of Student Engagement and SGA requirements during the recognition period are considered inactive and are ineligible to apply for funding for that academic semester, or year in some cases. If a recognized student organization is deemed as inactive for at least one full academic year, then the organization is subject to have all student-activity fee funding reclaimed by the Student Government Association.

All recognized student organizations are subject to a semi-annual or annual fiscal audit of financial transactions to ensure that allocated student activities fee funds are used in the manner in which they were approved. If it is determined as the result of the audit process that funds were not used for intended purposes, or not all funds were used within the respective fiscal year, then the Student Government Association reserves the right to reclaim misused or unused funds. The funds will be re-purposed and reallocated for future student organization initiatives and leadership opportunities.

Gaining Funding for a Recognized Student Organization

The Student Government Association has established additional criteria that outline how an organization can become eligible to receive funds. The organization must adhere to the following guidelines:

- Must be an officially recognized student organization for at least one semester.
- Must have an updated file with the Office of Student Engagement, which shall include a current organization leadership list, current membership roster, updated constitution and bylaws, and an approved faculty or staff advisor.

- Must have an organizational representative that has actively supported and attended at least 75 percent of all SGA general meetings the semester prior to when funds are being requested. The only exception is for organizations that have been officially recognized for only one semester.
- Must be in good standing with the Office of Student Engagement.
- Must practice sound fiscal management consistent with established university business procedures. No organization can incur debts, assume financial responsibilities, or in any way contract any financial obligations without the permission of the organization advisor and approval of the Office of Student Engagement. The organization must possess sufficient funds to meet such obligations, and the advisor must countersign all payment vouchers, purchase orders, and reimbursements. The Office of Student Engagement must review and sign off on all of the above.
- All contractual obligations must be approved by the senior vice president for administration and finance. After a contract is reviewed by the organization advisor, a copy must be forwarded to the senior vice president for administration and finance for review approval before an event is permitted to occur.

Note: It is the responsibility of ALL organization leaders to stay informed on current budget and funding processes. Please refer to the Student Organization Policy Manual for detailed information.

Student Organization Policies and Procedures

Campus Chalking Policy

Purpose—The use of sidewalk chalk at Widener University by recognized student organizations and campus departments is considered an acceptable way to promote campus events, make announcements, and to share messages on campus. The purpose of this policy is to describe expectations for individuals who wish to chalk on campus grounds, ensure that chalking does not permanently or adversely impact the campus grounds, and to ensure that messages are consistent with all applicable laws and university policies. Individuals that are approved to chalk notices on university sidewalks or streets are expected to cooperate with the Department of Campus Safety regarding any requests for identification and information about the chalking activity in question.

Policy Guidelines

- All recognized student organizations and campus departments must have an approved campus chalking policy form on file prior to the application of chalking to any university owned surface.
- The content of all chalking messages must adhere to all university policies and applicable laws.
- Students must use a water-soluble chalk product (sidewalk chalk). The use of spray chalk, semi-permanent, or permanent chalking materials including all markers, paints, oil based products, and other aerosol-based products are strictly prohibited at Widener University. Student organizations or campus departments may be fined if the university Maintenance Department has to remove any instances of chalking on university grounds where a water-soluble chalking product was not used.
- Chalking is prohibited on all structures and vertical surfaces including all buildings, walls, benches, signs, poles, columns, steps, states, light poles, and trees. Chalking must occur at least 30 feet away from building entrances.
- All chalking activities must identify the sponsoring student organization or campus department. Overwriting, erasing, defacing, or altering the chalking of another organization is strictly prohibited. Chalking requests may not be submitted by individual community members for personal gain or external businesses.
- Chalking is permitted only in open areas that can be directly washed by the rain. The chalking cannot be placed on a horizontal surface that is covered by an overhang (e.g., Kapelski Portico).
- Campus chalking requests may be prohibited the week of major campus events.

Display Board Use and Allocation Policy

Student organizations at Widener University that are officially recognized by the Office of Student Engagement may be allocated a bulletin board for the purpose of promoting that organization's merits, educating the community of its mission, and advertising upcoming events. The Office of Student Engagement determines which organizations are granted space.

- All organizations are given access to a key to open their designated bulletin board. All keys are kept in the Office of Student Engagement.
- All organizations must register the names of those individuals who will have access to the bulletin board keys with the Office of Student Engagement. Only these individuals will have access to the bulletin board case key.
- All materials intended to be hung inside the bulletin board display cases must be reviewed by the Office of Student Engagement and maintain compliance with all university policies and applicable standards.
- The Office of Student Engagement reserves the right to make adjustments to the display case use policy.
- An organization may lose its display case privileges if it is in violation of any aspect of a stated University policy or guideline.

Event Planning & Facility Reservations

To reserve space on the Chester Campus, follow instructions from the Office of University Center Administration as posted on the MyWidener portal.

- Maintenance needs to be contacted at x1095 regarding room setup arrangements for all areas except University Center rooms and spaces and the Alumni Auditorium. Room setup for University Center, Alumni Auditorium, and Lathem Hall are to be selected in the designated area of the "25Live Online" scheduling tool. Please be specific when describing your setup arrangement to ensure it will be what you desire. Consult with the appropriate reservationist to ensure the facility can accommodate the setup you are seeking.
- The "25Live Online" form is NOT an official request for audiovisual (A.V.) needs. If you need to reserve audiovisual equipment for your event, then please call the Teaching and Learning Technologies Office at 610-499-4090. Please note that it is helpful to list your A.V. equipment needs on the form, since some facilities are checked prior to usage to see if all is in place. A.V. equipment for Alumni Auditorium (excluding a laptop computer) is reserved through the University Center Office. If you require a technician to be present, you must provide one week's notice.
- The online "25Live Online" form must be completed a minimum of three business days prior to the event. Submission of this form does not guarantee a reservation. Once all information has been received, you will receive an e-mail confirmation. (Confirmations for student organizations will be sent to the designated advisor.) Once you have received a confirmation email, you have an official reservation.
 - Facility reservations are on a first come, first served basis, with the exception of high priority campus events.
 - We can better serve you if food requests and facility reservations are received at least two weeks in advance. This will give all service areas adequate lead time to prepare for your event.
 - All organizations are responsible for the condition of the facility during their usage and will be charged for any damage that occurs.
 - Due to the great demand for meeting rooms, please call the respective reservationist if your meeting is cancelled.
- If Campus Safety officers are needed for any event, please give at least one week advance notice. Indicate how many officers will be needed for the event and the exact hours and location of the event. Officers are paid an hourly rate for their services during events.
- Events and parties in University Center, Alumni Auditorium, and Lathem Hall must have completed forms and approval by the Office of University Center Administration in advance. Refer to University Center in the "Facilities and Services" section of this handbook.

Event Access and Security

Some campus events require students to provide a valid campus ID or to check-in using a social media app/laptop. These requirements are implemented to assist with occupancy requirements, security protocols, data collection, and to comply with the university's social event planning policies. Students who fail to follow these admittance procedures may be asked to leave the campus sponsored event.

External Press Coverage

Student organizations may not contact external news media (newspapers, television, radio) regarding their activities. Instead, organization leaders must contact the University Relations Department by calling 610-499-4430. A professional staff member in the University Relations Department can provide assistance with creating and distributing press releases to local media outlets announcing public events, and coordinating press coverage for noteworthy activities.

Fire Circle Policy and Usage Guidelines

Policy Purpose: The purpose of this policy is to help event sponsors establish the minimum requirements necessary to create a safe environment and reasonable level of property protection from the hazards of fire, explosion, or other dangerous conditions in all facilities, structures, or grounds owned or operated by Widener University. The University is committed to providing its students, staff, faculty, and guests with a safe environment to learn, live and work.

This policy is subject to change with the introduction of additional guidance from local, state, and federal authorities, or directives from the senior leadership of Widener University, and may be modified at any time.

GENERAL POLICY INFORMATION

Widener University will provide one designated area for fire circle events. The designated area is located next to the University Center Patio in the lawn area located on 14th Street. University policy prohibits the facilitation of an "open burn" event in any other area of campus or the surrounding neighborhood.

Primary responsibility for the operation of the fire circle and the safety of all event participants shall remain with the sponsoring student organization, administrative department, or academic unit. All requests for use of the Fire Circle facilities are subject to review by the Department of Campus Safety and the Operations Department.

Fire circle events are limited to August 1 – December 1 in the fall semester and Mid-January – May 30 in the spring semester. Additional consideration will be given to proposed events scheduled for the summer months. *To allow for ample planning, all fire circle event requests must be submitted at least 14 days prior to the event.*

PROCESS FOR HOSTING A FIRE CIRCLE EVENT

1. All fire circle events must be reserved through the Office of University Center Administration by submitting an online Event Approval Form. To access the form, please visit MyWidener and search "Event Approval Form" or "Student Organization Resource Center" and select the Forms and Resources menu.

2. All fire circle event requests must be submitted at least 14 days prior to the date of the event to allow ample planning time and additional review by the Department of Campus Safety and the Operations Department.
3. Once the form has been received, an event safety meeting will be held a minimum of 10 days prior to the event between the event planner and the Director of the University Center Administration to review the fire circle event requirements and to ensure the group is prepared to safely host the event.
4. Upon a successful safety review meeting, the fire circle event request will be approved. After approval, the fire circle facility will be reserved, and all administrative departments involved will be notified – including the Department of Campus Safety and the Operations Department.
5. Requests for additional tables, chairs, trash cans, or other equipment must be submitted at the time of submitting the event request through the online Event Approval Form.
6. At the appointed time, the Office of University Center Administration will provide the appropriate event materials including a pair of safety goggles, gloves, a starter log, an igniter, a small bundle of wood, a fire rake or shovel, a fire extinguisher, and (2) five-gallon buckets for water to extinguish the flames.

FIRE CIRCLE FACILITY REQUIREMENTS

- The Fire Circle facility located in the University Center Lawn on 14th Street is the only designated space on campus that University community members are permitted to host a fire on campus.
- A fire is not permitted to burn longer than (3) three hours from the time it is lit, and must burn between the approved times of 6:00 p.m. – 11:00 p.m. All fires must be extinguished by 11:00 p.m.
- A designated employee or organization advisor must be present at the start of the event and at the conclusion of the event to monitor safety and proper procedures to extinguish the fire.
- All participants involved in the construction of the fire must wear the appropriate personal protective equipment, and wear close-toe shoes with substantial soles.
- Prior to lighting the fire, the event host must have all fire circle event supplies on site – including a starter log, an igniter, a small bundle of wood, a fire rake or shovel, a fire extinguisher, and (2) five-gallon buckets of water.
- Direct access to a water source and hose must be available for all fire circle events. A water hose is available on the side of the main entrance of the University Center (closest to the gravel path).
- Other than a starter log, no additional accelerants, or other flammable materials are permitted to start or maintain the fire in the fire circle. Accelerants can include gasoline, charcoal lighter fluid, or other fuel sources. Fireworks are prohibited on campus and may not be used.
- The height of the fire must not exceed (2) two feet and must be contained within the fire circle area.
- Prevailing winds must not exceed 10 miles per hour for at least 30 minutes before the fire is lit or for any duration of the event or the event must be postponed for the safety of all participants.
- Food items cannot be prepared directly on the griddle of the Fire Circle area.
- All forms of alcohol are prohibited and not permitted in the Fire Circle area.
- All areas in and around the Fire Circle area must be thoroughly cleaned at the conclusion of the event.

EXTINGUISHING THE FIRE AND EVENT CLEAN UP

- The responsible party should prepare to extinguish the fire at least 30 minutes before the conclusion of the event to ensure that the fire is completely out before departing the fire circle area.
- Using a shovel, spread the embers around as much as possible within the fire pit area to increase airflow around the remaining embers and prevent reignition.
- Using the water buckets provided, douse the fire pit area slowly with water. Please avoid contact with the steam that will be generated from the water hitting the hottest parts of the fire.
- Using the shovel, stir or spread all remaining embers a second time, and then douse the area a second time with the remaining water bucket. Repeat this process until all embers are extinguished and the area is cold.

- Charred ash and debris should be placed in the designated receptacle.
- At the conclusion of the event, the Department of Campus Safety should be notified by calling (610) 499-4200, and all equipment should be returned to the Office of University Center Administration.

Fundraising Policy

Definition: For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement. There are many creative opportunities to raise funds for recognized student organizations. Other types of fundraising activities not listed in this policy may be submitted to the Assistant Dean of Students for review.

General Policy Guidelines: The following guidelines are applicable to all fundraising activities by recognized student organizations on property owned, operated, or controlled by Widener University:

- The sponsor of a fundraising activity must complete a "Fundraising Proposal Form" and submit it to the Office of Student Engagement for approval at least seven business days prior to the date of the fundraising activity. The proposal must be received and approved prior to the collection of any funds or items. Please allow additional time to obtain signatures that may be required from different offices.
- Failure to obtain permission to hold a fundraising event, or failure to adhere to university policy regarding events for which permission has been granted, will result in the limitation or cancellation of the event by the Office of Student Engagement or another appropriate university official, or other sanctions.
- The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization, the expectation of the Widener University Student Handbook, and all other applicable university policies.
- Recognized student organization leaders are responsible for ensuring that proposed activities comply with all federal, state, and local laws, rules, and regulations as they are related to Widener University. A currently enrolled student member of the sponsoring organization must be present at the event at all times.
- All funds that are raised as a result of the fundraising event must be deposited into the recognized student organization's on-campus account. Fundraised proceeds will be sent to the charitable organization through the payment request voucher process (if applicable). No member can receive monetary gain from the fundraising of the group. Income cannot be given or loaned out under any circumstances to any person.
- Groups promoting fundraisers that benefit one or more organizations must clearly communicate the recipients and distribution of the proceeds within event advertisements or other signage (e.g., 50 percent of proceeds go to the recognized student organization account and 50 percent goes to the charitable organization).
- All fundraising activities must be reported to the Office of Student Engagement within five business days after the event using the online event reporting form. An accounting of any funds raised must be reported. The Office of Student Engagement reserves the right to request an accurate record of funds raised and funds spent.
- Fundraising events that require a fee for admission must follow the Ticket Sales Policy. Please refer to that section of the Student Handbook for more information.
- Widener University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the university reserves the right to impose reasonable restrictions and requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

Selling Food: The sale of food on campus by recognized student organizations is limited to the sale of confectionery items (bake sales) unless otherwise approved by the Office of Student Engagement. A food license is not required to sell confectionery items on campus by recognized student organizations. Student organizations must ensure that (1) any persons wrapping items should take care that hands are extremely clean before handling food, (2) all items for confectionery sales must be wrapped in individual portions before being brought to campus to avoid contamination, and (3) sale items must not spoil in the absence of refrigeration.

Auction Events:

- Groups may utilize an auction-type event to raise money by auctioning items such as art, tickets to an event, dinner, at a particular restaurant, or prizes and services provided by a qualified and insured vendor.
- No individual or group may be auctioned for "services" or a "date." Widener University values equality and diversity, and auctioning off an individual or group places a "value" on that person or group. This practice mimics a catastrophic time in history when slaves were auctioned and is not acceptable. Further, date auctions can perpetuate a sense of entitlement that makes it difficult to know the intentions of the person bidding.

Fundraising Item Examples: Widener University generally accepts the following list of items as approved forms of contributions that can be used to raise funds during fundraising events. The university reserves the right to review all fundraising contributions.

- Items for sale that have been produced by the organization (e.g., baskets, bouquets of flowers)
- Cash donations
- Revenue from ticket sales or admissions fees
- Donations of items of value (e.g., clothing, school supplies)
- Items for sale that are directly related to the student organization's mission or goals
- Items that promote school spirit (e.g., buttons, balloons) but do not conflict with university branding policies
- Pre-packaged items (e.g., candy, gum)

Locations: The specific campus locations listed below have established additional criteria for fundraising activities. All of these areas require approval by the Office of Student Engagement and the following personnel:

- Residence Halls: approval by the Assistant Dean of Students for the Office of Residence Life
- Dining Areas: approval by General Manager for Aramark Dining Services
- Recreation Facilities: approval by the Director of the Pride Recreation Center
- Athletic Facilities: approval by the Director of Athletics

Public Posting Policy

The policy for posting advertisements on public area bulletin boards and social media is in effect at all times at Widener University. All students, faculty, staff, and guests must adhere to the following policy guidelines.

- Advertising materials of any nature posted on campus by any student organization or University Department must have written approval from the Office of Student Engagement. Unauthorized advertisements will be removed immediately.
- Advertisements should be submitted to the Office of Student Engagement as a single sheet of paper in color or black & white. All advertisements must include the event date, time, location, contact information of the sponsoring organization, and a clear description of the event. All events must be open to the entire campus community and must have a confirmed location in order to be considered for approval.
- External campus guests or vendors must be partnered with a recognized student organization or University Department in order to sponsor an advertisement on campus at Widener University.
- All advertisements must be in good taste, and CANNOT promote drugs, alcohol, sexually provocative content, or contain defamatory or derogatory language that may offend any one person or a group of people.
- The Office of Student Engagement requires at least 24 hours for the review and approval process. The organization contact will be notified once the advertisement is ready for pickup. All advertisements must be removed from all bulletin boards within 48 hours after the event has taken place.
- An organization may post only one notice per event on any single bulletin board. Multiple postings of the same event will be removed, as everyone has an equal opportunity for display space.
- Publicity posted on painted surfaces, windows, or any other unapproved areas will be removed and will subject the responsible organization or department to a loss of privileges or the payment of facility damages.
- The act of "dorm storming" in the residence halls or solicitation in campus facilities is not permitted.

- Requests to chalk the sidewalks on campus require the completion of a Chalking Request Form and approval from the Office of Student Engagement prior to any chalking occurring on campus. See "Campus Chalking Policy" below.

Campus Bulletin Board Locations for Student Organization Use:

KAPELSKI LEARNING CENTER
 First Floor Main Hallway + Stairwell
 Second Floor Stairwells (Quad/Walnut sides)
 Third Floor Main Hallway + Stairwell

ACADEMIC CENTER NORTH
 First Floor "General Information Board"
 Second Floor Hallway

UNIVERSITY CENTER
 Main Level outside Dining Hall
 Lower Level outside of Office of Student Engagement
 Lower Level Lounges

KIRKBRIDE HALL
 Main Hallways - Floors 1, 2, 3, and 4

BRUCE HALL
 First Floor Stairwell

OLD MAIN
 Ground Floor Stairwell
 Second Floor Stairwell

RESIDENCE HALLS
 Advertisements for the residence halls must be approved by the Office of Student Engagement first. Once approved, the flyer must be submitted to the Office of Residence Life for distribution.

Public Film Viewing Policy

Any showing of a movie on campus must adhere to guidelines established by the Federal Copyright Act (Title 17 of the United States Code). Movies shown in any campus facility (with the exception of an individual's residence hall room) are subject to the "public showing" provisions of this act. If you wish to show a movie, you must obtain and purchase public performance rights prior to viewing. Public performance rights may be purchased through various movie licensing agencies. Please contact the Office of Student Engagement or the University Center Administration Office for more information about obtaining a movie license. Students, faculty, or staff members will not be permitted to show a movie on campus in an open public space without the movie license. Per the Federal Copyright Act, there are two exceptions to this requirement outlined below:

- Movies owned by Wolfram Memorial Library are exempt. You **MUST** show the copy owned by Wolfram Memorial Library to meet the obligation of the Federal Copyright Act. You may not show a personal copy even if the movie is a part of Wolfram's collection.
- Face-to-face teaching activities conducted by faculty members are exempt. Specific requirements must be met for this exemption to qualify (see Section 110 of the Federal Copyright Act). All six of the following criteria must be met to qualify:
 1. Copies of the viewing must be legitimate, original copies.
 2. The viewing must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value. The course does not need to be for-credit, but must be recognized as an academic course by the institution and have students registered for the course.

3. Broadcasting of the film from outside sources is prohibited. The viewing must be in the same location as the viewers of the film.
4. The viewing must be held in a location deemed for academic instruction. Cafeterias, residence hall lounges, student union meeting rooms, and other similar locations do not qualify.
5. The viewing must be part of the educational mission of the institution.
6. Attendance to the viewing is limited to the instructor, students, and guest lecturers. Only those registered for the course may attend. The instructor may not charge a fee for the viewing.

Student Organization Travel Policy

GENERAL TRAVEL INFORMATION

The opportunity to represent Widener University throughout the state, the country, and the world is one of the many benefits of participating in a recognized student organization. Widener University has established a general travel event registration process to promote the health and welfare of students while participating in activities that require travel.

Student travel places the responsibility for ensuring compliance on the organization sponsoring the trip, so it is imperative that groups are familiar with and follow proper safety procedures. An Organization Advisor should consult the Associate Vice President for Compliance and Risk Management prior to planning any trip in which a student group **will travel 50 miles or more away from the University**, and the following conditions apply to the event in question:

- The event is funded by the University,
- The travel is undertaken using a vehicle owned or leased by the University,
- The activity or event is required by a recognized student organization, or
- The travel activity undertaken is under the direction of college personnel, an administrative department, academic course, study abroad program, recognized student organization, and any other entity associated with or employed by Widener University.

Student Organization Advisors are required to attend university-sponsored events that require travel of 50 or miles away from the University.

Student organization trips and excursions that are located 50 miles or less from the University do not require the attendance of an Advisor and should also follow basic risk management procedures.

While traveling as a part of a Widener University event, students and employees are expected to remain free from the influence of drugs and alcohol at all times.

An undergraduate or graduate student who participates in travel event related to an academic course requirement (e.g. field trips), or their assigned duties as a University employee, (e.g. research data collection) is encouraged to consult with their professor or employer for further guidance.

For international travel, recognized student organization leaders must make an appointment with the Assistant Vice President of the Center for Civic and Global Engagement to discuss the trip request and the necessary steps required prior to trip departure, including travel notification and training.

TRAVEL ACTIVITY REQUEST PROCEDURES

Complete a Liability Release Waiver Form

Each traveling participant should sign a *Student Organization Liability Release Form*. An electronic version of the form is located on the Student Organization Resource Center website.

Recognized student organizations should modify the form for the event by adding information about the specific travel activities in the Indemnity Clause section. The release form will also need to be signed by the parent or legal guardian of any participants traveling who are under the age of 18.

Complete a Travel Event Information Form

Groups **must** complete and submit a *Travel Information Form* to the Campus Safety Department **at least two weeks** before their group departs. Information submitted on this form shall include the full names, student ID numbers, and emergency contact information for all participants. The online Travel Event Information Form is located on the Student Organization Resource Center website.

This information will be used by the Campus Safety Department, the On-Call Emergency Response Team, and other University personnel to assist student participants in case of an emergency. It is imperative that the University has a correct and up-to-date list of participants and travel plans throughout the duration of the trip.

Solicitation of Products and Services

- Non-Widener University groups or individuals desiring to solicit the sale of products or services on campus must obtain a permit through the Division of Student Affairs and the Purchasing Office. A non-Widener University solicitor is considered to be any person, on the date of the activity, not enrolled as a Widener University student or not recognized as a faculty or staff member of the university.
 - The permit application must be submitted and approved by the Division of Student Affairs at least five business days prior to the solicitor's scheduled date for solicitation.
 - Persons permitted to sell products or services must carry verification of university approval and follow specific university regulations. This policy was developed to protect members of the campus community from off-campus sales solicitors. Under Pennsylvania law, anyone 18 years or over is legally bound by a signed contract. Students who enter into exchanges with sales representatives, solicitors, vendors, and others do so at their own risk.
- Recognized Widener University groups or individuals desiring to solicit sale of products or services of any kind (including raising funds for charitable organizations) on campus must obtain a permit through the Office of Student Engagement at least five business days before the scheduled date of the event. Such persons must carry verification of university approval and follow specific university regulations. Solicitation is normally restricted to the University Center under conditions approved by University Center professional staff, and Quick Stadium under conditions approved by the Athletic Department. Door-to-door solicitation, whether in administrative, academic, or residential building, will not be approved under any circumstances.

Solicitation for Political, Religious, or Social Action Causes

The purpose of this policy is to support and encourage the free expression of ideas by Widener University students, faculty, staff, and members of the university community and non-Widener University participants. It is designed to protect the rights of those who wish to exercise the free expression of ideas, while at the same time balancing the rights of those who do not wish to participate in such activities. The enumeration herein of certain express limitations is not intended as all-inclusive and does not preclude the imposition of other legitimate limitations.

Free expression activities must not conflict with the normal uses of the campus, the rights of others, and the limitations of lawful conduct. Individuals or groups wishing to support religious, political, or social action causes may do so provided such activities, in the sole judgment of the university, do not unreasonably interfere or conflict with the educational, research, or administrative functions or other legitimate functions of the university. To preserve the order that is necessary for the enjoyment of freedom by members of the university community and to prevent activities that preclude the university from carrying on its functions, all free expression activities are governed by the following regulations:

- The appropriate "Free Speech Permit" form must be submitted and approved by the Office of Student Affairs at least five business days prior to the activity's scheduled date. The permit requires contact information of

the event coordinator(s) and the time and scope of the event. Furthermore, Widener University community members must list their intended event location. Non-Widener University participants must be identified by name, contact information, and group affiliation.

- Approved permits are only valid for their listed date.
- Permits are designed to protect the rights of those who wish to exercise the free expression of ideas, while at the same time balancing the rights of those who do not wish to participate in such activities. Therefore, the permit seeks to coordinate the potential multiple users of limited space, ensure preservation of university facilities, and ensure the activity is managed in a way that provides for the safety of the participants and the university community.
- The permits indicate approval or disapproval by the university to:
 - Distribute literature prior to, during, or after the activity.
 - Engage in civil rhetoric and discussion.
 - Use signage, including posters.
 - Grant special requests by the participants.
- No activity may be conducted in a manner constituting a violation of federal, state, or local law.
- No activity may obstruct or seriously impair any other university-sponsored or university-authorized activities.
- No activity shall hinder or obstruct the ingress or egress to any university property or facility.
- No activity shall create a volume of noise that unreasonably interferes with any university-sponsored or university-authorized activity. Sound amplification equipment is prohibited.
- Participants shall not employ force or violence or intentionally constitute an immediate threat of force or violence against members of the university community, university property, or others.
- No structures may be erected.
- Upon conclusion of any activity, users are responsible for leaving university property in its original condition. Failure to do so may result in the assessment of a maintenance fee.
- Violation of these requirements, as well as the violation of federal, state, local, or university laws, policies, protocols or regulations, may serve as the basis of denial of access in the future.
- Widener University reserves the right to limit access to its premises when it is in the interest of the university to do so.
- A permit request can be denied for one or more of the following reasons:
 - The permit or its requirements are incomplete or contain a material falsehood or misrepresentation.
 - The applicant has damaged university property on previous occasions and has not paid for damages.
 - A request has been granted to an earlier applicant for the same time and place.
 - The intended use would present a danger to the health or safety of members of the university community.
 - The applicant has violated the terms of a prior request.
 - The activity may interfere or conflict with educational, research, or administrative functions or other legitimate functions of the university.
- If permission requested via this application is denied, written appeal can be made to the Dean of Students. Such appeal must include compelling rationale to justify reconsideration.

Additional Requirements Relating to Political, Religious, or Social Action Activities Involving Widener University Community Member Participants

These additional requirements pertain only to Widener University students, faculty, staff, and members of the university community wishing to support religious, political, or social causes by distributing literature, engaging in civil discussions, or conducting peaceful, non-disruptive demonstrations. Such persons must request a "Free Speech Permit"

from the Student Affairs Office to occupy any location on campus consistent with the permit. One application is used only if ALL participants are members of the Widener University community. If non-university community members are participating, the "Free Speech Zone Permit, Including Any Non-Widener University Participant" form must be used. A non-Widener University participant is any person, on the date of the activity, not enrolled as a Widener University student, or not recognized as a faculty or staff member of the university community. The additional requirements are as follows:

- No activity may be conducted on campus in such numbers, in such proximity, or in such a fashion as to physically hinder entrance to, exit from, or normal use of any university property or facility.
- All activities and participants must remain a minimum of 20 feet from any university building.
- No activity may be conducted within any university building.
- No activity shall occur and no participants shall assemble immediately outside buildings at times when they are normally in use for classes, study, research, or administrative or office functions.
- An approved permit supports a non-disruptive demonstration and activities on the Main Campus with Widener University community members ONLY as participants, at all times remaining 20 feet from any building, not restricting access, and conducting themselves in an orderly fashion.
- Widener community members must abide by all applicable laws, requirements, policies, and protocols including those in the current Widener Student Handbook. Particular attention is to be given to sections covering "The Right and Freedom to Learn, Out of the Classroom"; "Violations of the Student Code"; and "Student Organizations, Solicitations for Political, Religious, or Social Action Causes by Members of the University Community."

Additional Requirements Relating to Political, Religious, or Social Action Activities Involving Non-Widener University Community Member Participants

In addition to all of the foregoing requirements, the following requirements are applicable if one or more expected participants in the activity are not a member of the Widener University community. A non-Widener University participant is any person, on the date of the activity, not enrolled as a Widener University student or not recognized as a faculty or staff member of the university community. Therefore, such a permit also applies to activities completely facilitated by non-Widener University participants.

- The applicant must include with the signed permit a Certificate of Liability Insurance with no less than \$1,000,000 general liability coverage per occurrence, with Widener University, One University Place, Chester, PA 19013 listed as an additional insured.
- Participants may use the table provided at its set location by the university for displaying information. The applicant will be provided with a map identifying the table location and adjacent Free Speech Zone area for the event. The table will be approximately three feet by six feet.
- Non-Widener University participants must understand that freedom of expression does not include any disruptive behavior or interference with the orderly conduct of the university. Failure to follow the requirements set forth herein or specific requests of a duly authorized university representative during the planned activity can result in ending the activity, removal from campus, and/or other action consistent with federal, state, and local laws, including criminal prosecution.

Ticket Sales Policy

The Ticket Sales Policy is designed to communicate the policies and procedures affecting all recognized student organizations that wish to sell event tickets for organization-sponsored events. This policy covers advanced ticket sales,

day-of-event ticket sales, and free events that do not require an admission price. Recognized student organizations may opt to use any combination of the ticket sales options provided in this policy.

Advance Ticket Sales

- Ticket sales for all events planned more than three weeks in advance of the event date are required to sell tickets through an online ticketing software made available through the Office of Student Engagement or the Bursar's Office. No alternate methods of online ticket sales will be permitted if using an online sales option.
- The cost of using an online ticketing solution will be charged at a percentage of the ticket cost plus a per ticket flat fee. The overall cost will depend solely on the amount of each ticket. There is no charge for using the online ticketing software for events that are not charging an admission fee.
- Revenue from all ticket sales must be deposited into the recognized student organization's on-campus account within 10 business days after the event.
- Recognized student organization leaders must complete an Online Ticket Sales Request Form no less than seven days prior to the first day of ticket sales. An event image and description is required in order to process the Online Ticket Sales Request Form.

Day-of-Event Ticket Sales

If the organization wishes to sell tickets at the door on the day of the event, the organization must note this option on the Fundraising Proposal Form and submit the fundraising proposal by the submission deadline stated on the form. Day-of-event ticket sales are not preferred, but if this option is chosen, the following guidelines must be followed:

- At least one Campus Safety officer and two student organization representatives must be present for the duration of ticket sales for a major event (e.g., held in Lathem Hall or Alumni Auditorium). If the size of the event doesn't warrant the consistent presence of a Campus Safety officer, then the student organization is required to call the Campus Safety Office to request an officer to report out and secure the funds at the end of the sales.
- Student organizations are NOT PERMITTED to retain their collected money at the end of the event. At the conclusion of ticket sales, a Widener University staff member will count the money in the presence of two student organization representatives and a Campus Safety officer.
- A receipt for all counted funds will be issued to the student organization representatives and the Campus Safety officer. The Campus Safety officer will be responsible for transporting the funds and securing them in the designated lock box or safe in the Campus Safety Office until the next business day.
- The student organization must deposit all funds generated through ticket sales into their on-campus account on the first business day following the event. Funds collected during the event cannot be used to reimburse the student organization for personal expenditures, pay the DJ, or for other services contracted for the event.
- Services contracted by the student organization must be paid through the payment voucher request system. All payments must follow established Widener fiscal guidelines.

Free Events

Ticket sales are not required for student organization events that do not require an entrance fee. Student organization leaders are encouraged to keep an accurate list of guests that attend the event

Student Organization Directory

For a current listing of all student organizations, visit the Office of Student Engagement on MyWidener or stop by the Office of Student Engagement located on the ground level of the University Center.

Fraternities and Sororities

Widener University fraternities and sororities have a proud history of community and university service, school spirit, and academic achievement. Our fraternities and sororities pride themselves on providing their members with opportunities to meet new people and share common beliefs such as honor, service to others, and dedication to their organization, members, and community.

Joining a fraternity or sorority provides many students with a support system and core values through which they learn more about university programs and service, have the opportunity to network with alumni, and obtain valuable leadership experience through service as a member of their organization's executive board or as a chairperson of a committee. Widener University is proud to offer students multiple national fraternities and sororities affiliated with the North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), and the National Pan-Hellenic Council (NPHC). We sincerely hope that all students will take time to learn about all aspects of the fraternity and sorority community at Widener University and take full advantage of the benefits that full membership provides.

The Fraternity and Sorority Life Community at Widener University is governed and administered by the Office of Student Engagement. All fraternal organizations are subject to further governance by the Interfraternity Council, College Panhellenic Council, National Pan-Hellenic Council, or the Council of Independent Organizations. Should a campus chapter of a national or international fraternal organization decide to discontinue affiliation with an umbrella governance organization, the campus chapter is still required to operate under the appropriate umbrella governance organization at Widener University.

Becoming a Member of a National Fraternity or Sorority

Widener University requires that all potential new members interested in joining a fraternity or sorority must have earned at least a 2.5 cumulative GPA and at least 12 credits prior to starting any new member or intake process. First-semester freshmen are not eligible to join or "associate" with a fraternity or sorority. Every potential new member or interested student must complete the online "Affiliation Education" program in order to begin a new member or intake process. Each fraternity and sorority may set its own GPA requirements, which can be higher than the university minimum. Students bear the responsibility to know if they are eligible to join or not. Formal recruitment or intake processes for both fraternities and sororities normally occur in the spring semester each year. Upperclassmen and transfer students may participate in the fall recruitment or intake period if a governing council or individual organization decides to hold one.

Interfraternity Council (IFC)

The Interfraternity Council of Widener University is organized for the purpose of advising, counseling, aiding, and guiding all fraternities. It is composed of a representative from each fraternity on campus. Officers are elected for a term of one year and selected to guide the council with the assistance of a university advisor. The director of Fraternity and Sorority Life in the Office of Student Engagement shall serve as the council advisor.

College Panhellenic Council (CPC)

The purpose of the College Panhellenic Council is to develop and maintain sorority life and interfraternal relations at a high level of accomplishment. The goals of the CPC include promoting superior scholarship, maintaining high social and moral standards in cooperation with member sororities, and promoting overall sorority unity on campus. The membership includes all sorority chapter members in good standing with the National Panhellenic Conference. Officers are elected for a term of one year and selected to guide the council with the assistance of a university advisor. The director of Fraternity and Sorority Life in the Office of Student Engagement shall serve as the council advisor.

National Pan-Hellenic Council (NPHC)

The National Pan-Hellenic Council (NPHC) is the governing council for all culturally based and multicultural fraternities and sororities represented and recognized at Widener. The National Pan-Hellenic Council (NPHC) strives to unite its members by advocating for the needs and interests of all member organizations, providing a forum for communication and collaboration, introducing initiatives that foster citizenship, friendship, leadership, scholarship, and promoting cultural awareness and that positively represents the underrepresented student community at Widener. Officers are elected for a term of one year and selected to guide the council with the assistance of a university advisor. The director of Fraternity and Sorority Life in the Office of Student Engagement shall serve as the council advisor.

Council of Independent Organizations (CIO)

The Council of Independent Organizations (CIO) serves to unite its member organizations and promote the development of professional and independent fraternities and sororities on campus by serving as a cooperative forum for sharing ideas, information, experiences, and increasing the awareness of professional and independent fraternities and sororities on campus.

Order of Omega

The fraternity and sorority community is proud to host a chapter of the National Order of Omega. This organization is an honors organization for those students with a minimum GPA of 3.0 who hold leadership positions inside and outside of the fraternity and sorority community.

Events and Activities

Any fraternity or sorority that sponsors an event or activity must comply with all rules, expectations, and policies established for recognized student organizations as established by the Student Handbook. Additionally, all fraternities and sororities must also comply with any national or international fraternity/sorority specific rules and regulations and the respective governing bodies for each group.

Governing Council Officers

All fraternity and sorority life governing council officers shall serve a one-year term, are required to have a minimum 2.50 cumulative GPA to hold office, and cannot be on an active academic or judicial probation as defined by Widener University. Officers of each governing council must adhere to expectations outlined in the Student Leader Character Clause.

Chapter Housing Policies

Each fraternal organization that opts to reside in a university-owned residential facility must appoint a designated House Manager that will serve as a member of the organization's Executive Board and work jointly with the organization's President, the Office of Student Engagement, and the Office of Residence Life to ensure that all chapter and housing policies are followed.

The President or designated House Manager of each organization is required to live in the assigned residence hall. A Greek-letter organization must maintain at least 90% occupancy of its designated housing facility to remain in good standing with Widener University. If an organization can fill the housing facility to 100% capacity, then every attempt should be made to do so. Occupants residing in the housing facility should consist of initiated chapter members or approved non-affiliated students.

For more information regarding housing for fraternities and sororities, see the "Residential Student Handbook" section.

Fraternity & Sorority Life General Guidelines

The following rules are applicable to all national fraternities and sororities at Widener University:

- Considered as corporations, fraternities and sororities are expected to follow national organization and federal, state, and local regulations that are applicable to such groups. As members of the university community, fraternities and sororities are expected to follow the general procedures, policies, and regulations applicable to the Widener student body. Furthermore, fraternities and sororities are responsible and will be held accountable for the actions of their members when their behavior is determined as resulting from fraternity or sorority life involvement.
- Each fraternity and sorority is required to have a university faculty or staff advisor. Advisors should be kept apprised of all fraternity and sorority activities and obligations. Any fraternity or sorority seeking an advisor must clear its choice of advisor with the Office of Student Engagement before asking the faculty or staff member to serve.
- Each fraternity and sorority is required to work with the Director of Fraternity and Sorority Life to maintain a cooperative relationship with the university.
- Any fraternity or sorority using an on or off campus facility for an activity acts as a representative of the university and is expected to conduct itself in accordance with standards set forth for members of the university community as specified in this handbook.
- All activities must follow the regulations established by Widener University, the Office of Student Engagement, and the student governing body of the group.
- All activities must follow the alcohol regulations established by Widener University, the Commonwealth of Pennsylvania, and the sponsoring organization (see also "Alcoholic Beverages" and "Student Events").
- The sponsoring organization shall act as a host and will set up controls that will ensure the proper safety and protection of all participants and university assets.
- No organization will be permitted to hold activities or social events or functions in the University Center for profit unless the sponsoring group has written permission from the Office of University Center Administration.
- If a for-profit activity is to be held in the University Center, the student in charge of the sponsoring group will review the request with the director of Fraternity and Sorority Life and provide a detailed program proposal. Once an event is approved, the approved plan must be followed as agreed upon.
- All posters and advertisements must meet all posting policy requirements, or they will be removed from the areas posted and the violators will be given a warning. Violators are subject to university sanctions (see "Poster Policy and Bulletin Boards" and "Student Events").
- For more information regarding events, policies, and guidelines see "Student Events" and the Widener website.
- For information about fundraising and soliciting, see the "Fundraising/Soliciting" section in "Student Organizations."
- Widener University has a no-tolerance policy related to hazing activities. All fraternity and sorority members, new members, associates, and affiliates should refer to the university's policy on hazing in this Handbook for additional information.

- All fraternity and sorority chapters residing in university-owned housing facilities are required to operate under the guidelines provided by the Office of Residence Life and are considered on loan to the chapters at the will of the university. Please refer to the Chapter Housing Agreement for more information.
- All fraternities and sororities operate by consent of the university and may be disbanded or dissolved at any time at the sole discretion of the university.

Fraternal Expansion Process

Widener University recognizes that fraternities and sororities can provide significant positive experiences in enhancing leadership development, civic engagement, academic achievement, sense of belonging, and social enrichment. In order for this experience to be made available to more students, Widener University supports regulated and strategic expansion of the fraternity and sorority community at our main campus in Chester, Pennsylvania, when both students and the administration deem such expansion advisable and sustainable. Policies and procedures were developed to guide the expansion process. For a copy of this document, please contact the Office of Student Engagement.

Statement on Fraternity and Sorority Life

In order to affiliate with a fraternity/sorority, Widener University students must be enrolled full-time at Widener in at least 12 credits. All upperclassmen are permitted to join a Widener chapter at any time during the academic year provided they meet the 12 credit and minimum GPA requirements. Freshmen are permitted to join an organization after the completion of 12 credits and meeting the minimum GPA requirement. The minimum cumulative GPA to join a fraternity or sorority is 2.5.

All active members in fraternities and sororities must be fulltime undergraduate Widener students to remain active in the campus chapter and listed on the chapter roster. Exceptions will be made for graduating seniors completing final credits and students in special academic programs (e.g., co-op and 3 +3 programs).

Any recognized fraternity or sorority with members that have not been approved by their national office and the Office of Student Engagement will be in danger of losing campus recognition. Please refer to the Points of Pride and the Student Organization Handbook for all fraternity and sorority requirements.

Widener chapters are not permitted to accept members who are not full-time students at the university. Any registered Widener students should only be affiliating with chapters and colonies that are on the campus and approved by the Office of Student Engagement.

Widener students are not permitted to join fraternity/sorority organizations on other university campuses. Students who choose to associate or affiliate themselves with a chapter at another campus—through a graduate/alumni chapter or other means—do so at their own risk and are not considered a part of our campus's fraternity/sorority community. Students who assume this affiliation risk may be in violation of another institution or an organizational policy. This institution and its employees will not condone or assist students with the process for a non-Widener Greek lettered organization. Widener University and the Office of Student Engagement are not responsible for students who join organizations not chartered at our campus.

More Information

For additional information regarding policies, procedures, and operations of the fraternity and sorority life community, please contact the Office of Student Engagement at studentengagement@widener.edu or the Fraternity & Sorority Life Department at fsl@widener.edu.

Residential Student Handbook

The Office of Residence Life at Widener University is committed to fostering a welcoming, inclusive, and supportive residential community. Within the Residence Life office, there are a variety of resources to support residents. The Residential Student Handbook serves as a guide to connect residential students to campus resources and establish expectations for living in Widener's on-campus residential communities in Chester, PA.

Residence Life Resources

Community Development

Information about programs, events, and leadership opportunities sponsored by the Office of Residence Life is available on the department's Presence page.

Contact Information

Location: Cann Hall, 1st Floor

Email: ResidenceLife@widener.edu

Phone: 610-499-4390

Office Hours: Monday-Friday 9am-5pm* and 8:30pm-11:30pm nightly**

**During summer, office hours adjust to 8 am-5:15 pm Monday-Thursday. The office is closed when the University is closed, including holidays, winter break, and weather closures.*

***Nightly office hours are staffed by the Resident Assistant team.*

Housing Portal

Housing applications, links to resources including the work order form, and housing assignment information is all included on Widener University's Housing Portal. To log into the Housing Portal, Widener University students should use their University log in information.

Residence Hall Association

Residence Hall Association (RHA) is a student-run governmental organization for Widener University's on-campus residential population in Chester, PA. RHA exists as a hybrid entity with dual reporting to the Office of Student Engagement and Office of Residence Life. Widener University's RHA is nationally affiliated with the National Association of College and University Residence Halls. For more information regarding RHA, please email ResidenceLife@widener.edu.

Residence Life FAQs

The Office of Residence Life maintains a list of frequently asked questions for housing on the website. These are updated each semester and before large department operations such as move in and housing selection.

Student Staffing

The Residence Life staff hires a variety of student staff members each year. Students interested in one of these leadership positions can find additional information and apply through the University's employment platform, Handshake. Below are descriptions around the student staff roles within the Residence Life office.

Office Assistants

An Office Assistant (OA) is a student staff member who supports residential students while working in the Residence Life office during business hours. OAs answer questions, connect students to resources, and greet community members when they visit the office.

Resident Assistant

A Resident Assistant (RA) lives in the residential community and assists with planning and implementing initiatives to develop a residential community. Over the year, RAs will assist with informal educational campaigns, facilitate community and large-scale programming, serve in the on-call rotation, and serve as a resource for residents in their residential neighborhoods.

Senior Resident Assistant

A Senior Resident Assistant (SRA) lives in the residential community and serves as a mentor for the Resident Assistant team providing leadership in conjunction with serving in the on-call rotation with the RAs, coordinating large-scale neighborhood programming, facilitating training, co-leading a department committee, and serving as a resource for residents and student staff in their residential neighborhoods.

Professional Staff

The Residence Life team has a variety of professional staff that support our residential students. Below are descriptions of the various professional staff roles within the Residence Life Office. You can learn more about the Residence Life professional staff team on our website.

Administrative Assistant

The Administrative Assistant for Residence Life provides customer service to residential students and stakeholders, connects individuals to appropriate campus resources, and assists with the Residence Life office management.

Area Coordinators

The Area Coordinator (AC) is a full-time, live-in professional staff member who is responsible for the residential education and operations of a residential neighborhood comprised of 300-400 students in several residence halls. General responsibilities of an AC include, but are not limited to student staff development,

student support, community development, programming, student conduct, daily collaboration with university stakeholders, and cultural humility education. The ACs are supervised by the Assistant Dean of Students or designee.

Assistant Director for Residence Life Operations

The Assistant Director (AD) for Residence Life is a full-time staff member who is responsible for the housing assignment process, occupancy management for residential communities, and serves as a liaison with campus partners in ensuring their needs are met by the Facilities, Maintenance, and housekeeping staff in a timely manner. The AD for Residence Life is supervised by the Assistant Dean of Students or designee.

Assistant Dean of Students

The Assistant Dean of Students is a full-time staff member who supports the Office of Residence Life in all aspects of the residential education and housing operations program including administrative, budget, facilities, and programmatic goals of the department. The Assistant Dean serves as the supervisor for the Assistant Director and Area Coordinators and is a member of the Student Affairs Leadership Team.

University Resources

Below is a list of resources within Widener University that the Residence Life team closely collaborates with in supporting our residential students.

Campus1 Card Office

The Campus1 Card office supports students, faculty, and staff in their access to many services on campus. This office coordinates meal plan changes, Pride Bucks, and printing dollars on campus.

Meal Plan Changes

Residential students have the ability to adjust their meal plans during the first week of each semester. Initial information regarding meal plans are captured on a residential student's housing application. After a student submits their housing application, they can email campus1card@widener.edu to request a meal plan change. Meal plan changes will not be accepted after the Friday of the first week of classes.

Flexible Spending

Students have the option of adding Pride Bucks and additional printing dollars to their Campus1 Card flexible spending account. For more detailed information about the flexible spending program or to add additional funds, visit the Campus1 Card website.

Campus Safety

Widener's Campus Safety department works to protect Widener community members through 24/7 monitoring of campus and crisis management support. The Campus Safety office collaborates and advises Residence Life staff

regarding the safety and security of the residential communities. Additional information about Campus Safety is available on their website. The following are safety and security procedures within the residence halls:

- All exterior doors to the residence halls are locked 24-hours a day with only residents to that building having access to them.
- Campus Safety officers make routine inspection rounds of all exterior doors.
- Outside contractors will be accompanied by a representative of the University whenever they enter a student's room or when they enter a residence hall.
- Residents are asked to report any suspicious situations or persons immediately to the Office of Campus Safety as 610-499-4200.
- Residential students share responsibility for following security procedures within their residence halls. This includes keeping doors locked, asking visitors to be escorted, carrying their University ID card on them, and reporting suspicious behaviors to Campus Safety.
- Residential students should make sure their contact information is up to date each semester in the campus alert notification system.
- Emergency exit doors in the residence halls have alarm systems to discourage unauthorized entry and exit. Residential students are asked to not prop these doors or others in the community. Failure to do so may increase the likelihood of theft and vandalism in the residence halls.

Dining Services

Widener's dining services operate the eateries on-campus including the Pride Café, MacMorland Food Court, Starbucks, and more! More information about Dining Services is available on their website. For questions regarding Widener Dining, please email CampusDining@widener.edu.

Meal Plan Requirements

First- and second-year residential students are required to purchase one of the Unlimited Platinum, Gold, or Blue dining plans. Meal plans are optional for transfer, juniors, seniors, and graduate students.

Office of Accessibility Services

Student Accessibility Services provides services to students with learning disabilities, physical disabilities, and psychological disabilities. The office serves as a campus advocate to ensure all students have equal access to academic programs and other aspects of campus life. Student Accessibility Services collaborates with Residence Life in the housing accommodation process. Additional information is also available on the Office of Accessibility Services' website.

Housing Accommodations

Residential students that have needs which necessitate a housing accommodation should complete a Housing Accommodation Request form. Once documentation has been received, the student's request will be considered. Every effort will be made to accommodate approved requests.

Student Health Services

Student Health Services provides confidential medical services and wellness referrals for residential students. Residential students are required to comply with the University's immunization and health insurance requirements to live in on-campus housing. For more information on the University's immunization and health insurance requirements, please visit Student Health's website.

Housing Operations & Procedures

The following section includes information about the operations and procedures for on-campus housing operations at Widener University's Chester campus.

Break Housing

All residential communities remain open during break outlined in the academic calendar (fall, Thanksgiving, winter, and mid-term breaks) for students who wish to remain on campus. Students wishing to remain in housing during winter break must be pre-registered for the subsequent spring semester as a full-time student. More information regarding Break Housing is available to students prior to each break via an email from the Office of Residence Life.

Closing of Services

Before the residence halls close at the end of fall and spring semesters (residence halls are closed by 6 p.m. on the last day of each semester), students will receive a move-out memo with more detailed information and dates. Residents should leave their accommodation at the end of the school year within 24 hours after their last final exam. Improper check-out fines of \$50 will be charged if residents fail to follow check-out procedures.

- A student properly terminates occupancy by confirming eligibility with the Office of Residence Life, gaining release approval from the Office of Residence Life, notifying their floor RA, removing all belongings from the room, turning in all keys to the Residence Life Office, and signing a check-out form.
- A \$50 fee will be charged for an improper check-out (i.e., departing without notifying Residence Life before leaving campus).
- Students who leave a room in unacceptable condition, as determined by the Residence Life staff, will be billed per resident for cleaning. Personal belongings left in a room after the vacating deadline will be removed and disposed of by the university at a charge to the student.
- Graduating resident seniors will be permitted to occupy specially assigned rooms during announced senior days, if an application has been filed and approved by the Office of Residence Life. Failure to comply with this policy will result in a \$50 fine.

Communication

The Office of Residence Life utilizes Widener e-mail systems for communication relevant and important information to its residents. You are responsible for setting up and checking your official Widener University e-mail account regularly and will be held accountable for all information communicated by Widener e-mail.

Damage Billing

Damage and billing costs are assessed by Residence Life during the semester closing process. Damage billing may occur throughout the academic year as students check out of the residence halls during withdrawals, room changes, or suspensions. If damages are discovered during check-out at the end of the semester, students will be responsible for any

cost of \$20 or more per resident. If you have incurred a damage charge, you will receive charges added to your student account within 30 days of move out. Students will be notified via email of all damages and the appeals process.

- Residents are made aware of this policy before check-in via the Housing Agreement and the Room Condition Report. Students have 48-hours after move-in to discuss any changes that need to be made to the room condition report with their neighborhood's Area Coordinator. At the end of the academic year, the Residence Life team uses the same room condition report to compare the ending condition to the beginning condition of the room.
- **Vandalism:** If the individual(s) responsible for the damage have neither come forward nor been identified by others, then the cost of the damage (materials and labor) will be divided evenly among all residents of the affected space.
- **Common Area Damages:** A common area is defined as any space and/or area outside a student room. This includes, but is not limited to stairwells, hallways, restrooms, lounges, elevators, entrance ways, recreation areas, and study rooms. Community members share responsibility for ensuring that common areas are properly utilized. Damage/billing charges resulting from the misuse or abuse of common areas will be assessed.
 - If the individuals responsible for the damage are identified, then only those persons are charged.
 - If not individual takes responsibility for the damage, the charge will be disbursed to all residents of the community.
- **Appeals:** If a student feels they have been incorrectly or unfairly assessed for a damage charge, a written appeal must be submitted via the Damage Appeal Form on Widener University's Housing Portal within 7-business days of receipt. In the appeal, residents are asked to be specific and note which charges they are appealing as well as the reason(s) why they should not be charged. Students will be notified of decisions regarding appeal status within 10 business days of its receipt.
 - A "hold" may be placed on a student's account if the student fails to pay or reimburse the university for any loss, damage, destruction, or third-party theft to living quarters or property issued to them by the university.

Health & Safety Inspections

For the health and safety of each resident, Residence Life staff members will inspect rooms for safety hazards, damages, cleanliness, and other policy violations, minimally twice an academic year.

Presence of a Violation

When a violation is present, there may be a reinspection of the space to ensure it has been corrected. Failure to correct items such as prohibited items will result in the item being confiscated and the student being referred for disciplinary actions. Student may retrieve confiscated items from their neighborhood office to remove them from campus.

Housing Assignments

Information regarding a student's housing assignment is available via the Housing Portal accessible through MyWidener. The Residence Life Office provides the Widener email for roommates in addition to specific assignment information. New student housing assignments are released in the early summer via email and the housing portal. Graduate student housing assignments are sent in April. Returning undergraduate student housing assignments are available immediately after housing selection takes place.

- Residence Life may need to assign students to temporary housing or permanent relocation. All residents must adhere to the relocation communicated by Residence Life staff. All relocations or room changes must be approved by staff prior to the move.
- **New Resident Notification:** The Office of Residence Life reserves the right to reassign any student to a different room at any time. While every attempt will be made to notify the resident student of changes in room assignment prior to his or her arrival on campus, situations may arise that make this impossible.
 - If a member of the Residence Life staff becomes aware that a student may have discouraged a potential roommate from moving into his or her room, a mandatory meeting will be called to discuss the situation. If the violation appears to be valid, the student(s) may face disciplinary action.
 - Proper check-out of the current assignment is required before moving to a new assignment. The Residence Life staff will assist with the necessary documentation.
 - A student who is in single occupancy of a double accommodation (e.g., because a roommate withdrew from the residence hall) may be required to move or may be assigned a roommate at any time at the discretion of the Office of Residence Life.
- **Open Room Change:** Open room change is the process where students can request to change rooms for any reason without a roommate mediation first. The open room change process occurs the third and fourth week of each semester and is facilitated through the housing portal. Below are some general procedures regarding the open room change process.
 - Students apply for a room change through the housing portal. Housing assignments are offered via the housing portal and a student must accept their assignment to change rooms.
 - Room changes, in most cases, take place over the weekend with new room keys picked up on Fridays during business hours and the room change completed by Monday at 9am.
 - Room changes can include moving into a new building, change of room within a building, change of housing type, or change in roommate.
- **Bathrooms and Showers:** As a member of the community, residents are asked to help maintain a clean, sanitary, and non-hazardous living environment. Residents are responsible as a member of the community to keep bathrooms, showers, and restrooms clean, sanitary and non-hazardous.
 - **Apartment & Suite-Style Communities:** Residents living in suite and apartment-style communities are responsible for cleaning the bathroom(s) in their living space. Residents in these communities are also responsible for providing their own toilet paper, soap, and paper towels.
 - Bathroom and shower stalls are designated for individual use and are only to be used by one person at a time.

Key/Access Cards

Residents will either be issued hard keys and/or have their Widener ID cards programmed to gain access to their assigned residential space. The keys issued upon move-in are property of Widener University and cannot be duplicated or loaned.

- Students using another resident's key or Widener ID card may face disciplinary action.
- Residents should keep key or access cards with them when they leave their room.
- Lost keys or access cards should be reported to the Residence Life Office.

Lockouts

- **Spare Keys:** Students locked out of their room can sign out a spare key from the Residence Life office in Cann Hall during business hours to access their rooms. There is no cost to signing out a spare key. However, it must be returned to the Residence Life office within 1-hour of signing it out. Failure to return key will result in a core charge at the expense of the student.

- **Room Lock Out:** Students may contact one of the Resident Assistants on Duty between 8pm-8am to have them respond to assist with a lockout. From 12am-8pm, students may contact Campus Safety at 610-499-4200 for assistance in a Room Lock out. Room Lock Out requests will be honored as soon as possible, subject to other priority calls. There is a service charge of \$10 per lockout request.
- **Hardware:** Each residence hall room is equipped with a working lock. Tampering with any lock can violate The Widener Compact. Violators are subject to disciplinary sanctions and fines plus damages for restitution.
 - Report any lock problems to the Office of Residence Life immediately.

Personal Property Insurance Coverage

Many students have valuables in their rooms, such as personal computers, jewelry, and televisions. It is the student's responsibility to follow all rules designed to protect these items. Students should make an inventory of items brought to campus. Students must also lock their rooms when they leave no matter how short the time they plan to be away. Students should not leave personal property unattended. In addition, students should report any suspicious persons or occurrence to Campus Safety immediately. They must also close all doors to the outside when entering and exiting so that intruders cannot gain entrance to the residence halls.

- **Note:** The university is not responsible for loss or damage of personal property by any means or for any cause. Students are encouraged to see that they are covered under their parents' or guardians' homeowner's policies or to take advantage of special insurance programs available for college students. Students may wish to review the application from National Student Services, Inc. Widener does not in any way endorse this program as being either the best or the only alternative available to students, but it is one that has been used successfully by other institutions. Valuables must be taken home during break periods and over summer sessions.

Requests for Repairs

The Office of Residence Life will make every effort to inform residents of maintenance and housekeeping projects whenever possible. **Note:** These procedures are in reference to work done by the Offices of Maintenance and Housekeeping. The university reserves the right to enter rooms at any time for safety inspections and reasonable cause.

- **Work Orders:** Requests for repairs for rooms or public areas should be reported to the Maintenance Office via the online "Maintenance Support Request" form on MyWidener: Log on to MyWidener, search "Request Maintenance Support, then log in using your Widener credentials. Follow the instructions to fill out a work order on that page. Requests for work orders include heating, air conditioning, and housekeeping services. Students should allow 10 working days for completion of nonemergency repairs. Repairs not completed within that time should again be reported to the RA.
- **Emergency Repairs:** In case of an emergency situation, contact the Office of Residence Life between 9 a.m. and 5 p.m., Monday through Friday, or the Office of Campus Safety if after hours.

Residency Requirement

We recognize – and research supports – that undergraduate students thrive academically and socially when living on campus in community with their peers. On-campus living engages students in co-curricular activities, cultivates a sense of belonging, helps foster independence, and supports the development of skills essential to academic success. For that reason, Widener University requires that traditional, full-time undergraduate students live on campus during their first two years of study, unless they are living at their permanent address with their parents or guardians.

- If you do not register for on-campus housing as a first- or second-year student, we consider you to be a commuter living at your permanent residence with a parent or guardian. Commuters may qualify for less

financial aid. In addition, commuters are ineligible for some Widener aid programs, including the Campus Experience Grant.

- Married students, students with dependent children, students with at least two years of military service, and students age 24 or older are exempt from this policy.

Right of Entry

The University reserves the right to enter an individual's room at any time; whenever possible, advance notice will be given before entry. In cases of emergency or for purposes of inspection, maintenance, and/or protecting the health, safety, and security of residents, the University reserves the right to enter an individual's room without notice. All staff members must announce themselves and knock on the door before entering students' residential spaces.

Room Condition Reports

Each student occupying a room in a residence hall must sign a "Room Condition Report" form at the beginning of occupancy. This form not only lists the items of furniture but also their condition, as well as general room conditions. The students assigned to a room will be responsible for any damage beyond normal wear and use that occurs during the students' occupancy. When a student ends occupancy of the room, the "Room Condition Report" form is completed by Residence Life staff. Until the sign-out procedure has been completed, the student will be held responsible for the room's contents and condition. Students are also fined for improper check-out or lack of completing any part of the checkout procedures.

- Loss or damage of furniture should be reported immediately to the Resident Assistant (RA) in writing, as furniture will be charged to the occupants unless recovered.
- Students with university-owned furniture in their rooms without the specific approval in writing from the Office of Residence Life will be required to return immediately such property to its proper place and will be subject to fines, restitution, and/or disciplinary action.
- The university reserves the right to inspect students' rooms at any time. The underlying reason for inspections is the protection, safety, and welfare of the students and of the university. Such inspection by university officials shall be done generally in the presence of a room resident and/or staff.
 - Exception to this procedure is emergencies when imminent danger to life, safety, health, or property is reasonably feared. Each semester, health and safety inspections will be conducted to ensure the security of the hall.

Room and Board Rates

For comprehensive information about room and board rates for each semester as well as the fees and payment schedule, students should visit the Enrollment Services website.

Summer Housing

Students who are enrolled in spring semester classes as well as pre-registered for the subsequent fall semester are eligible to reside on campus during the summer. Students can apply for summer housing through the Housing Portal in early to mid-April. Summer housing is an additional cost.

Residential Community Standards

The Office of Residence Life strives to foster an environment that is supportive to students as they pursue their goals at Widener University. The community standards are set forth to provide residential students notice of prohibited conduct in the residence halls described in the Housing Agreement and Residential Student Handbook. All Widener University students are responsible for abiding by the *Student Code of Conduct* as well as those policies and procedures listed in this *Residential Student Handbook*. Engagement in activities listed below by residential students or their guests may result in disciplinary referral.

Abandoned Property

- **Residential Rooms:** Residence Life assumes no liability for damages or loss of abandoned property. Any personal property not removed after check-out, published hall closing deadlines, suspension, relocation, or withdrawal from the university is considered abandoned. A room cleaning charge will be assessed against any student who fails to remove their items or personal property, in accordance with housing damage billing.
- **Common Areas:** Personal property left in hallways, stairwells, lounges and other common areas will be considered abandoned property. Abandoned property is subject to disposal or recycling as deemed appropriate at the student's expense.

Guests

A guest is defined as any person who is not assigned by Residence Life to live in the room, even if that person is a Widener University student. No more than two (2) guests per resident of that space are allowed at any one time. It is the resident's responsibility to ensure their guest is aware of and remains in compliance with the *Student Code of Conduct* and *Residential Handbook*. Residents are responsible for the behavior of their guests. If you cannot come to an agreement with the other students in your living unit, the right of the student who does not want guests takes priority.

- **General Visitation**
 - Residence Life may restrict all guest privileges at any time for the benefit of the community. Should guest privileges be restricted, Residence Life will notify residents in writing.
 - If a guest violates the *Student Code of Conduct*, the host will be held accountable for the guest's offense. The residents of a room where a policy violation has occurred may be held responsible for the violation, whether or not they were present in the room at the time of the violation.
 - Students may enter another student's living area only after permission has been granted by the student(s) residing in that area. All guests must be escorted by their hosts at all times.
- **Non-Resident Guests**
 - All guests must adhere to the guidelines set up in the roommate agreement.
 - All guests must be escorted at all times and carry a valid photo ID.
 - Residence Life staff may ask guests to leave at any time, requests to which guests are required to comply.
- **Overnight Guests (resident and non-resident):** An overnight guest is defined as a guest who stays after 2:00am. You are allowed to have overnight guests to your living space provided you acquire advance permission from your room/apartment/suitemates.
 - Residential students are limited to two guests at a time.
 - Residents are responsible for the behavior of their guests.
 - All guests must possess and present a valid form of identification upon request. Failure to do so will result in removal from campus.
 - All overnight guests must be at least 18 years of age.
 - Guests may stay a maximum of two consecutive nights in a 14-day period. Residents are responsible for complying with these procedures and for the actions of their guests, including compliance with all traffic and parking regulations. Guests may not stay in the residence halls more than six (6) days in a month.

- Cohabitation, loan, subletting, or rental of residence hall space is prohibited at Widener even if no money is exchanged.
- **Appliances and Equipment:** Below is a list of the most commonly questioned permitted & prohibited items in the residence halls. Residents found in possession of prohibited items will be required to remove the item from the residence halls and may face disciplinary action. In addition, residents may be responsible for any cost related to the removal and/or storage of the item. Residents are responsible for all damages from permitted and/or prohibited items.
 - **Permitted Items:**
 - Appliances
 1. Computers (laptop or desktop)
 2. Curling/Hair Irons (required auto-off feature)
 3. Electrical appliances with exposed heating elements (e.g. toasters, coffee makers, air fryers) permitted in kitchen or kitchenette areas **only in Metropolitan Hall, Harris Hall, and Dixon Halls.**
 4. Energy Star certified mini or compact refrigerators up to 4.3 cubic feet or non-Energy Star certified mini or compact refrigerators limited to 3.3 cubic feet or smaller (operate at 118 volts, 60Hz, or less and draw no more than 1.5amps or 180 watts of power).
 5. Sealed unit coffee makers (e.g. Keurig, coffee makers without exposed heating elements)
 6. Sealed unit electric water kettle
 7. Rice cookers
 8. Portable hair dryers
 9. Micro-fridge unit either rented from university-designated provider or student purchased (limited to Energy Star certified, 700 watt microfridge, .7 cubic feet microwave, and under 3 cubic feet refrigerator)
 - Electrical
 1. Power strip (with on/off switch and internal overcurrent protection)
 2. Battery operated holiday lights
 - Other
 1. Bicycles
 2. Fish tanks (10 gallons or smaller)
 3. Kitchen utensils
 4. Live potted plants
 5. Non-electrical bed risers no more than 8 inches
 - **Prohibited Items**
 - Flammable items
 1. Incense cones or sticks, candles, oil lamps
 2. Lighter fluid for refillable lighters
 3. Propane tanks
 4. Plug-In air fresheners (lit or unlit)
 - Appliances
 1. Resident-owned air conditioners
 2. Electrical appliances with exposed heating elements
 3. Wall-mounted televisions
 4. Resident Owned Microwaves
 5. Air Fryers are prohibited in traditional-style residence halls.
 6. Pressure Cookers
 - Combustibles
 1. Cut trees or dead plants
 2. Wall decorations that exceed more than 50% of the wall
 - a. Empty alcohol containers such as beer boxes and wine bottles are prohibited as decorations, regardless of age.
 3. Hookahs

- Electrical
 1. Halogen lamps and bulbs
 2. Adhesive strip LED lights
 3. Black lights and black light bulbs
 4. Spider lamps (i.e. lamps with more than one bulb for one electrical outlet)
 5. Extension cords and multi-plug adaptors (without on/off switch and internal overcurrent protection)
 6. Motorized vehicles
 7. Hoverboards
 8. Electric skateboards, longboards, and scooters
 9. Wax warmer/Wax melts
 10. Lava lamps
 11. 3D printers
- Loft equipment
 1. Non-university supplied loft equipment (e.g. cinderblocks, wooden supports, and any manufactured loft equipment higher than 8 inches)
- Other
 1. Pets (except toothless fish)
 2. Projectiles or projectile propelling devices (e.g. Nerf Guns, Orbeez guns)

Fire Safety

- Smoke detectors are placed in student rooms and public areas for the safety of the community.
 - i. Students may not tamper with this equipment (e.g., remove batteries).
 - ii. Students caught tampering will be subject to immediate disciplinary action. Nothing may cover smoke detectors.
- As per the instruction from the Fire Commissioner of the City of Chester, "No couches, chairs, or futons are permitted in in any residence facility unless a resident can provide manufacturer's certification that the furniture meets California Technical Bulletin 133 for fire retardancy of upholstered furniture."
- All residents are required to attend a fire safety meeting at the beginning of the semester.

Bicycles

The university is not responsible for theft or damage to bicycles. If you choose to bring a bicycle to campus, you are responsible for securing and storing it properly. Bikes may not be stored in any common areas of the residence halls including internal entry ways, lounges, and hallways. Bikes stored in common areas of the residence halls will be considered abandoned and will be removed.

Chronic Misbehavior

Chronic misbehavior is when a resident establishes an unacceptable pattern of misconduct when the resident is involved in/or around multiple policy violations, even though individual offenses may be minor.

- A pattern of irresponsible conduct may result in the behavior being addressed through the Student Conduct process and can lead to disciplinary removal from the residence halls.

Cleanliness

Residents are asked to help maintain a clean, sanitary, and non-hazardous living environment. It is the responsibility of residents as members of the community to keep your assigned space and common areas (e.g. lounges, bathrooms) clean, sanitary, and non-hazardous.

- Students who fail to practice good housekeeping could be responsible for associated charges. Fees and/or other sanctions will be assessed for excessive cleaning.
- Students are responsible for removing trash and recycling from their rooms in a timely manner.
- Students are required to clean all pots, pans, and dishes used and return them to their proper place.
- All sinks, showers, counters, and floors should be cleaned.
 - i. Personal items including toiletries should not be left in common area bathrooms. Items left behind may be disposed of by Housekeeping.

Littering and Trash

All residents are expected to dispose of their refuse in trash receptacles on campus and in-residence halls. Any Widener University student or guest who litters on campus or community property, throws objects of windows or from balconies may be referred for disciplinary action in addition to any charges for clean-up.

Paint and Decorating

Nothing may be put on exterior windowsills, painted on University windows, or hung out of windows in residential communities. Wall coverings and upholstered furniture must adhere to applicable fire codes and the guidelines of insurance underwriters. Students may not paint their rooms.

Cooking Safety

Cooking in residential facilities, other than those designated by the university, is strictly forbidden. Violators will be subject to disciplinary action and fines.

- Food may not be kept in residence hall common areas except in closed tin, plastic, or glass containers.

Noise and Volume

- **Courtesy Hours:** Courtesy hours are observed 24-hours a day throughout the residence halls. When asked by another resident or staff member to reduce noise to a reasonable level, residents are expected to comply as a courtesy to fellow community members.
 - Resident Assistants (RAs) are expected to help maintain a reasonably quiet environment on the floor with the cooperation of residents.
 - Residents in each hall are expected to act in a manner conducive to effective study.
 - Each individual must adhere to this basic expectation.
 - Electronic devices like televisions and speakers are normally permitted in rooms provided they do not disturb others. They should be heard only in the confines of the individual's room, and the door should be closed when they are operated. Such equipment will be ordered to be removed immediately if, after other residents or hall staff have made a complaint, their use continues to be distracting to study/living conditions or is judged to be a hazard.
- **Quiet Hours:** A violation of the quiet hours policy is defined as any time noise from a room/apartment/suite is audible outside the door past quiet hours. Failure to comply with a request to educate noise levels by a residence may result in disciplinary action.

- Quiet hours will be observed during the following times:
 - 10 p.m. to 7 a.m. Sunday through Thursday
 - Midnight to 10 a.m. on Friday and Saturday.
- **24-Hour Quiet Hours:** Twenty-four-hour quiet hours begin at 10pm on the last day of classes before each final examination period.
 - Quiet hours are observed throughout the duration of final exams.
 - Residents violation the 24-hours quiet hours may be asked to leave immediately from the residence halls, in addition to standard disciplinary procedures.

Service and Assistance Animal Policy

Widener University is committed to providing members of the Widener University community who have disabilities with equal access to programs, services, and physical facilities. It is acknowledged that some members of the Widener University community who have disabilities may require the use of service and assistance animals while on campus.

Below are guidelines for the appropriate use of and protocols associated with service and assistance animals.

Students who have disabilities and require the use of service or assistance animals should contact the Office of Student Accessibility Services at 520 E. 14th Street, Chester, PA; phone: 610-499- 1266; e-mail: disabilities@widener.edu. Faculty and staff who have disabilities and require the use of service animals or assistance animals should contact the Office of Human Resources.

Pets

A "pet" is any animal kept for ordinary use and companionship. Service animals and assistance animals, as defined below, are not considered pets.

Service Animals

A "service animal" is defined under the Department of Justice's ADA regulations as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." There is also a provision permitting miniature horses to qualify as service animals in some cases. No animals other than dogs or miniature horses may qualify as service animals.

The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

Service animals are permitted to accompany people with disabilities in all of Widener University's facilities where students, members of the public, and other participants in services, programs, or activities are allowed to go. Widener University does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

In addition, Widener University cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., where a dog is observed guiding an individual who is blind or has low vision or pulling a person's wheelchair).

If it is not readily apparent that the animal is a service animal, Widener University staff may make two inquiries to determine whether the animal qualifies as a service animal, which are:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

The university will not require documentation that a service animal has been certified, trained, or licensed as a service animal. A service animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. In addition, the university need not accommodate a service animal if it poses a threat to the health or safety of others.

Assistance Animals

An "assistance animal," pursuant to the U.S. Department of Housing and Urban Development, is described as "an animal that works, provides assistance, or performs tasks for the benefit of a person who has a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability." An assistance animal is not a pet. Unlike service animals, assistance animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses. Under Section 504 of the Rehabilitation Act and the Fair Housing Act, students who have disabilities may be eligible to have an assistance animal in campus housing.

Assistance animals are not allowed to accompany persons with disabilities in all areas of Widener University, but they may reside in university housing with people who have disabilities. Before an assistance animal can move into university housing with a person who has a disability, a request must be submitted to the Student Accessibility Services Office, and approval must be granted, preferably at least 30 days prior to move in.

Under the Fair Housing Act, a person may be eligible to have an assistance animal in campus housing as a reasonable accommodation if:

- The individual has a disability.
- The animal is necessary to afford the individual who has a disability an equal opportunity to use and enjoy campus housing.
- There is an identifiable relationship or nexus between the disability and the assistance the animal provides. (In other words, does the animal work, provide assistance, perform tasks or services for the benefit of a person who has a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability?)

Accommodation for assistance animals must be reasonable. The university is not required to permit animals that pose a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation, would pose an undue financial and administrative burden, or would fundamentally alter the nature of the university's operations.

Steps to Request Permission to Have an Assistance Animal in Campus Housing

- Submit a "Request to Have Assistance Animal in Housing" form to the Office of Student Accessibility Services. Provide supporting documents listed on request form
 - Vaccination records
 - Animal license, if applicable
 - Photo of animal
- Sign and agree to the "Policy and Care Agreement."
- Documentation of the need for an assistance animal must be submitted from a physician, psychiatrist, psychologist, or other mental health professional who is not a family member, and be on official letterhead. Documentation of the need for an assistance animal must include the following:
 - Verification of a disability that substantially limits a major life activity and a description of the impact of the condition on a major life activity.

- A description of why the animal is necessary for the student to use or enjoy university housing.
- A description of an identifiable relationship or nexus between the disability and the assistance the animal provides.

Approval of an assistance animal is determined on a case-by-case basis. Students must reapply each academic year to have an assistance animal in campus housing.

Documentation on the "Assistance Animal Policy and Guidelines" can be found on MyWidener Public Office Page in the section titled "Residence Life and Student Conduct." Please refer to that section for more details.

The Center for Civic and Global Engagement

The Civic and Global Engagement (CCGE) houses the university's offices of Civic Engagement, Global Engagement, and International Student and Scholar Services. As a local-to-global community portal, the Center works closely with students, faculty, staff, and community members (internal and external) to support with service-learning initiatives and projects, global travel (short-term and long term), and with international student and scholar needs ranging from immigration services to socio-cultural adaptation and community-building.

Civic Engagement

Widener University promotes civic engagement initiatives for all students, faculty, and staff. The Center helps identify and address community issues, promotes opportunities for individuals to become actively engaged citizens, and creates opportunities to practice democratic leadership in order to contribute to the vitality and well-being of the metropolitan region. The Center for Civic and Global Engagement connects students with civic engagement opportunities through direct volunteer service, service-learning, capacity-building, economic development, political engagement, and advocacy.

The Center fosters opportunities to educate, empower, and equip Widener students to become personally and socially responsible leaders. These opportunities include scholarship-based programs such as the Bonner Leader program and the Pride Service Site Leaders program, as well as the Maguire Scholars Program, and ongoing civic and leadership development events.

Events include issues-awareness speakers, political engagement initiatives, campus-wide service projects, and promotion of volunteer opportunities throughout our region.

The Center for Civic and Global Engagement always welcomes new partnerships and collaborations to cultivate transformational leaders who promote positive change in our local and global communities. To learn more about integrating civic engagement into your educational experience, please visit the <https://www.widener.edu/about/points-pride/civic-engagement> website.

Global Engagement

Widener University promotes global engagement and provides supports for both international students and students studying abroad through several short-term and long-term programs.

The Office of International Student and Scholar Services (ISSS) provides immigration services to international students and scholars, adaptation to life in the United States, and offers the opportunity for domestic and international students to interact through an extensive calendar of programs. International Student and Scholar Services (ISSS) strives to prepare all students for success in a diverse and global society. For more information, visit the International Student Services and the Study Abroad Program website.

The Office for Global Engagement is the support system for our students throughout the entire study abroad process from application to reentry. Widener students have engaged in study, research, internships, and community service programs all around the globe. From conducting research on sustainable farming in Costa Rica to climbing the Great Wall of China, a world of possibility awaits students at Widener University. For more information about global engagement at Widener, visit our website at <https://sites.widener.edu/ccge/global-engagement/>.

Pride Recreation Center

CLUB SPORTS LINK: Club Sports

Health Clearances

Students participating in club sports are required to have a completed "Athletic Physical" form on file annually at Student Health Services prior to starting any physical activity with the club. This form must be completed by an outside physician, nurse practitioner, or physician's assistant with the provider's office stamp in the appropriate area. This form can be obtained in person from Student Health Services, the Pride Recreation Center, or electronically via MyWidener. **Note: Students are also required to advise Student Health Services in writing of any significant change in their health status.**

An ImPACT test (baseline cognitive testing) is also required for all club sport participants prior to participation. This annual test is provided at no cost by Pride Recreation and is mandatory for all club sport participants to assure a baseline in the event that a traumatic brain injury (concussion) occurs.

Mandatory Athletic Insurance

University-provided athletic "excess" insurance is required for all club sport participants. This policy is a secondary insurance to a student's personal health insurance and is directly billed to a student's account once they have been cleared to participate. The annual premium coverage is valid for one academic year and billed based on whether the sport is classified as contact or noncontact. If an athlete has participated in intercollegiate sports or more than one club sport in the same year, they will only be charged one premium.

INTRAMURAL SPORTS LINK: Intramural Sports

For additional information related to intramural sports please visit the Pride Recreation Center page in MyWidener at: <https://wumail.sharepoint.com/sites/priderec/SitePages/Intramurals.aspx>

Intramural Sports

The Pride Recreation Center intramural program is comprised of intramural and extramural sports leagues and events, as well as informal recreation programs. Programs are offered in the form of leagues, tournaments, off-site trips, and special events. Intramural activities should be fun for all participants, promote physical activity, provide friendly competition, build character, and enable students to develop leadership skills. The programs are offered based on student interest and available resources and facilities.

All main campus undergraduate students are eligible for participation in season-long intramural program offerings. All students must be matriculated with no financial holds on their accounts.

All main campus graduate students are only eligible to participate in any intramural program offered as a one- or two-day tournament or activities designated as special events.

Intramural events take place on a variety of Widener fields and facilities and typically occur between 4:00 and 10:00 pm weekly with some weekend play. Rules of play are governed by the National-Intramural Recreational Sports Association (NIRSA). Participation in the program is voluntary and determined by student interest.

For additional information related to intramural sports please use the following link: <https://www.imleagues.com/spa/intramural/1e716f222675470986dbb03e085ca4e4/home>

Club Sports

The Club Sports Program at Widener University was created to provide undergraduate and graduate students with an organized, non-varsity athletic experience. All programs designed as a club sport are considered to be competition-based with activities primarily spent in competition or preparing for competition. Recreational and leisure-based organizations are not eligible to be designated as a Club Sport.

Process for Recognition

Groups seeking to establish a new student organization or club sport program must receive approval from the Office of Student Engagement. The interest group should consist of a minimum of 10 players or enough to fill a team (in that sport) and an identified Executive Board. The interest group must also submit a proposed set of constitution and by-laws for review. The professional staff in the Pride Recreation Center Department will assist in all aspects of the recognition process and will meet with all interested parties to review sport specific guidelines, policies, rules, etc. New Club Sport Programs are subject to approval by the Dean of Students before becoming officially recognized.

Club Sports Requirements

Requirements to Participate in Club Sports

All club sport members must be full-time (12+ credits for undergraduates, 9+ credits for graduates), Main Campus, day students with a minimum cumulative GPA of 2.0 to be eligible for participation. Graduate students must also submit proof of insurance prior to participation. Part-time students, Extended Learning students, alumni, and nonstudents are not permitted to participate in Widener University club sports as members, players, competitors, advisors, directors, assistants, or coaches (unless contracted through Human Resources) in practice, scrimmage, and/or competition. All club sport participants must also read and acknowledge the Club Sport Concussion Statement and Widener University Hazing and Discrimination Policy documents located in each club sport's respective Office 365 group.

Annual Team Roster

Eligible students interested in participating in a club sport must complete an online roster registration and submit necessary contact information during the registration process. All required health clearances (including proof of

insurance for graduate students) must be completed prior to any physical participation and all students will be billed a mandatory athletic insurance fee once officially approved on the roster.

Health Clearances

Students participating in club sports are required to have a completed an "Athletic Physical" form annually at Student Health Services prior to starting any physical activity with the club. This form must be completed by an outside physician, nurse practitioner, or physician's assistant with the provider's office stamp in the appropriate area. This form can be obtained in person from the Student Health Services Center, Pride Recreation Center, or electronically via MyWidener. Note: Students are also required to advise Student Health Services in writing of any significant change in their health status.

An ImPACT test (baseline cognitive testing) is also required for all club sport participants prior to participation. This test is a one-time requirement provided at no cost by Student Health Services and is mandatory for all freshmen, transfers, and first-time players to assure a baseline in the event that a traumatic brain injury (concussion) occurs. Students who sustain a head injury/TBI may be asked to re-take the ImPACT test and may be withheld from practice/competition until further review and/or follow-up is completed at Student Health Services. Students will not be medically cleared to play until all required documentation has been received by Student Health Services.

Mandatory Athletic Insurance

University-provided athletic "excess" insurance is annually required of all club sport participants. This policy is a secondary insurance to a student's personal health insurance and is directly billed to a student's account once they have been cleared to participate. The annual premium coverage is for one academic year and billed based on whether the sport is classified as contact or noncontact. If an athlete has participated in intercollegiate sports or more than one club sport in the same year, he or she is invoiced only one premium per year.

Injuries

All club sport participants with injuries associated with playing a club sport must complete an injury insurance claim form and submit it to the Pride Recreation Center for processing. Forms can be obtained from the Student Health Services Department, Pride Recreation Center, or the documents section located in each club sport's respective Office 365 group. An official clearance / return to play document may be requested by Student Health Services or the Pride Recreation Center before a student may be approved to return to practice or competition.

Dues

Each club sport is entitled to levy its own dues necessary to meet all financial expenditures for the club's operation. All balances due must be paid in full or holds on the student's account may be submitted via the Registrar's Office and the director of the Pride Recreation Center. Each club is expected to work with the director of the Pride Recreation Center to ensure that all expenses are approved prior to processing and that funds are utilized within budget constraints.

Club Sports

Current club sports offerings include men's and women's rugby, men's and women's soccer, and ice hockey.

For more information related to club sports please use the following link: <https://www.widener.edu/student-experience/get-involved/clubs-organizations>

Athletic Department

Every student of Widener University is encouraged to participate in sports activities and fitness programs: intercollegiate sports, club sports, intramural sports, recreational activities, and physical education classes. Widener's Schwartz Athletic Center features a gymnasium, Olympic swimming pool, and weight training room. For hours of operation and more information about Schwartz Athletic Center, visit www.widenerpride.com. Pool hours and weight room facilities are subject to proper staffing. For hours and information for the Pride Recreation Center, visit widener.edu/priderec.

Athletic Equipment

Students who are issued athletic equipment, including uniforms and practice attire from the Widener University equipment rooms, are solely responsible for that equipment. Student-athletes are financially responsible for any items not returned to the equipment rooms. Student-athletes are given three days to return all items after their last practice or competition.

Schwartz Athletic Center Facilities

The Schwartz Athletic Center consists of four units designed for varied activities conducted simultaneously in each unit. All full-time day students are admitted to the center upon presentation of their CampusOne card.

The field house has a one-tenth-mile running track. The entire area of the field house is suitable for a variety of sports.

The swimming pool, located in the west unit, is one of the finest indoor pool facilities in the region. It is championship size, 25-yards by 25-meters, with eight lanes.

The central unit includes a women's locker room and several offices. The ground floor includes the newly renovated men's locker room, training room, and men's equipment rooms.

The gymnasium has one game court with bleacher seats for approximately 1,500 spectators, which can be modified to two practice basketball courts. Adjacent to the gym are class and meeting rooms, and the weight room is located on the lower level. The third floor is an office suite for all athletic department personnel.

To the west of the Schwartz Athletic Center lies Leslie C. Quick Jr. Stadium and Elizabeth J. Hirschmann Field encircled by the George A. Hansell Jr. Track. The stadium and the track and field provide leading-edge venues for a variety of activities, including football, soccer, track and field, and lacrosse. The 4,000-seat stadium bears the name of the former chair of Widener's Board of Trustees, Leslie C. Quick Jr. The championship track is named after George A. Hansell Jr., former long-term athletic director.

Adjacent to the Schwartz Athletic Center is Edith R. Dixon Field, a lighted field turf facility for field hockey and women's lacrosse; the facility is also used for campus intramurals.

Field and facility use for special events require prior approval from the director of athletics. Send written request and details of the event to the director a minimum of two weeks prior to the event.

Admission to Athletic Events

All full-time day students are admitted to all home athletic events upon presentation of identification. Admission is not charged for regular season events except for home football games and men's and women's home basketball events. Admission is also required during any conference, regional, or NCAA event.

Full-time day students may bring their life partners to all athletic events on campus. Life partners attending athletic events will be charged the same admission as full-time day students, unless a conference, regional, or national event requires otherwise. Life partners of full-time students have the same free use of the facilities at the athletic center as offered to students. These admissions will be offered upon presentation of an I.D. card issued to the life partner by Enrollment Services verifying the status of the holder.

Intercollegiate Sports

Intercollegiate athletic teams compete with teams from colleges and universities in the Commonwealth Conference of the Middle Atlantic conferences, as well as other universities and colleges in the area. Opportunities for teams and individuals to vie for regional and national championships are provided.

Men compete in the following sports by season: fall—football, cross country, soccer, golf; winter—basketball, swimming, indoor track and field; spring—baseball, outdoor track and field, golf, lacrosse. Women compete in the following: fall—soccer, field hockey, cross country, volleyball, golf; winter—basketball, swimming, indoor track and field; spring—lacrosse, softball, golf, outdoor track and field.

Requirements to Participate in an Intercollegiate Sport

- First-year and transfer student-athletes must have a physical examination by a non-university physician, nurse practitioner, or physician assistant within six months of athletic activity. This must be completed on the university physical form sent in the admissions packet and forwarded to Student Health Services. Students must also forward a copy of their sickle cell trait test. All returning student-athletes will be screened annually at Student Health Services. If a student has not participated in a one year period, then another physical from an outside provider must be completed and documented on the Student Health Service forms.
- Minimum GPA as follows:

<i>Credits Attempted</i>	<i>Minimum GPA</i>
15.5 or fewer	1.70
16–30.5	1.80
31– 60.5	1.90
61 and more	2.00

- Completion of NCAA eligibility forms. Forms will then be reviewed by the eligibility-certification official and eligibility will be determined.
- Completion of Widener eligibility forms. Forms will then be reviewed by the eligibility-certification official and eligibility will be determined.
- Athletic insurance is required of student-athletes at the first practice—each student's account will be billed. This mandatory insurance is nonrefundable. The athletic insurance works in conjunction with the student's own medical insurance. For information, call Student Health Services at 610-499-1183.

Cheerleaders

The cheerleading squad supports both the football and men's basketball teams. The squad is chosen from candidate tryouts at the discretion of the cheerleading coach.

Student Health Services

Student Health Services

Certified nurse practitioners, physicians, and registered nurses staff Student Health Services (located in Metropolitan Hall). Appointments are required except for urgent circumstances. Widener uses Crozer-Chester Medical System for acute emergency referrals. Emergency hospital services and referral visits must be applied to the student's or parent's health insurance plan. The university is not financially responsible for this type of extended care.

Student Health Services Charges

Students are not charged for visits provided by Student Health Services personnel. However, there are charges for medications, immunizations, laboratory tests, equipment, or specific healthcare treatments. These charges can be billed directly to the student's school account or paid for by check or cash. Student Health Services does not directly bill third-party insurance companies for visits but, upon request, will provide required documentation for students, parents, or guardians to submit charges for reimbursement. All labs drawn at Student Health Services are sent to LabCorp. LabCorp will directly bill insurance if applicable. Therefore, it is pertinent that students know what lab services are covered under their health insurance plans.

For more information, including hours of operation, services offered, and a directory, visit the Student Health Services website.

Student Health Immunizations and IGRA Blood Test Requirements

Please visit: <https://sites.widener.edu/studenthealth/incoming-current-students/> to see all requirements for new and incoming students.

International students, please visit: <https://sites.widener.edu/studenthealth/international-student-information/> to see all requirements.

Health Insurance Requirement

All students who are required to have insurance are annually pre-billed for the university-sponsored insurance plan. The insurance fee will be credited to the student's bursar account upon completion of the waiver process. If a student chooses the university-sponsored insurance plan, the enrollment process must be completed, and charges will remain intact. This is a hard waiver process, and if failed to complete, students will be automatically charged and enrolled in the university's insurance plan.

Please visit: <https://sites.widener.edu/studenthealth/student-health-insurance/> to see the health insurance requirements.

International (undergraduate and graduate) students on nonimmigrant visas will automatically be enrolled and covered by the university-sponsored insurance plan. The insurance charge will be applied to their student account. **Please note: Some exchange programs have equivalent insurance and may waive the university's medical insurance.**

Full-time Day Undergraduate Students

Graduate Students

Academic Policies

The academic policies of each graduate program are outlined in the graduate catalog at <https://catalog.widener.edu/>. The policies covered include:

- Admissions procedures
- Petitioning to graduate
- Auditing
- Special status students
- Degree requirements
- Transfer credit
- Grading
- Withdrawal policy
- Matriculation

Information on tuition and fees is available from each of the graduate program offices.

Graduate Student Organizations

National Scholarship Honor Society

Phi Kappa Phi—The national scholarship honor society of Phi Kappa Phi (PKP) exists to recognize and encourage scholarship in all academic disciplines. By honoring superior scholars, it hopes to encourage others to espouse academic excellence. The Widener chapter (#214) of PKP was installed May 14, 1979. Membership in the society is by invitation from the local chapter, in accordance with its regulations and the bylaws of the national organization. Graduate and professional students are eligible for induction if they have an outstanding record in graduate or professional study, as evidenced by ranking in the top 10 percent of their school or college at Widener University, and meet the following requirements:

- Non-law school post-baccalaureate students must have petitioned for May graduation or have graduated in the previous August or December.
- Widener Law School students must have petitioned for May or summer graduation or graduated the previous December.

The registrar determines the class rank and petition status. The graduate dean determines the top 10 percent of each discipline conferring graduate degrees, in cooperation with the respective programs' graduate officers.

Clinical Psychology

Student Forum—The forum provides a means for students in the PsyD program to express their views on issues relating to university policy and procedures and student services. The director of the clinical psychology program meets with the Student Forum officers on a regular basis. The organization also plans social activities for students. This enables students to have a voice with the graduate community at large. A student newsletter is published on a regular basis to keep the PsyD student body informed of the forum's activities. For more information, contact 610-499-1208.

Education

Education Doctoral Students' Association—Organized to provide the doctoral student with an avenue for discussing the important issues and concerns of University Life. The social, academic affairs, faculty, and professional development subcommittees report to the Steering Committee, which, in turn, meets with an advisor. A newsletter keeps all students informed of the association's activities. For more information, please call 610-499-4383.

Human Sexuality Studies

Human Sexuality Education Student Organization—This is a student-run, student-led organization for Widener's graduate program in human sexuality. Its officers are elected annually and work to fulfill the organization's three-fold mission: to support student life for graduate students in the human sexuality program, to advance the program at the school and local level, and to support students in professional pursuits through national organizations and conferences.

Business

Graduate Business Association—The purpose of the Graduate Business Association is to serve the special needs of graduate students who work during the day and attend school on a part-time basis in the evening. The goals of the organization are to provide a liaison between the students and Career Advising and Planning Services and to provide a vehicle for student input into the curriculum. Contact 610-499-4305.

Nursing

Eta Beta Chapter, Sigma Theta Tau International—This nursing honor society is open to both master's and doctoral students. For membership information and faculty counselors, see the Eta Beta website at <https://thecircle.nursingsociety.org/etabetchapter/home>

Physical Therapy

Physical Therapy Student Association (PTSA)—The organization's purpose is to enhance the understanding of physical therapy and current health issues among the student body and the Chester community. For information, call 610-499-1277.

Chester Community Physical Therapy Clinic Student Board—Membership on the student board is by appointment. The purpose of the student board is to provide support to and assist in the direction of the pro bono physical therapy clinic sponsored by the Institute for Physical Therapy Education.

Social Work

Master of Social Work (MSW) Student Organization—The organization's purpose is to provide peer support, professional development, and representation for the students of the MSW program. Membership is open to all matriculated students in the MSW program. For information, call 610-499-1153.

National Association of Black Social Workers, Student Chapter—This organization provides peer support for students of African descent and offers opportunities for service and professional and cultural development. For more information call, 610-499-1153.

Continuing Studies Students

Academic Policies

The academic policies of the Center for Graduate and Continuing Studies (CGCS) are outlined in the University catalog. The policies include:

- Academic integrity
- Admissions procedures
- Degree requirements
- Grading
- Leave of absence
- Transfer credit
- Withdrawal
- Petitioning to graduate

The undergraduate catalog can be found online at <https://catalog.widener.edu/>.

Continuing Studies Student Organizations

Alpha Sigma Lambda

This national honor society recognizes adult students for outstanding academic achievement. Membership is open to all matriculated students in Continuing Studies who have completed a minimum of 24 credits at the Center for Graduate and Continuing Studies (including 15 outside their major field), and who have a cumulative grade point average of 3.25 at the end of the fall semester and are in the top 20 percent of their class. The Continuing Studies chapter is Alpha Theta. Eligible students are invited to join during the spring semester of each academic year. For more information, contact the Continuing Studies Office at 610-499-4507.

Procedures for Becoming a Recognized Continuing Studies Student Group

In the course of their studies, Continuing Studies students may identify a need for an activity or service that they believe will enrich and improve adult student life. (These needs may vary with time and changes in the student population.) The division wishes to encourage student efforts to form groups that will meet the current needs of all or a portion of Continuing Studies students. In addition, a limited amount of funding may be available for approved activities and services offered to students by registered student groups.

A student group/organization that seeks recognition should submit a profile to Continuing Studies, Main Campus. Recognition of the group depends on the merits of the following:

- A formal, written statement of purpose.
- An outline/description of the actual or potential membership.
- The name of the faculty advisor.

Alphabetical Listing of Services and Information

Academic Support Services

The Office of Academic Support Services is comprised of a number of programs that are designed to help Widener University undergraduate students maximize their academic success. The academic support programs and services provided by Widener include academic coaching for assistance with study skills and time management, academic tutoring, early assessment, and more. All services are outlined in detailed on the Academic Support Services website.

Banking

The university offers full service banking with TD Bank. TD Bank is conveniently located at 1410 Providence Ave, Chester PA, across the street from Lipka Hall. An automated teller machine (ATM) is located in the lobby of Old Main near Campus Safety. For hours and information, please call TD Bank at 610-499-3660.

Bookstore

The Widener Bookstore is located at University Crossings at 15th Street and Providence Avenue. The store carries a variety of merchandise, including greeting cards, books, souvenirs, clothing, calculators, lab coats, school supplies, and specialty items. The Bookstore offers a large selection of used textbooks. It buys back current editions of used textbooks if there is a market for them. Please visit the Widener University Bookstore online to learn more information.

Campus1Card

The Campus1Card is the official identification card of Widener University. It is used as an I.D. card, library card, meal plan card, residence hall access card, academic building access card, and a flexible spending debit card. All Campus1Cards are the property of Widener University. Widener undergraduate students and employees must carry the card at all times and return the card to the university upon request. Widener supplies the first Campus1Card to every student. The Campus1Card is expected to last the length of a student's time at Widener. If a card is lost or stolen, the student will pay a fee to replace it. Please visit the Campus1Card Office online to learn more information about the Campus1Card and instructions for usage and care.

Career Design and Development

Career success relies on more than earning a degree. Students need to know what jobs are available, where they are, what it takes to compete, and how to make all this information work for them. The staff of Career Design and Development helps undergraduate students navigate the world of career preparation and search. Career success starts in the freshman year. Visit our office early and often to:

- explore available careers in any major.
- understand what is required to enter a preferred field.
- develop a network and learn how to parlay it into opportunities.
- gain valuable experience through co-ops, internships, and externships.
- create powerful cover letters, resumes, personal statements, as well as Linked In profiles and other social media branding.
- practice effective interviewing skills.
- research and apply to graduate schools.
- practice professional etiquette.

Students can access Handshake, a premier recruiting and career management online platform that enables undergraduate students to connect easily with employers, apply for jobs and internships, and register for career events.

To learn more, contact us at 610-499-4176, or visit the Career Design and Development website.

Computing and Information Technology

Computing resources are managed by the Office of Information Technology Services (ITS). The main offices are located on the Chester campus on the second floor of Academic Center North (ACN). Teaching and Learning Technologies (TLT) is located in the Wolfgram Memorial Library on the lower level. The Delaware campus office is located in the Main Law building on the first floor. The Harrisburg campus office is located in the library building on the second floor. To learn more about campus services, employment opportunities, and hours of operations, please visit the Information Technology Services website.

Students are issued an email account, a university login ID, and a password. These credentials are used to access email, Wi-Fi, computers around campus including general and instructional labs, and other online resources. All official university correspondence will be sent to students' university issued email account.

In addition, ITS maintains and supports Internet access and general-purpose computing labs on all campuses. On the Chester campus, ITS maintains computer classrooms and provides support for classrooms equipped with multimedia equipment.

Student technical support is available through the walk-in Student Technology Support Center (STSC), located on the main level of the Wolfgram Memorial Library on the Chester Campus. Services include basic hardware/software support, virus/malware remediation, and problems connecting to the university's network. For up to date STSC operating hours, search for STSC on the MyWidener portal.

ITS is partnered with an external support center to offer technical support to members of Widener University 24 hours a day, 7 days a week. Students can submit a service request by going to quickticket.widener.edu. Students can also talk to a support specialist by calling the ITS Help Desk at 610-499-1047.

Counseling and Psychological Services (CAPS)

Counseling is available at Widener's Counseling Center. Help is provided for issues such as the transition to college, interpersonal problems, relationship issues, anxiety, depression, eating disorders, and addictions. A variety of outreach programs are provided. Psychological consultation and medication management services are available on a limited basis. Services are provided by licensed psychologists and psychology interns under the supervision of licensed psychologists. For more information on services offered and hours of operation, please visit the Counseling and Psychological Services website.

Day Care Services

Located at 1800 Walnut Street in Chester, the Child Development Center provides a day care, nursery school, and kindergarten program for children ages two years and nine months to five years. Open year-round, the center operates half day and full-day sessions. The center is licensed by the Pennsylvania Department of Education and the Department of Human Services. The center received the highest four-star rating from the Commonwealth of Pennsylvania. For more information, call 610-499-1097 or visit the Child Development Center website.

Dining on Campus

Widener offers several convenient dining choices on campus. For a listing of dining locations and hours on the Main Campus, as well as menus, meal plans, and other information, visit our Dining Services website.

- The university's dining hall, Pride Cafe, is located on the first floor of University Center and features chef-prepared meals, pizza made in a wood burning oven and fresh rotisserie meats. The Pride Cafe is students' destination for great food and good times. The Pride Cafe offers an all-you-care-to-eat dining venue. Students can choose from a variety of freshly prepared, made-to order options on a daily basis. Our new True Balance Station gives students with special diet needs access to meals safely prepared to avoid major allergens and prevent cross-contamination. The dining room offers a variety of seating options, including comfortable tables, booths, and banquettes. The Pride Cafe accepts the Campus1Card, the university's Flex Dollars, cash, and credit and debit cards.
- Provisions On Demand (POD), located on the main floor of University Center, reinvents the campus store experience by blending the features of "corner store" quick convenience with modern market style fare and service. POD offers a variety of fresh food and produce, delicious prepared meals, and everyday essentials that deliver quality, selection, and value. POD accepts flex dollars, cash, and debit and credit cards.
- Bento Sushi, which is also located on the main floor of the University Center, offers a made to order Japanese food program that includes menu items like sushi, rice bowls, udon noodle soup, ramen and bento boxes. Flex dollars, cash, and credit accepted.
- Tenders Love & Chicken (TLC) is rooted in using the highest-quality ingredients to create phenomenal comfort fare: chicken tenders, complete with various sides and homemade sauces. TLC is also located on the first floor of University Center and accepts Flex Dollars, cash, and debit and credit cards.
- Moe's Southwestern Grill, in Harris Hall, offers Southwestern staples from burritos to nachos in a lively environment. Flex dollars, cash, and credit accepted.
- Einstein Bros Bagels offers a wide variety of fresh baked bagels, breakfast sandwiches, hot and cold sandwiches, salads, homemade desserts, and gourmet coffee. Flex dollars, cash, and credit accepted.
- At the Burger Studio, undergraduate students can create their own masterpiece, customizing a fresh, off-the-grill burger, chicken and beef cheese steaks, or chicken breast sandwich with more than 30 different toppings. Burger Studio is also located on the first floor of University Center and accepts Flex Dollars, cash, and debit and credit cards.
- If you are looking for a great cappuccino or espresso, Starbucks in the Atrium of the University Center is the place to go. The world's largest specialty coffee chain brings more than 30 blends and single-origin coffees as well as bakery goods, specialty drinks, sandwiches and merchandise right to the heart of campus. This space

has been designed to provide a retreat destination to gather, study and socialize. Flex dollars, cash, and credit accepted.

- Kirkbride Express is located on the 2nd floor of Kirkbride Hall and features fresh pre-made sandwiches, salads, and yogurt parfaits, as well as coffee, tea, and other refreshments. Flex dollars, cash, and credit and debit cards are accepted.
- Freshens Fresh Food Studio, located on the first floor of Freedom Hall, offers smoothies, yogurt, salads, rice bowls, flat breads, and cold beverages. This location combines convenience, personalization and healthy options on the fly. Flex Dollars, cash, and debit and credit cards are accepted.
- Good Uncle is an app-based, on-demand food delivery service that brings freshly prepared, restaurant quality meals and features a rotating menu of diverse, healthy and indulgent items. Orders are picked up from popular and convenient spots located right on campus. Flex Dollars, cash, and debit and credit cards are accepted.
- Widener Catering, located in the University Center, provides delicious catering for events, as well as treats to surprise someone with a little something special. Check out their menus at www.widener.catertrax.com

In addition, the J. Willard and Alice S. Marriott Dining Room is located in Academic Center North. During the fall and spring semesters, tourism and hospitality management students, as part of their curriculum, run the dining room and offer dinner on Wednesdays. Reservations are required. Use of the Campus1Card is permissible in the Marriott Dining Room. Visit the website for a schedule and menus: <https://www.widener.edu/events>

General Dining Services Policies

- The Campus1Card is not transferable and may never be loaned to anyone.
- A valid student Campus1Card must be presented to the staff member at the dining room door. If no Campus1Card is produced, the cash meal rate will be charged.
- The Campus1Card is to be presented upon request to the checker, Widener dining managers, Campus Safety, or university administrators.
- If you lose or misplace your Campus1Card or meal ticket, you must see the person on duty in the Enrollment Services Center to secure a temporary meal card.
- Our OZZI system is available for all campus members to partake in our reusable to-go program, which can be used in all of our retail stores on campus, as well as the Pride Cafe. All Meal Plan holders will be eligible for one token to participate in the program, additional tokens are available for purchase.
- Widener dining services encourages you to provide suggestions or concerns with any given meal immediately to a Widener dining staff member, supervisor, or manager. Guests can provide feedback regarding the dining services to our online response team at www.yourdiningvoice.com. We encourage undergraduate students to provide timely feedback, both positive and negative, as well as have group meetings to collaborate on programming and offerings throughout the semester via our Student Government sponsored "Eat and Greet" meetings. The Widener Dining management team can be reached at campusdining@widener.edu, or at 610-499-4418.

Meal Exchange

Unlimited and block meal plan subscribers are permitted to swipe for a meal at Einstein's Bagels, Moe's Southwestern Grill, Bento Sushi, Tenders Love & Chicken, Kirkbride Express and Freshens. Items eligible for meal exchange are posted at each location. Unlimited meal plan subscribers can only use one swipe per meal period. If a guest uses a swipe as an exchange, the card will not be able to be swiped at the Pride Cafe until the next meal period.

General Dining Room Regulations

Appropriate disciplinary proceedings will be instituted against any student believed to be violating any Widener dining regulations, as follows:

- Your Campus 1 Card is your personal access to the dining program. The card cannot be transferred to anyone for admittance into the dining hall or for purchasing meals in retail locations.
- All food must be consumed in the dining hall. No food is permitted to leave the dining hall, unless you have identified as using an OZZI to-go container and have notified the cashier on your arrival and followed the to-go policies.
- No china, cutlery, glasses, cups, or any other university property may be removed from dining areas.
- All guests in the dining area are expected to cooperate fully with Widener dining staff and security.
- Please be mindful of others that will be dining in the area after you are finished. Busing your own dishes and utensils to the tray return is required.
- Shirts, shoes, and pants are required in all dining facilities.
- Pets are not allowed at any of our dining operations (except service animals).
- Proper behavior is expected of all guests in our dining locations. This includes no throwing of food, shouting, fighting, and disturbing of other guests.
- Alcoholic beverages are not permitted in dining locations.
- Athletic equipment, cleats, fraternity and sorority signage, or tools are not allowed in dining areas.
- No containers are to be brought into or out of the dining room for the purpose of removing food or beverages.
- Anyone confined to Student Health Services or to a residential hall at the direction of the physician or on-duty nurse will be allowed specified food items. Student Health Services will authorize food service in writing to supply food items.
- Appropriate disciplinary proceedings will be instituted against any student believed to be violating any Widener dining regulations.

Diversity Initiatives

Widener strives to develop an inclusive and welcoming university community whose diversity enriches the lives of all our members and where our students are prepared for living in a global and ever-changing world. Widener is committed to an ambitious and robust diversity agenda. Visit the following website for more information:

Diversity and Inclusion

Enrollment Services

The Enrollment Services Center assists students with applying for and managing financial aid, billing, course registration, and the Campus1Card. The center is located in Lipka Hall and houses Financial Aid Services, the Bursar, the Registrar, and Campus1Card. Students who withdraw or graduate from the university must clear through Enrollment Services. For hours of operation, a full listing of services, and more information, visit these Enrollment Services websites:

widener.edu/BursarOffice (Business Office)
widener.edu/Campus1CardOffice (Campus1Card)
widener.edu/FinancialAidOffice (Financial Aid)
widener.edu/RegistrarOffice (Registrar)

Facsimile (FAX) Service

Facsimile (fax) service for undergraduate students is available through the Office of Student Engagement, located on the ground level of the University Center. There is no charge to receive a fax. To use this service, please consult the Front Desk of the Office of Student Engagement.

Fees and Payment

For a comprehensive rate and payment guide at Widener, including tuition, room, board, activities, refunds, and more, visit the Bursar's webpage: widener.edu/BursarOffice.

Financial Information

Widener recognizes that financing a college education can be a fundamental concern for students. Through a variety of financial aid programs, the university attempts to assist students who are unable to meet the full cost of attendance on their own. The Financial Aid Services Office helps students explore options and plan for the investment in their college education. The Financial Aid Services staff are available daily to discuss financial aid planning. For comprehensive information on financing your education and applying for financial aid, visit: widener.edu/FinancialAidOffice.

ID Card

See [CampusIDCard](#).

International Student Services

See [International Student Services website](#).

Study Abroad

See [Study Abroad website](#).

Library Services

For detailed information about the Widener University libraries, including services offered and hours of operation, visit the library's websites:

[Wolfgang Memorial Library](#)

[Commonwealth Law School Library](#)

[Delaware Law School Library](#)

Part-time job opportunities in the library are available for students, including those eligible for work-study, and are posted on [Handshake](#).

Wolfgram Memorial Library

All Widener students are eligible to use the resources provided by the Wolfgram Memorial Library located on the Chester Campus including its many online resources, e.g. databases, electronic journals, electronic books and digital collections from on campus and remotely.

Instruction in the use of the library is available to all students as part of their English classes. Seminars in advanced library research skills or one-on-one research consultations can also be arranged for upperclassmen, graduate students, and transfer students. The liaison librarian for your subject area is your "go to" librarian for any questions you may have about the library. [Click here.](#)

Students have generous borrowing privileges for books and access to computers, printers, scanning, and copying equipment in the library. A rotating collection of current best sellers, known as the McNaughton collection, is available. And, Interlibrary loan makes it possible to borrow materials from other libraries that is not available at the Wolfgram Library. There are rooms for group study and individual study carrels. The CampusID Card is required to enter the building and for borrowing.

The library offers an online chat service where you can chat directly to ask a librarian any research questions while on or off campus. If chat is currently offline, you can reach out by email, text or telephone for assistance. Open hours for the Wolfgram Memorial Library building and online virtual assistance are posted on the library's website.

Law School Libraries

The Delaware Law School Library (located on the Delaware Campus in Wilmington) and the Commonwealth Law School Library (located on the Harrisburg Campus) each provide a variety of legal resources. The Delaware Law School Library is the major law library in Delaware and is widely recognized as one of the major law libraries in the region. See [Library Services](#)

Lost and Found

All property found on campus should be taken to Campus Safety within 48 hours of when it was found. Campus Safety will serve as the custodian of all found property. If an individual finds an object in public areas, it is his or her responsibility to take it to the Campus Safety Office. Items left in common areas such as the library and dining hall will be taken to Campus Safety by the staff workers in these areas. All staff workers will be directed to take found items to Campus Safety no later than the end of their shift. Athletic clothing and other athletic-related items found at the Schwartz Center will be handled by the equipment room at Schwartz Center.

Please use discretion in dealing with lost property. For example, a textbook that contains owner identification found in a classroom, should, if possible, be given to the student rather than transferring it to Campus Safety.

Campus Safety will store and catalog all found items. It will maintain a database of all these items and provide the documentation necessary to ensure that these items are returned to the appropriate owners or finders. Upon receipt of an object, Campus Safety will attempt to identify and contact the owner. If the owner cannot be identified, Campus Safety will proceed as follows:

- Attach an ID label to the item noting where, when, and by whom it was found.
- Give the finder a receipt for the found object. The receipt will contain the ID number of the finder, a description of the object, and where and when the object was found.
- Enter the item in a database.

Procedure for claiming lost items:

- Try to locate lost items in the Campus Safety Office as soon as possible. Any such inquiry will be logged by Campus Safety.
- Prior to being shown any item, the claimer must describe the item and indicate the approximate time and place where the item was lost.
- The claimer will sign a form confirming that the item claimed is their property.

Procedure for the disposal of found property not claimed:

- Campus Safety will hold the found property for 30 days. During that time, owners of the lost property will be able to claim the items they lost.
- After 30 days, Campus Safety will attempt to contact the finder and offer her or him the items found. However, the executive director of the Campus Safety Department may recommend that an item be retained for a period of longer than 30 days before it is offered to the finder.
- If the finder does not claim the property within 10 days after notification, the executive director of the Campus Safety Department will appropriately dispose of the property.

Math Tutoring

The Math Center provides individual tutoring in mathematics for all Widener students. The Math Center operates on a drop-in basis from 11am - 9pm, Monday through Thursday, and from 11am - 3pm on Fridays. In addition to the campus math center, our virtual math center is open daily, M-Th, from 4pm-9pm, no appointment needed: <https://widener.zoom.us/my/mathtutor1821>

Visit Keep Learning for updates.

Multicultural Student Affairs

The Office of Multicultural Student Affairs (MSA) actively promotes programs and activities that support Widener University's goal to "advance a culture of diversity and inclusion" through the "We're All Widener!" inclusion campaign. The MSA Office actively develops, facilitates, and supports a variety of cultural, educational, interfaith, mentoring, and social programs that assist in the recruitment, orientation, retention, and graduation of multicultural and international students. The operations of the MSA Office are structured to encourage cultural understanding and an accepting and inclusive community for all students, faculty, and staff. To learn more about the MSA programs and activities, visit the Multicultural Student Affairs website.

Music

Widener undergraduate students may choose to participate in groups offering a wide range of music experiences, from baroque to modern jazz. For information about Widener's music programs and activities, visit the Music Department website.

The Widener University Marching Band

The Marching Band performs at halftime of home football games and presents corps-style performances utilizing woodwind, brass, drumline, and color guard.

The Widener University Pep Band

The Pep Band brings lively performances to Widener's athletic events, creating an energetic atmosphere for football and basketball games.

The Widener University Wind Ensemble

The Wind Ensemble performs contemporary, concert, and traditional band literature.

The Widener University Jazz Ensemble

The Jazz Ensemble has limited membership and meets for the purpose of studying the concepts and performing the literature characteristic of the jazz orchestra.

The Widener University Chamber Ensemble

The Chamber Ensemble is open to undergraduate students at all levels and emphasizes small ensemble playing. Groups meet weekly; placement and repertoire are based on instrumentation and ability. Performance opportunities include both traditional recitals and less formal settings.

The Widener University Percussion Ensemble

The Percussion Ensemble performs both chamber and conducted works using a wide range of percussion instruments.

The Widener University Chorale

All members of the Widener community are welcome to join the university's official choral ensemble.

The Widener University Gospel Choir

All members of the Widener community are welcome to join the university's gospel choir.

The Widener University Pep Band

The Pep Band brings lively performances to Widener's athletic events, creating an energetic atmosphere for football and basketball games.

Name (Chosen Name; Nickname) Policy

Widener University recognizes that some of its students may use first names other than their legal first names to identify themselves. Because of this, the university allows use of a first name different than one's legal first name on college records where it is legally permissible.

Such records include, but are not limited to: the student ID card; class roster; university email; faculty advisee list; library records; commencement program; and diploma. The student's legal first name will continue to be used in the following places: Financial aid, billing records, and communication; official and unofficial transcripts; paychecks and paystubs; Registrar's Office records (i.e., permanent student file records); some official forms or correspondence (e.g., financial aid awards, residence life contracts, departmental or program notices, new hire forms); time entry system; and transfer credit evaluation.

To designate a first name other than the legal name, students should contact Enrollment Services.

Parking

General Rules and Regulations

Widener University undergraduate students and employees must register with the Enrollment Services Center all motor vehicles owned or operated by them in conjunction with their college attendance or employment. Widener University parking regulations apply to all motor vehicles parked or driven at any time on the university campus.

All parking lots, parking areas, and parking spaces are clearly marked with signs or other markings. A motor vehicle may not be parked in any area from which it is restricted by signs, other traffic control devices, markings, or by specific action of Campus Safety or other departments. Widener University is not responsible for any damage or thefts to vehicles parked on its property.

Motor vehicles may not be parked in areas not specifically designated as valid parking zones. No motor vehicle may be parked at any time on a sidewalk or crosswalk; on the grass; in front of a driveway, doorway, or steps; within an intersection; on the roadway side of any vehicle that has stopped or parked at the side of a roadway; in any service driveway or associated turnaround; or in any residence hall. Handicap parking is strictly enforced.

No vehicle may interfere with the use of a fire hydrant, fire lane, or other emergency zone; create any other hazard; or unreasonably interfere with the free and proper use of the roadway or parking area. No vehicle can be parked in streets blocking area residents from their parking.

All questions concerning the parking rules and regulations should be directed to the Office of Campus Safety, 610-499-4200.

Registration

A motor vehicle must be registered no later than five calendar days after the date on which it is first brought to the Widener Campus. Temporary parking permits must be obtained immediately through the Enrollment Services Center.

Parking Permits and Fees

All parking on campus is by permit only. Permits are required to park in all campus lots. Parking permits are available to all employees and to all undergraduate students and visitors. They can be obtained online at widener.edu/ParkingStore or directly from the Enrollment Services Center at Lipka Hall; phone: 610-499-1018. Parking permits are not transferable and remain the property of Campus Safety, which may recall or revoke a permit for cause at any time. No refunds will be given in the year in which the permit is valid.

A parking permit does not guarantee the holder a reserved space; it guarantees only an opportunity to park within a specific area if there is space available.

A person with parking fines outstanding from current or previous years may not register a vehicle.

Eligible undergraduate students should purchase their academic year parking permit by visiting the online Parking Permit Store located [here](#).

Maps showing parking areas are available online at widener.edu/directions, at the Enrollment Services Center, and in the Office of Campus Safety in Old Main.

Students' automobiles should not be parked on the campus unless they bear valid official campus parking stickers, and then they should be parked only in the areas approved by the university.

All vehicles on campus must be registered through Enrollment Services with Campus Safety. Violators are subject to fines, immobilization, and towing at owner's expense.

Penalties for Violations

A motor vehicle in violation of any of the Widener University parking regulations is subject to a parking summons and may be towed or immobilized at the expense of the owner.

Motor vehicles parked in a handicap parking lane without proper identification for such an occupant are subject to a fine and may be towed or immobilized at the owner's expense.

Parking Violations and Fines

Parking in a fire lane or handicapped spot is a \$50 fine; all other violations are a \$25 fine. Immobilization fees are a \$25 fine plus all outstanding fines. Any damage to university property will result in a fine, payment of damage cost, and disciplinary action with possible suspension. Fines may be paid at the Enrollment Services Center, Monday through Friday, 9 a.m. to 5 p.m. Also, payment can be mailed to the Enrollment Services Center. For more information, call 610-499-4202. Any fine not paid or appealed within five days will be charged to the individual's account.

Appeals

If individuals feel they have grounds for an appeal, they should submit a copy of the citation and letter of appeal to the Office of Campus Safety.

Temporary Restrictions

Widener University reserves the right to temporarily restrict and change all parking regulations as needs require. Such restrictions will be conspicuously posted on appropriate signs and traffic control devices and will, when practical, be publicly announced in advance.

Parking Hangtags

Parking hangtags must be *hung on the rearview mirror* for a registration permit to be valid.

Car Covers

Covering a motor vehicle in any fashion that prevents immediate viewing of the registration plate(s) and university decal is prohibited. Violators are subject to a fine.

Scofflaws

The accumulation of multiple parking violations indicates a disregard of the university's regulations. Immobilization or towing may be used as an additional enforcement tool.

Pennsylvania Military College Museum

The Pennsylvania Military College (PMC) Museum, located in Alumni Auditorium, was established in 1999 by PMC Alumni to preserve the exceptional heritage of Widener's predecessor schools -- Pennsylvania Military Academy and Pennsylvania Military College. Until its Corps of Cadets was disbanded in 1972, PMC was known as the "West Point of the Keystone State" and was the second oldest private military college in the United States. Through an impressive

array of memorabilia and artifacts, as well as electronic access to archival documents and photographs, this museum is a lasting monument to PMC's proud history and its cadre of alumni, both military and civilian. It also preserves and protects the strong institutional values of academic achievement, personal honor, and community service for all Widener students of the future. For hours of operation and to learn more, visit the Pennsylvania Military College Museum website.

Postal Services

Located in University Center, Widener's Post Office is open Monday– Friday, 9:00 a.m.–4:00 p.m during the fall and spring semesters. During the summer, the Post Office is open 9:00 a.m.–4:00 p.m., Monday through Thursday. Many postal services are offered, including Express Mail.

All resident undergraduate students will be assigned a mailbox. Students are required to use their box numbers as part of their address to expedite receipt of their mail at the university. For example:

Name
Widener University
WU P.O. Box #
One University Place
Chester, PA 19013-5792

Resident undergraduate students must return their mailbox key to the Post Office within one week of leaving the university, and this includes leaving for the summer. Students who fail to turn in their mailbox key will receive a \$25.00 charge for lock services.

The use of chain letters or other potentially fraudulent mailings is strictly prohibited, and university mail services are not to be used for these purposes.

If mail is to be sent to a student box from campus, please be sure to list the student's name and box number. The Post Office will not deliver mail without these two items.

Recreation and Fitness

For Pride Recreation Center hours of operation, a complete list of policies and procedures, activity schedules, and more information on club sport and intramural programs, visit the Office of Pride Recreation Center in MyWidener.

Registrar and Academic Records

The Registrar's Office deals with all matters relating to a student's academic record, such as maintaining student's transcripts, registration, grading, and graduation petitions. The office also produces the final exam schedule, coordinates class scheduling, and responds to requests for transcripts, loan deferment forms, and enrollment and degree verifications. The Registrar's Office is part of the Enrollment Services Center and is located in Lipka Hall at 15th and Potter Streets. For a complete list of the office's functions and services, visit the Registrar's website: widener.edu/registraroffice.

Widener University is a corporation, chartered by the Commonwealth of Pennsylvania and the State of Delaware, with authority vested in its Board of Trustees. Appropriate authority, then, is specifically delegated by the board to the president of Widener University, and through the president to other members of the administration and faculty and to individuals and groups throughout the institution. The following policies and procedures articulate specific rights or privileges the university grants students and the expectations it has for them.

The Office of Student Affairs, Continuing Studies, or the Graduate Program Office will handle reports of violations of the Widener Compact directly by settlement or by referral to the appropriate hearing boards or administrator. For undergraduate students, the interim dean of students may choose to notify parents of students of disciplinary action or potential problems. Officers and faculty advisors should note that the Office of Student Affairs, Continuing Studies, or the Graduate Program Office may withdraw university recognition from student groups or organizations for just cause.

Spiritual, Religious, and Interfaith Services

The Interfaith Sacred Space accommodates the devotional and meditational needs of our students, faculty, and staff. It is located on the lower level of the University Center. This unique space has resources designed to embrace meditation and the diverse faith traditions found in the Widener University community, including a foot washing station.

Our Interfaith student organizations offer a variety of events, activities, programs, and worship opportunities throughout the academic year that encourage students—religious and nonreligious—to explore their spirituality. Interfaith student organizations are advised by the MSA Office and a diverse group of local faith community leaders.

Should you have faith-related questions or need information regarding attending local worship services, contact the program coordinator in the Multicultural Student Affairs Office at kasmith1@widener.edu. Check the events calendar on the website and social media accounts for our Interfaith student organizations regularly for information regarding events, activities, and worship opportunities.

Student Accessibility Services

Student Accessibility Services is a comprehensive support service for students who have documented disabilities. Student Accessibility Services serves as an advocate for students who have disabilities. Any student has the right to request reasonable accommodation of a disability. A student seeking accommodations needs to submit appropriate documentation of the disability to Student Accessibility Services. If the student has any questions or concerns about the response to a request, the student is encouraged to meet with the director to discuss those concerns as part of the interactive process. If the student and director are unable to reach a satisfactory resolution, the student can put their grievance in writing to the provost. Students are advised to review the university policy for addressing issues of students and employees with disabilities. Visit the Student Accessibility Services website for hours and more information.

Tutoring

Tutoring is available for most freshman courses and various upper-class courses. Tutoring services are available in a small group formats as well as individual sessions. For more information, visit the Academic Support and Advising website.

University Center

The University Center is the epicenter of community life and campus engagement at Widener University. In support of the mission and values of the University, the University Center advances a sense of community, enhances the student experience, and cultivates unity by embracing and celebrating the diversity of students, faculty, staff, alumni, and guests. The University Center provides an inclusive atmosphere by delivering a wide array of cultural, educational, social, and recreational programs, services, and facilities designed to solidify an enduring connection to the institution and an enhanced sense of Widener Pride.

Members of the University Community are able to enjoy a number of services and facilities in the University Center including access to seven dedicated meeting rooms, five community lounges, University Post Office, Interfaith Center, E*Sports Arena, Dance Studio, outdoor fire ring and student park, and a number of dining facilities including the Pride Café, POD Market, Starbucks Coffee Company, Tenders, Love, and Chicken (TLC), and Bento Sushi.

Additionally, the University Center houses a variety of administrative offices and departments including the Office of the Dean of Students, Office of Student Engagement, Office of Residence Life, Office of Multicultural Student Affairs, Office of University Center Administration, Center for Civic and Global Engagement, and Aramark Dining Services. The Student Government Association maintains an office on the lower level of the University Center next to the Pride Den.

Event and meeting room setups are coordinated by the Office of University Center Administration. All room reservation and setup requests should be submitted through the 25Live Room Reservation System no later than three days prior to the event or meeting. Advance notification will allow the Office of University Center Administration to properly inform and schedule student and professional staff, assess event furniture and resource needs, and properly notify campus partners of facility usage.

Events and meetings that supply food to participants must be catered by Aramark Dining Services, unless written permission is received by the Director of Catering for Aramark Dining Services prior to the event.

The Office of University Center promotes the development of the whole student by enhancing the classroom experience through experiential learning opportunities. This development is often accomplished through leadership opportunities, participatory decision-making, and empowerment directly connected with the operation of the facility. The Office of University Center Administration is an active member of the Association of College Unions International (ACUI). ACUI is the professional home to thousands of campus community builders around the world and is focused on the work of those within the college unions and student activities field. The Association strives to provide an inclusive and welcoming community for all those who choose to belong.

For additional information about services offered by the Office of University Center Administration, please email us at universitycenter@widener.edu.

Veterans

Widener University is approved for the training of veterans, active duty military, and dependents of veterans or active duty military for all degree and internship programs. Veterans, active duty military, and dependents enrolling for the first time should apply for benefits at www.va.gov. The U.S. Department of Veteran Affairs will send a Certificate of Eligibility directly to the applicant. The applicant should forward the certificate via email to the Certifying School Office for Widener University. Veterans, active duty military, and dependents should apply at least six weeks prior to their expected date of enrollment.

Veterans transferring from another institution to Widener University are required to submit VA Form 22-1995 (Request for Change of Program or Place of Training).

The following paperwork is required by Widener University:

1. Certificate of Eligibility
2. DD 214 (when applicable)
3. Application for Veterans Enrollment Certification, found at the Enrollment Services - Bursar website.
4. VA Form 22-1995 or VA Form 22-5495 (if applicable).

Currently, those enrolled are required to complete an Application for Veterans Enrollment Certification on an annual basis. This enrollment status requirement is designed to assist in avoiding delays in certifying. For more information, please visit the Military & Veterans Admissions website or call 610-499-4144.

Writing Assistance

The Writing Center is located on the first floor of the Old Main Annex and provides help for any writing assignment regardless of the course. At the Writing Center, undergraduate students work one on one with an instructor whose job is to meet their individual needs. The center is beneficial to both the good writer who wants additional polishing and the student who is having difficulty. Students can use the center on their own initiative or at the suggestion of a faculty member. Appointments are suggested by calling 610-499-4332 to make an appointment. Please visit the Writing Center website for more information.

Directory

Toll Free Line

1-888-Widener

University Switchboard

610-499-4000

Information Line

610-499-4600

Bookstores

Main Campus, 610-490-7012
Delaware Campus, 302-478-0606
Harrisburg Campus, 717-541-3909

Bursar/Business Office

Main Campus, 610-499-4161
Delaware Campus, 302-477-2207
Harrisburg Campus, 717-541-3905

Campus Safety

Main Campus, 610-499-4200
Delaware Campus, 302-477-2200
Harrisburg Campus, 717-541-3948

Counseling Center

Main Campus, 610-499-1261

Division of Student Affairs

Main Campus, 610-499-4385

Financial Aid

Main Campus, 610-499-4161
Delaware Campus, 302-477-2272
Harrisburg Campus, 717-541-3961

Health Center

Main Campus, 610-499-1183

Libraries

Main Campus, 610-499-4066
Delaware Campus, 302-477-2114
Harrisburg Campus, 717-541-3933

Registrar

Main Campus, 610-499-4161
Delaware Campus, 302-477-2170
Harrisburg Campus, 717-541-3904

Student Accessibility Services

Main Campus, 610-499-1266

Web Site

www.widener.edu

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