

# BRYN ATHYN COLLEGE

## Student Handbook 2023-24

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This document is occasionally updated as corrections, clarifications, or changes are warranted. Minor edits—such as typo fixes, wording adjustments for the sake of clarity or grammar, or updates to contact information—may occur during the academic year. In rare circumstances, more substantial changes to policies, procedures, or information may be implemented during the academic year, and in such cases are communicated to students directly via email or the website as well. In all cases, students are responsible for reading, understanding, and following the policies herein, along with any updates that are communicated by the College. Any changes that do not go into effect until the next academic year will be reflected in that year's publication.

# Table of Contents

Student Handbook	1
Table of Contents	2
Bryn Athyn College of the New Church	10
Organization	10
Accreditation	10
Administration	10
Mission Statement	12
Admission to Bryn Athyn College	13
Application Requirements	13
Admission Requirements: Minimum Academic Preparation Standards (MAPS)	13
Classification of Students	14
Renewal of Attendance	14
Transfer Credit	15
Accreditation	15
Collegiate Sources	15
Non-Collegiate Sources	15
Level and Nature of Coursework	16
Academic Performance	16
Procedure	16
Specific Equivalent Credit	16
Distribution Credit	17
Elective Credit	17
Transfer Credit and Core Requirements	18
Test Credit	18
Fees and Assistance	21
Student Fees*	21
1. Tuition	21
2. Fees	21
3. Board and Room Fees	21
4. Summary of Fees	21
5. Graduate Program Fees	21
Special Fees	21
Part-Time College Students	21
Auditors	22
Graduation Fee	22
Enrollment and Registration Deposits	22
Resident Student Housing Security Deposit	22
Lab Fees	22
Overload Credits	22
	2

Miscellaneous Expenses	23
Payment of Fees	23
Bookstore Voucher Policy	24
Eligibility Requirements:	24
How to Apply:	24
How it Works:	24
Additional Important Information:	24
Conditions:	24
Refunds	24
Withdrawal:	25
Moving to Part-time:	25
Financial Aid	27
Independent (Self-Supporting) Students:	27
Applying for Financial Aid:	28
Financial Aid Special Circumstances Appeals:	28
Financial Aid Eligibility:	28
Satisfactory Academic Progress:	28
Qualitative Standard	28
Quantitative Standards	28
Satisfactory Academic Progress Assessment:	29
Failure to Meet SAP Requirements:	29
Re-Establishing Eligibility for Financial Aid:	30
SAP Appeals:	30
Financial Aid Awards	30
Federal Financial Aid– Title IV Funding	30
Pennsylvania State Financial Aid	31
Bryn Athyn College Merit Awards/Scholarships	31
Outside Scholarships	31
Bryn Athyn College Need-Based Grants	31
Work Study Program	32
New Church Grant	32
New Church Housing Grant	32
New Church Sibling Grant	32
Faith Education Award	32
Tuition Remission	32
Veterans Affairs Benefits	33
Chapter 33 – Post 9/11 GI Bill	33
Chapter 35 – VA Education Benefits for Survivors’ and Dependent	34
Institutional Withdrawal Refund Policy for DoD-TA Recipients:	34
Financial Aid Disbursements and Credit Balances	35

<b>Academic Policies</b>	<b>36</b>
Student Responsibility	36
Advising	36
Registration	36
General Registration Policies and Expectations	36
Math Placement	36
Writing Placement	37
Residency Requirements	37
Religion	37
Writing	38
Residency for Degrees	38
Course Load	39
Dropping and Adding Courses	39
Independent Studies and Honor Contracts	40
Graduate/Undergraduate Dual Enrollment	40
Internships	41
Internship Variants and Related Policies	41
CIC Online Course Sharing Consortium	42
Withdrawal from School	43
Voluntary Withdrawals	43
Administrative Withdrawals	43
Withdrawal Refunds	43
Auditing Courses	44
Course and Grade-Related Policies	44
Credits	44
Attendance	44
Rendering Assignments	44
Field Trips	45
Exam Policy	45
Grading System	45
Incomplete	45
Failure	46
Pass/Fail Option	46
Repeating Courses	46
Grade Point Average (GPA)	46
Academic Honors (Dean's List)	47
Disruptive Behavior	47
Grievance Procedure: Grades or Dismissal from Class for Disruptive Behavior	47
Academic Progress and Academic Deficiency	48
Advancement	48

Satisfactory Academic Progress	49
Early Commencement Policy	49
Academic Deficiency	49
Actions for Academic Deficiency	50
Appeal Procedure: Suspension Due to Academic Deficiency	52
Academic Misconduct	52
Categories	53
Actions for Academic Misconduct Violations	54
Appeal Procedure: Misconduct	54
Records	55
Privacy	55
Transcripts	58
Syllabi	58
Student Conduct and Student Life Policies	59
Student Responsibility	59
Official Directives	59
Chapel and Convocation Attendance	60
Chapel	60
Alternative Arrangements to Meet Chapel Requirement	61
Consequence for Non-compliance	61
Conduct between Students, Faculty and/or Staff	61
Inappropriate Advocacy	62
Disruption of College Activities	63
Dress Code	63
Hazing	63
Definition	63
Consent	63
Examples	63
Accountability	64
Policy Violation Review Process	64
Authority	64
Reporting	64
Process	64
Additional Policy Violations	64
Referral to Law Enforcement	65
Social Relationships between Students, Administration, Faculty, or Staff	65
Sexual Behavior	65
Sexual Misconduct Policy	65
Statement of Values	65

Application and Purpose of Policy	66
Definitions and Examples	66
Complainant	66
Respondent	66
Sexual Harassment	66
Sexual Assault	67
Sexual Exploitation	68
Intimate Partner Violence	68
Indecent Exposure	68
Physical Assault	68
Bullying and Intimidation	69
Stalking	69
Statement on Consent, Coercion, Incapacitation, and Role of Alcohol/Drug Use	70
Force	70
Coercion	70
Alcohol or Other Drugs	71
Reporting Discrimination, Harassment, Retaliation, and Sexual Misconduct	71
Further information Regarding Title IX Policy and Procedures	72
Health and Safety	72
Compromising Community Security	73
Guest Responsibility	73
Fire Safety	73
Alcohol and Drugs	73
Good Samaritan Law/Medical Amnesty	74
Mandatory Training	75
Use of and Respect for College Facilities and Property	75
Theft, Vandalism, and Care of Property	75
Use of Campus Facilities	75
Unauthorized Access/Restricted Areas	75
Personal Property Protection	75
Acceptable Use of the Campus Computer Network	75
Smoking and Other Tobacco Products	78
Off-Campus Conduct	78
Service Animals on Campus	78
Commercial Activities and Solicitation	78
Student Identification Card Policy	78
Integrity of Transactions and Records	79
Student Mailbox and Email Account Policy	79
Posting, and Advertising of Events Policies	79
Project Display Policy	79

Supervision of Social Events and College Trips	79
Conduct on College-Sponsored Trips and Off-Campus Events	79
Off-Campus Trips	79
Van Drivers	80
Vehicles and Parking Regulations	80
Bicycle, Skateboard, and Rollerblade Policy	81
Health, Immunization, and Health Insurance Policies	81
Residence Life Policies	83
General Responsibilities	83
Residence Hall Eligibility	83
Residency Requirement Policy	84
Room Assignments	84
Room Change Requests	84
Length & Termination of Housing Agreement	84
Arriving and Leaving Campus Housing	86
Arriving to Campus Housing and Moving In	86
Room Assignment Hold and Late Arrivals	86
Leaving Campus Housing and Moving Out	86
Early Move-Ins	86
Housing During Breaks while School is Not in Session	87
Financial Obligations	87
Payment of Housing Charges/Billing	87
Utilities and Meal Plans	87
Security Deposit	88
Rate Changes	88
Damage Fees, Liability, & Personal Property Protection	88
General Residence Life Policies	88
Alcohol and Illegal Drug Usage and Paraphernalia	88
Advertising and Postings	88
Curfew	89
Decorations	89
Room Furnishings	89
Guest & Visiting Hours Policies	89
Total Occupancy of Room	90
Visiting Hours	90
Overnight Guest Policy	90
Underage Age Visitors in the Residence Halls	91
Lockout Policy & Procedure	91
Quiet Hours Policy	91
Pets/Animals	92

Service or Emotional Support Animal Procedures	92
Residence Hall Safety and Security	92
Access by College Personnel	92
Security and Keys	93
Unauthorized Occupants	93
Health and Safety Standards	93
Residence Hall Building Inspections	93
Cooking	93
Prohibited Appliances	93
Authorized Appliances	93
Minimum Cleaning Standards	94
Safe Conditions	94
Fire Safety	94
Pest Control	95
Use of Residential Sports Courts	95
Use of the Childs Hall Grill or Grant Hall Fire Pit	95
Storage Space	95
Enforcement of Residence Life Policies	96
Custodial/Maintenance Emergencies	96
Residence Life Staff “On-Call”	96
Disciplinary Action	96
Misconduct Complaint or Referral Process	96
Disciplinary Action Procedure	96
Notification of Disciplinary Action	97
Types of Disciplinary Action	97
Disciplinary Action	97
Specific Residence Hall Disciplinary Action	98
Withdrawal While Charges Pending	98
Disciplinary Action Grievance Procedure	99
Failure to Complete Sanctions/Comply with Disciplinary Actions	99
Student Services	100
Academic Support	100
Academic Success Center (ASC)	100
Directed Advisor Check-ins and Academic Alerts	100
Career Education and Development	101
Counseling Services	101
Student Health and Wellness Services	102
Office of Disability Resources	102
Further Information	102
Public Safety	103



International Student Support	103
Information Technology	103
Swedenborg Library	103
Campus Store	104
Campus Dining	104
Meal Plans	104
Dining Locations	105
Brickman Dining Hall (Dine-in/Meal Plans)	105
College Grounds	105
Lions Café (retail)	105
Dining Services & Café Contact Information:	105
Student Clubs and Organizations	105
Student Government	105
Social Committee	106
CARE (Community Service)	106
Active Minds	106
Multicultural Student Organization (MSO)	106
International Student Organization	106
Student Athlete Advisory Committee	107
Student Complaint Policy	107
Purpose and Principles	107
Application	108
Accountability	109
Procedures for Handling and Resolving Student Complaints	110
Process Summary	110
Action	111
Making a Complaint	111
Acknowledging Receipt of Complaint	111
Notification of Initial Resolution	111
Requesting a Review of the Decision	111
Acknowledging a Request for Review	112
Notification of Review of Decision	112
Lodging an Appeal	112
Appeal Review	112
Notification of Appeal Decision	112
Withdrawing a Complaint	112

# Bryn Athyn College of the New Church

## Organization

Bryn Athyn College is a part of the Academy of the New Church, which was incorporated under the laws of the Commonwealth of Pennsylvania on November 3, 1877. The Academy serves the purposes set forth in Article II of its charter: “propagating the Heavenly Doctrines of the New Jerusalem and establishing the New Church signified in the Apocalypse by the New Jerusalem, promoting education in all its various forms, educating young men for the Ministry, publishing books, pamphlets, and other printed matter, and establishing a Library.” On January 18, 1879, the charter was amended to authorize the Academy to confer degrees and grant diplomas as do other colleges and universities.

## Accreditation

Bryn Athyn College of the New Church is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. 267-284-5000 ([www.msche.org](http://www.msche.org)). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

To view the current accreditation status of Bryn Athyn College see the “Accreditation” page under the “About” section on the Bryn Athyn College website or visit <http://msche.org> and search for Bryn Athyn College.

## Administration

President, Rev. Eric Carswell

Dean of Academics, Jonathan Kline

Dean of Faculty, Marcy Latta

Dean of Students, Suzanne A. Nelson

Dean of the Theological School, Andrew M.T. Dibb

Vice President of Enrollment Management, William Larrousse

Associate Dean of Academic Affairs, Caira Bongers

Director of Financial Aid, Sam Trone

Chaplain, Rev. Coleman Glenn

Chief Financial Officer, Duane D. Hyatt

Chief Information Officer, Accreditation Liaison Officer, Kai Howard

Swedenborg Library Director, Carol Traveny

Faculty Council Chair, Grant Schnarr

Director of Athletics, Suzanne A. Nelson

## **Mission Statement**

Bryn Athyn College of the New Church serves as an intellectual center for all who desire to engage in higher education enriched, guided, and structured by the study of the Old Testament, New Testament, and theological writings of Emanuel Swedenborg. This education challenges students to develop spiritual purpose, to think broadly and critically from a variety of perspectives, and to build intellectual and practical skills. The ultimate purpose is to enhance students' civil, moral, and spiritual lives, and to contribute to human spiritual welfare.

## **Educational Goals:**

- Offering undergraduate and graduate liberal arts and science programs and outreach programs that integrate academic and New Church spiritual perspectives.
- Enriching students' physical, social, mental, and spiritual lives by providing purposeful, student-centered programs and services guided by New Church principles.
- Educating theological students to serve as priests in the General Church.
- Preparing education students to be successful teachers in public, private, or New Church schools.
- Supporting research and publication that advances secular and New Church thought.
- Providing library services to support the academic programs and New Church collections and archives for use throughout the world.

## **Operational goals:**

- Recruiting and retaining students who can contribute to and benefit from the institution's mission.
- Recruiting, developing, and retaining high-quality, mission-focused faculty, administrators, and staff.
- Ensuring fiscal stability and resource stewardship to support the mission of the College.
- Engaging friends and alumni, inspiring philanthropic support, and advancing the transformative mission of Bryn Athyn College.
- Developing and maintaining facilities, infrastructure, and grounds to serve the educational, aesthetic, and spiritual values of the institution.
- Responding to evidence in order to continuously improve the implementation of the College's mission.

## Admission to Bryn Athyn College

Bryn Athyn College is committed to promoting academic and moral excellence. The College seeks applicants interested in pursuing a quality education in the liberal arts and sciences that is grounded in spiritual values and faith as defined by the aims and objectives of the institution.

The College will not discriminate against applicants on the basis of race, sex, color, national or ethnic origin, or physical ability. A few campus buildings, however, are not currently accessible to those with mobility impairments.

Bryn Athyn College has a rolling admissions policy. However, deadlines for priority admission and scholarship consideration can be found at [www.brynathyn.edu/apply](http://www.brynathyn.edu/apply).

Students may apply for admission through the Admissions page of the Bryn Athyn College website ([www.brynathyn.edu/apply](http://www.brynathyn.edu/apply)).

Requests can also be made by email: [admissions@brynathyn.edu](mailto:admissions@brynathyn.edu).

## Application Requirements

Complete instructions and a list of required credentials/supporting documents may be found at [www.brynathyn.edu/apply](http://www.brynathyn.edu/apply).

### Admission Requirements: Minimum Academic Preparation Standards (MAPS)

To be admitted as a regular student, applicants must meet the minimum college preparatory academics unit requirements listed below or, under special circumstances, be deemed qualified by the Admissions Committee.

- English 4 years (including Composition and Literature)
- Mathematics 3 years (including Algebra I & II and Geometry)
- History/Social Science 3 years
- Natural Science 3 years
- Foreign Language 2 years (in one language)
- Non-native English speakers should take the TOEFL, IELTS, or Duolingo test at least one month prior to the application deadline. Have the test results sent to Bryn Athyn College using school code 2002.
  - Minimum TOEFL score: 520 (paper), 190 (computer-based), 70 (internet-based)
  - Minimum IELTS score: 6
  - Minimum Duolingo score: 105

TOEFL/IELTS/Duolingo may be waived for a student who has studied for four years in an English-medium school where English is the primary language of instruction.

## Classification of Students

**Regular Admit:** Students whose academic background indicates that they are prepared to meet standard requirements and are thus qualified for regular status and who register for nine or more academic credits per term.

**Provisional Admit:** Students whose academic background indicates that they may have difficulty meeting standard requirements. These students may register for nine or ten academic credits maximum per term. Students admitted provisionally are required to meet regularly with their academic advisor, who, along with the Associate Dean of Academic Affairs, monitors students' academic progress. A provisional student who achieves a cumulative GPA of at least 2.00 for the first two terms will be moved to regular status. Provisional students who do not qualify for regular status after their first two terms will be dismissed, unless there is clear positive grade improvement from the first to the second term, in which case they may be permitted to continue under provisional status for a third term. Students who have not moved to regular status after the first three terms will not be permitted to enroll for the second year. Students with a cumulative GPA below 1.0 after the first term may also be dismissed.

**Full-time:** Students who carry at least nine credits during a term.

**Part-time:** Students who carry fewer than nine credits during a term. Non-matriculated students who wish to continue after they have earned 24 credits as part-time students must apply for admission to the College.

**Auditing:** Students who register for courses without receiving credit. Part time students who wish to audit a course must first receive permission from the department chair and Dean of Academics. Full time students who wish to audit a course must first receive permission from the department chair. The course instructor determines what the student must do to remain in the class as an auditor.

## Renewal of Attendance

Students who have previously withdrawn or have been absent from the college for at least one term and who wish to re-enroll must complete the renewal form

<https://brynathyn.edu/admissions/applying-to-bryn-athyn/renewal-of-attendance.html>. In order to be eligible to re-enroll, renewing students must have no outstanding balance or must be approved by the bursar. Renewal may also be denied, or permitted with stipulations, at the discretion of the deans.

The student who re-enrolls after an absence of a year or longer will need to reapply to the major. The requirements of the major and of the Core program may have changed since the student first enrolled at Bryn Athyn. The requirements in place at the time of re-enrollment may apply to the student in place of the original requirements, at the discretion of the head of the major and the chair of the Core committee, in consultation with the CAO.

The deadline for submissions of renewal is at least 5 business days before a term's classes begin. Enrollment cannot be guaranteed if the renewal form is received fewer than 5 business days before the term's start date.

## Transfer Credit

The Dean of Academics has the responsibility to evaluate courses and the authority to award transfer credit. The dean may delegate these tasks. In general, the awarding of transfer credit depends on the accreditation of the institutional source, the level and nature of the coursework, and the satisfactory performance of the student. There is no limit on the number of transfer credits but there are a minimum number of Bryn Athyn College credits that must be earned before a degree is granted (62 for a Bachelor's; 31 for an Associate's). Courses accepted from institutions operating on a quarter system are transferred at 2/3 value.

All international transcripts must be evaluated, course by course, by any credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). For a list of these services, visit <https://www.naces.org/members>. The student is responsible for paying any fees associated with this service.

- Recommended: World Education Services ([www.wes.org](http://www.wes.org))

### Accreditation

Coursework from both collegiate and non-collegiate institutions may be considered but all institutions must be accredited by a recognized national, regional, or professional accrediting body. Transfer of credit for coursework is granted based on official transcripts (not copies). Transfer of credit for coursework at non-U.S. institutions is also based upon recognition of the originating institution by the ministry/department of education in that country.

### Collegiate Sources

The college will evaluate and award credit for successfully completed college coursework from post-secondary institutions holding accreditation from any one of the six regional accrediting associations in the United States. Basic and general college-level coursework (that is, non-remedial, non-technical) successfully completed at post-secondary institutions holding national or professional accreditation from an association recognized by the Council on Post-Secondary Accreditation (COPA) is also eligible for evaluation. The college will award transfer credit based on the nature, level, content, and comparability of the courses to College offerings.

### Non-Collegiate Sources

The college recognizes that students have opportunities for demonstrating that they have learned college-level material by examination. Course credit is often assigned by an originating institution based on the results of a testing program (e.g., Advanced Placement Program or College Level Examination Program). This course credit will be eligible for evaluation and transfer credit may be awarded within the guidelines of this policy, provided that the course credit to be considered is listed on the official transcript according to the course number and credits assigned by the originating institution. If the test results have not been evaluated and/or no course credit has been awarded by the originating institution, then the student must submit official test scores to the registrar for a credit award determination (see AP and CLEP policy section).

The college may also consider seminars, workshops, training programs, and other formal learning experiences provided by non-collegiate agencies and organizations (e.g., armed forces or corporations). The college will evaluate formal learning experiences that a recognized accrediting body (e.g., Program on Non-Collegiate

Sponsored Instruction or the American Council on Education in The National Guide to Credit Recommendations for Non-Collegiate Courses) has identified, evaluated, and recommended. Similar to other credit sources the college will assess the nature, level, content, and comparability of the course to college offerings.

### Level and Nature of Coursework

The college generally awards credit at the same level as credit was granted at the originating institution (e.g., a first-year course will transfer as 100-level, a second-year course as 200-level). Exceptions to this general rule include introductory, calculus-based physics courses which often transfer in as Physics 210/211.

The college does not award credit for courses clearly intended to be a review of secondary school material. These courses are often designated “remedial,” “learning support,” or “developmental.” Included in this category are selected orientation and study skills courses, speed reading and note taking courses. For the same reasons, English as a Second Language courses are not eligible for evaluation or the awarding of transfer credit. Vocational courses are generally not eligible for evaluation.

### Academic Performance

Credits for college-level courses must be completed with a grade of “C-” (1.7) or higher to be considered for transfer credit. The college will not award transfer credit for coursework that has not been completed (e.g., given a grade of “I” or “in progress”), nor for coursework from which the student has withdrawn (e.g. grades such as “W”, “WP”, “WF”). The college does not award transfer credit for courses that were audited or given pass/fail grades (e.g. grades of “P”, “S”, “U”, or “CR”).

### Procedure

Potential transfer students may receive a preliminary, unofficial transfer credit assessment before admission. After admission, the registrar will determine course acceptability and credit hour values based on official transcripts and course descriptions. Coursework deemed acceptable based on its source, level, nature, and student performance will be posted to the student’s permanent record. The college will usually assign distribution or elective credit, except when transferred courses align with certain identified courses or after consultation with a department chair regarding specific cases.

### Specific Equivalent Credit

The College will award specific equivalent credit when an acceptable course matches one of the following Bryn Athyn College courses or when consultation with a department chair regarding specific cases suggests specific equivalence is appropriate. Some courses, as noted below, also satisfy specific Core skill requirements (see Transfer Credit and Core Requirements section for further detail).

Anthropology 110: Intro to Cultural Anthropology

Business 141: Accounting I

Business 142: Accounting II

Chemistry 110/111: General Chemistry I/II

Computer Science 180: Structured Programming

Communication 105: Public Speaking (satisfies PP requirement)



Economics 131: Macroeconomics  
Economics 132: Microeconomics  
Fine Arts 120/220: Metal Work I & II  
Fine Arts 125: Photography  
Fine Arts 130/230: Ceramics I & II  
French 101/102: Introductory French I/II (102 satisfies foreign language requirement)  
Geography 110: World Regional Geography  
German 101/102: Introductory German I/II (102 satisfies foreign language requirement)  
Greek 110/111: Beginning New Testament Greek I/II (111 satisfies foreign language requirement)  
Hebrew 110/111: Beginning Hebrew I/II (111 satisfies foreign language requirement)  
Latin 110/111: Beginning Latin I/II (111 satisfies foreign language requirement)  
Mathematics 115/124: College Algebra and Transcendental Functions  
Mathematics 130: Introduction to Statistics (satisfies one QR requirement)  
Mathematics 140: Elements of Calculus  
Mathematics 150/151: Calculus I/II  
Music 113/114: Music Theory I & II  
Philosophy 101: Critical Thinking  
Philosophy 210: Ancient Greek Philosophy  
Philosophy 211: Modern Philosophy  
Psychology 101: Introduction to Psychology  
Spanish 101/102: Introductory Spanish I/II (102 satisfies foreign language requirement)  
Theater 110: Intro to Performing Arts  
Theater 150: Dramatic Performance  
Writing 101: Expository Writing (satisfies W requirement for Writing 101)

### Distribution Credit

Credit counts toward the degree and is accepted in a particular discipline. Distribution credit will apply to most courses. Students who transfer courses with distribution credit can work with the head of their major to see if those courses can fulfill any specific degree requirements.

### Elective Credit

Credit counts toward the degree but is not assigned a particular discipline.

### Transfer Credit and Core Requirements

Courses from accredited institutions that transfer with specific equivalent credit or distribution credit generally satisfy core perspective requirements. The Core program and its requirements are explained in full in our Academic Programs Bulletin at <https://brynathyn.edu/academics/core-program/index.html>.

Consideration for core perspective credit will occur during the processing of transfer credit. If they are accepted as specific equivalent or as distribution credit in a particular discipline, they fulfill the core perspective requirement in that discipline as long as the course is at least three credits (3 lecture credits plus 1 lab credit for science requirement).

In order to facilitate progress toward a degree, students who transfer more than 55 credits are required to complete only two of the three specialized core perspective requirements: civil, moral, and worldviews. Up to one of these two can be transferred at the discretion of the registrar in consultation with the faculty member in charge of the civil, moral, and worldviews perspectives.

Students who transfer in at least three religion credits may appeal to the head of the Religion department for a maximum of one core spiritual perspective waiver. The Religion head determines whether a waiver is granted.

Because of the particular criteria in IL, PP, QR, and W courses, core skill requirements are not normally satisfied through transfer, except in the cases of credits accepted as Communication 105, Math 130, Writing 101, or foreign language of the 102 or 111 level (see specific equivalency list above). However, students who have sufficient documentation of skill components in transfer courses, as well as evidence of skill outcomes, may appeal to the core committee for a waiver. If successful, the student will earn a waiver that satisfies the applicable Core skill. Students may only fulfill one of the QR requirements with a transfer course. Core foreign language requirements may also be satisfied through evidence of proficiency via qualifying scores in standardized or in-house tests. See the BAC Programs document for further details about foreign language waivers.

Students seeking core skill or civil, moral, or worldviews perspective waivers should contact their advisor to begin the process of completing and submitting the Core Requirement Waiver Form to the chair of the core committee. The information specified on the form will be considered by the core committee and, if the committee deems that transfer course meets the core criteria, a waiver will be granted and the requirement satisfied. Transfer students may also satisfy certain core skill requirements through proficiency tests. Students should consult with their advisor about proficiency test options and procedures.

### Test Credit

Bryn Athyn College gives advanced standing and various types of credit at the 100-level for some Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) tests. For information about IB, contact the college registrar. Bryn Athyn College accepts a maximum combined total of 31 credits from AP, IB, or CLEP tests.

Advanced placement credit is granted for successful completion of the following AP exams:

AP COURSE	MIN. SCORE	CREDITS	TRANSFER COURSE IN SONISWEB	REMARKS
Biology	4	3	Bio1xx	Places out of Bio122. Does not fulfill Core science requirement.
Calculus AB	3	3	Math14x	Places out of Math140. No AP Calc credit if Math150 is taken
	4	4	Math15x	Places out of Math150.
Calculus BC	3	4	Math15x	Places out of Math150.
	4	8	Math15x/1	Places out of Math150 and Math151.
Chemistry	4	4	Chem1xx	Places out of Chem110. Fulfills Core science requirement.
	5	8	Chem1xx	Places out of Chem110 and Chem111. Fulfills Core science requirement.
Environmental Science	4	4	EnSci105	Gives credit for EnSci105. Fulfills Core science requirement.
Government & Politics (Comparative)	4	3	PSci1xx	Fulfills Core social science requirement.
Government & Politics (US)	4	3	Psci1xx	Fulfills Core social science requirement.
English Language/Composition	4	3	Eng1xx	Writ101 still required.
English Literature/Composition	4	3	Eng1xx	Writ101 still required.
English Language/Composition	5	3	Writ101	Gives credit for Writ101. Fulfills Core Writing 101 requirement.
English Literature/Composition	5	3	Writ101	Gives credit for Writ101. Fulfills Core Writing 101 requirement.
Music Theory/Music History	4	3	Mus1xx	Places out of Mus113. Fulfills Core aesthetic requirement.
Music (Choral)	3	3	Mus1xx	Fulfills Core aesthetic requirement.
Art (Studio Courses)	3	3	FA1xx	Fulfills Core aesthetic requirement.
Art (Art History)	3	3	FA1xx	Fulfills Core aesthetic requirement.
History (US, European, and World)	4	3	Hist1xx	Fulfills Core history requirement.
Psychology	4	3	Psyc1xx	Fulfills Core social science requirement.
Human Geography	4	3	Geog1xx	Fulfills Core social science requirement.
Modern Languages (Chinese, French,	3	3	Lang1xx, Fren102,	Gives credit for Lang1xx, Fren102, Germ102, or Span102. Fulfills Core language/programming requirement.

German, Italian, Japanese, Spanish)			Germ102, Span102	
Economics (Macro)	4	3	Econ1xx	Places out of Econ131. Fulfills Core social science requirement.
Economics (Micro)	4	3	Econ1xx	Places out of Econ132. Fulfills Core social science requirement.
Physics B	4	6	Phys1xx	Places out of Phys210. Fulfills Core science requirement.
Physics C (Mechanics)	4	3	Phys1xx	Places out of Phys210. Does not fulfill Core science requirement.
Physics C (Electric and Magnetic)	4	3	Phys1xx	Places out of Phys211. Does not fulfill Core science requirement.
Statistics	4	3	Math130	Gives credit for Math130. Fulfills one Core QR requirement.

“Places out of xxx” indicates the listed course may not be taken for credit (double credit is not allowed). Some AP courses fulfill Core requirements as noted in the remarks section. Students may still take courses for credit in perspectives areas.

Bryn Athyn College accepts a maximum of 12 CLEP credits which count towards the 31 total credits. Students may seek CLEP credit for work done prior to enrollment at Bryn Athyn but may not pursue CLEP credit after beginning course work at the College. CLEP may not be used to replace, duplicate, or challenge a course grade. CLEP credit is accepted according to the following guidelines:

- Score of 50 or higher
- Accepted at 100-level distribution credit in the designated discipline
- Limited to 3 credits per subject area

*The following CLEP areas are not accepted:*

- General examinations (only subject examinations will be considered)
- Humanities subject area

## Fees and Assistance

The actual cost for educating a student per year at Bryn Athyn College is currently double the amount billed to a student for regular full-time fees and room and board. Because of the school's substantial endowment and contribution income, the fees per student are considerably lower than the cost. Fees are maintained at the current level to assure fiscal soundness in accordance with the College's annual budget.

For those who cannot afford the required fees, federal and state aid, grants, and loans are available based on student need.

### Student Fees\*

The costs for tuition, fees, and room and board are outlined below:

#### 1. Tuition

The tuition fee per year of three terms in the College is \$25,893.00.

#### 2. Fees

Fees are intended to help meet the cost of classroom supplies and teaching tools, information technology services, social activities, athletic supplies, etc. The fee per year of three terms in the College is \$1,911.00.

#### 3. Board and Room Fees

Regular room and board charges for all resident students are \$13,851.00 per year of three terms. Students who request and are approved for a single room will be charged an additional \$1,000 per year of three terms. Requests must be made to and approved by the Residence Life Director.

#### 4. Summary of Fees

Tuition and fee information can be found on our website - <https://brynathyn.edu/financial-aid/cost.html> along with an itemized Cost of Attendance breakdown.

#### 5. Graduate Program Fees

The following tabulation summarizes the fees per term and per credit:

	Per Term	Per Credit
Masters of Education Tuition	---	\$834.00
MARS Tuition	---	\$834.00
Theological School Tuition	\$6,557.00	\$479.00
Theological School Fees	\$485.00	\$35.00

### Special Fees

#### Part-Time College Students

The tuition fee for a part-time student is \$996.00 per credit, plus a comprehensive fee of \$68.00 per credit, for a total of \$1,064.00 per credit.

Part-time students aged 60 years and older may apply to the bursar for a reduction in fees. A 50% discount on the tuition fee may be granted. The discount does not apply to the comprehensive fee.

### Auditors

The tuition fee per term for an auditor is \$182.00 per credit, plus any cost of materials supplied to the student or auditor. In general, studio and laboratory courses are not open to auditors. Senior citizens (60 and up) may audit classes for \$91.00 per credit on a space-available basis.

### Graduation Fee

The graduation fee is charged to students receiving baccalaureate or associate degrees. The fee covers the cost of diplomas, purchase of cap and gown, and the graduation dinner. The cost is \$100.00 for Bachelor recipients and \$75.00 for Associate degrees. Those who receive a Bachelor degree will receive a refund of \$10 after they have returned their graduation hood. If a student does not plan to participate in graduation activities, the cost of a diploma is \$30.00. All graduation fees are paid to the Registrar's office. Tickets are not required to attend the commencement ceremony.

### Enrollment and Registration Deposits

All new students, including transfers, are required to submit a non-refundable enrollment deposit of \$200 to reserve a place in the new entering class, due by the date designated by the registrar.

All returning students are required to submit a non-refundable registration deposit of \$100 towards the next academic year's tuition, due by the date designated by the registrar (typically late March or early April).

### Resident Student Housing Security Deposit

All residents are required to submit a housing security deposit of \$250 prior to the first time they move into on-campus housing facilities. This deposit will be refunded to the student when they are finished attendance at Bryn Athyn College, as long as they have no charges for damages to their room, and no outstanding balance due on their student account.

### Lab Fees

Courses that include a lab section may also include a lab fee. This fee is \$25 for all science courses with a lab. The fee covers lab equipment and supplies costs. Fine Arts and other course lab fees vary by course. Lab fees are listed in the Bookstore's booklist for the appropriate course and term.

### Overload Credits

All overload credits in a term (above 14.5) must be approved by the Academic Dean. Students who take overload credits are charged the part-time per credit rate for any credits beyond 15 in addition to the standard full-time fees. The .5 credits from 14.5 to 15 do not incur an extra charge but do have to be approved by the Academic Dean. Students may apply federal student aid to these additional fees if they are eligible, but no Bryn Athyn College need-based financial aid is available to assist with the cost of overload credits. Also, the tuition remission benefit will not apply to the expense of overload credits. Students must pay for these additional credits through an arrangement with the Bursar's Office, typically by modifying their payment arrangement for the term to cover the additional fee. See the policies about payment of fees below.

### Miscellaneous Expenses

The above fees do not include the costs of travel, textbooks, laptop computers, educational trips, clothing, student association dues, recreation, student health center charges, or housing on-campus during vacations. The total of these costs per student varies widely, but a yearly minimum is roughly estimated at \$3,550.

## Payment of Fees

Initial billing for the payment due will be mailed to the student by July 1, 2023. Payments for the Fall Term are due August 1, 2023.

Due dates for fall, winter, spring, and summer bills are published by the bursar's office on the Bryn Athyn College website (<https://brynathyn.edu/financial-aid/paying-your-bill>).

### Paying in Full

- Go to <https://mycollegepaymentplan.com/bryn-athyn/> to make a one-time payment online using your checking account or a credit/debit card (fees apply when using your card).
- Pay with cash or check payable to Bryn Athyn College. Please mail checks to the attention of Bursar's Office at PO Box 462, 2945 College Drive, Bryn Athyn, PA 19009.
- Pay your bill with Visa, MasterCard, American Express, or Discover. You may pay in person or call the Bursar's Office at (267) 502-2493 to make a payment over the phone.

### Sign up for a monthly payment plan

- Nelnet Campus Commerce Plan: Enroll in a monthly payment plan through Nelnet Campus Commerce. Nelnet allows you to make regular online payments automatically or manually for a one-time set-up fee of \$70. Single term payment plans are also available with a set-up fee of \$50 per term. Set up your Nelnet Monthly Payment Plan.

An extended payment plan is available from Nelnet Campus Commerce whereby the parents or student may spread payment for the full year of student fees over the course of twelve months (starting July), eleven months (starting August), or ten months (starting September). All extended payment plans start on the 15th of each month and end in June. Information about Nelnet can be obtained via <https://mycollegepaymentplan.com/bryn-athyn/> or by calling 1-800-609-8056.

A student who has an outstanding balance due or is not following a payment plan may have a hold placed on their account, such that the student cannot register for courses or receive transcripts. The student will be notified promptly by the bursar that the hold has been placed. If the student has not sufficiently addressed the cause of the hold within one week of the hold being placed, the student will be deregistered for courses in the upcoming term. The student will remain deregistered for courses until the hold is resolved. If, at the start of the next term, the hold has not been resolved and courses have not been added, the registrar may perform an administrative withdrawal for the student.

However, if the hold is placed within one week of classes starting in a new term, the student will be deregistered for the term following. Holds will not result in a student being withdrawn from courses that are in session.

Students having trouble making payments are strongly encouraged to communicate their problem to the Financial Aid Office to get help and avoid punitive action.

## **Bookstore Voucher Policy**

Students may apply for a bookstore voucher for a given term up to the amount of \$350 if their financial aid exceeds their tuition and fee charges for that term, so that they may purchase books in advance of their actual financial aid disbursement (which occurs 3 weeks into each term).

### **Eligibility Requirements:**

- All necessary financial aid documents must be completed with the Financial Aid Office
- Student has no outstanding balance due to Bryn Athyn College
- Student has filed the FAFSA and has financial aid resources that exceed their charges for the term(s) they are requesting the voucher
- Student is registered for classes

### **How to Apply:**

Student must complete and sign the [Bookstore Voucher Request Form](#) and return to the Bursar's Office in the Brickman Center (PO Box 462, Bryn Athyn, PA 19009 or [bursar@brynathyn.edu](mailto:bursar@brynathyn.edu)). They need to specify the amount (up to \$300) and the term for which they are requesting the voucher.

Students may submit voucher requests any time before the second week of each term, as long as they have signed their Financial Aid Acceptance Form. Requests after the second week of term will not be considered, as financial aid disbursements occur the third week of each term.

### **How it Works:**

If a student is approved by the Bursar's Office for a bookstore voucher, the amount that they are approved will be credited on their eCampus online bookstore account. Students will then see the option to pay with the funds at checkout.

### **Additional Important Information:**

Students will be notified by email of whether or not the voucher was approved.

### **Conditions:**

If a student becomes ineligible for financial aid, or their aid eligibility is otherwise affected after they receive the bookstore voucher (i.e. change in enrollment status), the student may owe Bryn Athyn College. Students must understand that they are responsible for repayment of any balance due to Bryn Athyn College.

## **Refunds**



### Withdrawal:

Resident students who withdraw from the institution prior to the move-in date will be given a full refund. Commuter students who withdraw from the institution prior to the start of classes will be given a full refund. Withdraw dates are based on when the withdraw form is completed. Resident students must meet the terms of the student housing agreement before refunds of room and board costs apply. Once classes begin, the refund policies are listed below:

- Withdrawal within the 1st week —A full tuition refund will be issued. Dorm deposit will be retained and 80% of room and board costs for the term will be credited.
- Withdrawal within the 2nd week—75% of tuition and room and board costs for the term.
- Withdrawal within the 3rd week—50% of tuition and room and board costs for the term.
- Withdrawal within the 4th week – 25% of tuition and room and board costs for the term.
- No refund of tuition, room, board, or housing costs after the 4th week of the term.

Comprehensive fee prorated to the end of the week during which the student withdraws.

All institutional assistance is prorated based upon actual fees charged.

Federal financial assistance is adjusted based on the conditions and timing of the student's withdrawal, according to the regulations of the U.S. Department of Education. All unearned funds are required by law to be returned. Midterm withdrawals may result in the student owing unearned funds to the College or the Department of Education. Students who are concerned about how a mid-term withdrawal might affect their balance are encouraged to contact the Financial Aid Office.

Board fees prorated to the end of the board week in which the student withdraws, plus an overhead charge made by the food service organization.

Payment of refunds will be made only after the end of the term during which a student withdraws from school.

### Moving to Part-time:

A student is part-time when registration falls below 9 credits for the term.

- During the add/drop period of a term, if a student's registration falls below 9 credits, tuition and fees are recalculated and billed according to the per-credit rate. Financial aid adjustments may also be made based on the new enrollment status.
- After the add/drop period of a term and up through the 4th week of class, the tuition bill will be prorated such that the student is charged the full-time rate up to the date of the change, and the part-time rate from the date of the change through the end of the term.
- After the 4th week of the term, no billing adjustments will be made.

A resident student who moves to part-time and therefore is no longer living in campus housing may be subject to the room and board refunds stated above.

## Financial Aid

Financial aid is available for those students who qualify for assistance. Financial aid is available to degree-seeking students who have been offered admission to the College; however, admission does not guarantee receipt of financial aid.

Financial aid is based on a three-point philosophy:

- Parents have the primary responsibility to pay for their children's education, and will, as they are able, contribute funds for such education.
- Students, as well as their parents, have a responsibility to help pay for their education.
- A need analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstances can and do alter a family's ability to contribute.

Financial aid is awarded on the basis of a family's expected family contribution and demonstrated financial need as computed from the information supplied in the Free Application for Federal Student Aid (FAFSA). The parents of a dependent student are considered financially responsible for College costs under federal and state definitions. As such, they are responsible for financial arrangements to cover the costs of tuition, room, board, fees and other educational expenses. Their financial information is taken into account when determining eligibility for financial aid awards for dependent students.

Under a separation or divorce agreement, the parent who provides more than half of the student's support will be the financially responsible parent. However, we encourage both parents to accept financial responsibility for their child's educational costs.

### **Independent (Self-Supporting) Students:**

Bryn Athyn College uses the federal definition for determining Independent Students. Students will be considered independent if they meet one of the following criteria:

- was born before January 1, 2000
- is married as of the date he/she completes the FAFSA
- will be a graduate or professional student at the start of the award year
- is currently serving on military active duty for purposes other than training
- is a veteran of the U.S. Armed Forces
- has dependents other than a spouse and provide over 50% of financial support
- was an orphan, foster child, or ward/dependent of the court at any time since the age of 13
- is an emancipated minor or in legal guardianship or was when he/she reached the age of majority in his/her state
- Is an unaccompanied youth who was homeless or self-supporting and at risk of being homeless

## Applying for Financial Aid:

U.S. citizens and permanent residents apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). The Bryn Athyn College school code is 003228.

International students must submit the College Board Certification of Finances form to be considered for institutional financial aid.

Financial aid is awarded on an annual basis; thus, a student must reapply each year to be considered for aid. FAFSA's received throughout the year must be considered for federal aid. However, institutional funds are limited and may not be available if not submitted in a timely manner.

## Financial Aid Special Circumstances Appeals:

Because unique circumstances or changes in families' financial situations may not be reflected in the FAFSA, families may submit the Special Circumstances Appeal form and supporting documentation to the Financial Aid Office for consideration. An Appeals Committee meets to determine if additional financial aid is warranted. Special circumstances may include:

- Loss of employment by parent
- Separation or divorce of parent
- Death of a major wage earner
- Loss of untaxed income, such as Social Security Benefits, etc.
- High out-of-pocket medical expenses
- High tuition expenses for other dependent siblings

## Financial Aid Eligibility:

To be considered eligible for financial aid, students must be degree-seeking students. Exchange students are not eligible for financial aid. To maintain financial aid eligibility, students must meet Satisfactory Academic Progress standards.

## Satisfactory Academic Progress:

Satisfactory Academic Progress (SAP) is used to define successful completion of coursework toward a degree to maintain eligibility for student financial aid. This policy is applied in the same way to students receiving federal or institutional financial aid. Students must meet both qualitative and quantitative standards.

### Qualitative Standard

Students must maintain a cumulative 2.00 grade point average (GPA).

### Quantitative Standards

**Pace of Completion:** Students must successfully complete at least 66.7% of all credits attempted. The pace of completion is calculated by dividing the total number of credit hours the student has completed by the total number of credit hours attempted. For example, a student who has earned 21 credits out of 27 credits attempted would have a 78% completion rate ( $21/27=.78$ ).

**Maximum Timeframe:** To remain eligible for federal financial aid, students must complete a degree program within the maximum allowable timeframe (150% of the normal timeframe) based on student status and program. For example, a full-time student has 6 years or 18 terms to complete a B.A. program. Note that while students are eligible for federal aid for up to 6 years, institutional grant aid is limited to a maximum of 5 years or 15 terms.

Pennsylvania State Grant Eligibility for PA residents: Full-time students must successfully complete a minimum of 24 credits per year (8 per term) to remain eligible for PA state grants. Less than full time students must successfully complete 12 credits per year (4 per term). State grants are limited to a maximum of 4 years.

### **Satisfactory Academic Progress Assessment:**

The Financial Aid Office monitors the progress of all students receiving federal, state, or institutional aid, and will verify that each student is meeting the requirements of SAP at the end of each academic year (or after three completed terms). All terms are included in a student's assessment, regardless of whether or not the student received aid.

**Course Repeats:** When a student repeats a course to replace a low or failing grade, a record of every grade remains on the transcript, but only the highest grade is used to calculate the cumulative GPA. Repeated courses are counted as attempted credits in the assessment.

**Withdrawals:** Withdrawals or classes dropped within the first or second week of the term will not be included in the academic progress assessment. Classes dropped or withdrawn after the second week will be counted as attempted credits in the assessment.

**Incompletes:** All 'incompletes' must be approved by the academic dean. Students have four weeks from the end of the term to complete the work of the course, otherwise the 'incomplete' automatically becomes an "F" and is counted in the assessment.

**Transfer students:** Transfer credits are included in the assessment of the quantitative standard as long as the courses count toward the current degree program. Grades from transferred coursework are not included in the calculation of the cumulative GPA; however, only courses in which the student received a "C-" or higher are accepted for transfer.

**Change of Academic Program:** When a student changes from one degree program and enters another, all coursework completed up to that point is still included in the SAP assessment.

**English Language Learner Coursework:** ELL courses will be counted in SAP assessments.

#### **Failure to Meet SAP Requirements:**

If the Financial Aid Office determines that a student has failed to meet SAP standards at the end of the academic year (or completion of their first three terms), the student immediately becomes ineligible for aid. The student will be notified of the change in eligibility within two weeks of the assessment (typically mid-June for students who enroll for fall and complete a fall, winter, and spring term).

### Re-Establishing Eligibility for Financial Aid:

A student who has not met SAP standards is encouraged to consult with his/her advisor and the associate dean of academic affairs in order to make a clear plan for regaining eligibility. This plan will include the number of credits the student must successfully complete and the GPA that must be earned in the subsequent term to meet SAP standards.

Students may regain eligibility for aid by continuing with courses to bring their performance back into compliance with SAP standards. Students who are ineligible for aid due to an adverse SAP ruling do not have to wait until the end of the academic year to be reevaluated; they may ask the Financial Aid Office to review their record at the end of each term until their record is successfully brought back into compliance with SAP standards.

Students may choose to take courses at another institution to regain compliance. (See SAP Assessment, Transfer Students.)

### SAP Appeals:

A student who fails to meet SAP standards may submit a written appeal to the Financial Aid Office within one month of being notified. An appeal may be submitted on the basis of circumstances beyond the student's control such as: injury, illness, the death of a family member, or other special circumstances with appropriate documentation. The appeal must explain why the student failed to meet SAP standards and what has changed that will allow the student to meet SAP minimum requirements. In addition to the letter of explanation, any supporting documentation the student can provide should be submitted as well. The appeal will be considered by an anonymous committee made up of campus administrators. If granted, the student may be placed on an academic plan to establish criteria the student must meet to make SAP. The student will be eligible to receive financial aid during the term for which the appeal was granted. The financial aid office will review the student's progress at the end of the probationary term.

## Financial Aid Awards

### Federal Financial Aid– Title IV Funding

**Pell Grants** – Pell Grants provide need-based grant aid, and are generally available to students whose Expected Family Contribution on the FAFSA is \$6,656 or less, although final eligibility depends on individual circumstances. Pell Grants do not require repayment. Students enrolled less than full time may still be eligible for Pell grants.

**Federal Supplemental Education Opportunity Grants** – These funds are awarded to Bryn Athyn College annually based on availability of federal funds. The College, in turn, awards the FSEOG funds as supplemental need-based aid to students who are eligible for federal student aid. Priority is granted to Pell recipients with the most financial need. FSEOG awards do not require repayment.

**Federal Direct Loan** – Subsidized Direct Loans are offered to students who still have financial need after all other financial aid is considered. With a subsidized loan, the federal government pays the interest on the loan until the student graduates, drops below half-time or withdrawals. Unsubsidized Direct Loans are offered to

students in addition to other Federal Aid; however, interest accrues on the loan immediately upon disbursement to the school. The amount and type of the loan(s) are determined by financial need and class level. Repayment on Direct Loans begins six months after a student graduates, withdraws, or drops below half-time enrollment. The amount of Direct Loans received are reduced by a small percentage to cover origination fees required by the government. Parent PLUS Loans are available for credit-worthy parents. Similar to other Direct Loans, the net amount received is reduced by origination fees determined by the federal government. Students must be attending at least half-time (4.5 credits) to be eligible for Federal Direct Loans.

### Pennsylvania State Financial Aid

The Pennsylvania Higher Education Assistance Agency (PHEAA) offers state grants to students who are legal residents of Pennsylvania. PHEAA determines eligibility based on the student's FAFSA. The FAFSA must be submitted to PHEAA by May 1. Students must be taking at least 4 credits to be eligible for PA state grants. For more information, visit [www.pheaa.org](http://www.pheaa.org).

### Bryn Athyn College Merit Awards/Scholarships

The Admissions Office reviews all college applicants for merit scholarship eligibility. Students who are awarded Bryn Athyn College merit scholarships must maintain full-time status, good academic standing, and the GPA listed in their award letter. Merit awards are incorporated into need-based financial aid awards (if applicable) and are limited to 4 years of study.

Bryn Athyn College Performance Award - students who did not qualify for a merit scholarship upon admission may be eligible for a \$4,500 annual merit scholarship if they have a cumulative 3.25 GPA or higher after 3 completed terms. The student must maintain full-time status, good academic standing, and a minimum 2.5 GPA to retain the scholarship in subsequent academic years.

Those students who go to part-time status or take time off will have their merit scholarship reinstated when they return to full-time, provided they have met the GPA criteria.

### Outside Scholarships

Students are required to notify the Financial Aid Office of any outside scholarships or grants. These grants are incorporated into students' financial aid packages.

### Bryn Athyn College Need-Based Grants

Institutional financial aid grants for tuition or housing may be available when aid from other sources does not fully meet the student's financial need. Need is determined from information provided in the FAFSA for domestic students or the certification of finances for international students. Need-based grants are available only to full-time students.

Bryn Athyn College's limited institutional funding is derived from contributions from the annual fund, the Theta Alpha, and from the following endowment funds: The Academy Scholarship Fund; S.S. and H.K. Lindsay Fund; Phoebe Bostock Fund; Vera Pitcairn Fund; C.E. Doering Fund; Charles S. Smith Fund; Wilhelmina Doering Fund; Fred Synnestvedt Fund; Captain Dandridge Ebert Fund; Richard A. Walter Fund.

### Work Study Program

Work Study at Bryn Athyn College is designed for students with financial need to help pay a portion of their college expenses. Students may work up to 20 hours per week during the academic year. Specific work study positions and hours depend on position availability, student qualifications and responsibility, student class schedule, and supervisor needs. All positions within the program must be approved by the Student Employment Program Committee. Students should note that paid internships are not part of the work study program and therefore do not count against the maximum of 20 hours per week of work study. Students may arrange to pay a portion of their tuition and fees via an automatic payroll deduction over the course of the academic year.

### New Church Grant

A student will be eligible for an annual New Church Grant award of \$3,000 (\$1,500 if receiving a merit award) which will not require repayment, if:

- He or she has been baptized into the faith of the General Church of the New Jerusalem or into one of the following sister New Church organizations: The Lord's New Church (Nova Hierosalyma), The Swedenborgian Church of North America (Convention), the General Conference of the New Church (UK and New Zealand), the Swedenborg Association of Australia, the New Church in Australia, or any other recognized New Church organization; or
- At least one of the student's parents is a member of the General Church of the New Jerusalem or one of the sister New Church organizations listed above.

New Church Grant applications must be submitted during the 1<sup>st</sup> year of enrollment. Applications will be accepted during subsequent years; however, the award will not be backdated to a prior year. Part-time students are eligible to receive pro-rated New Church grants.

### New Church Housing Grant

Resident freshmen and returning resident sophomores who are eligible for the New Church Grant will also receive a New Church Housing Grant of \$1,000.

### New Church Sibling Grant

An annual award of \$600 per student for families who have more than one New Church Grant eligible student attending the college at the same time.

### Faith Education Award

An annual award of \$2,700, available to students who are graduates of a faith-based secondary school and have been admitted into the college after the 2016-17 academic year. Students receiving other merit scholarships from Bryn Athyn College are not eligible for this grant.

### Tuition Remission

Tuition-remission eligible students must submit the Tuition Remission Form annually. Submission of the FAFSA is not required to receive tuition remission; however, to be considered for need-based institutional or government aid, including optional student loans, students must complete the appropriate year's FAFSA.



## Veterans Affairs Benefits

Students seeking Veteran's Affairs (VA) education benefits need to submit their Certificate of Eligibility (COE) for educational benefits to the institution's VA School Certifying Official (SCO) prior to the beginning of the trimester in which they will be attending. A "Certificate of Eligibility" may be any documentation provided by the VA that serves as verification of an individual's eligibility to benefits under chapter 31 or chapter 33 such as a statement of benefits from the Department of Veterans Affairs' (VA) website, e-Benefits, or a VAF 28-1905 form.

For further information about any Veterans Affairs benefits listed below, visit the U.S. Department of Veterans Affairs website ([www.va.gov](http://www.va.gov)).

Certification of enrollment is done by the SCO once the student's schedule is finalized (at the conclusion of the "drop" period) for the term.

Certification Requirements:

- Students must follow a Bryn Athyn College degree plan. Only courses that apply to their declared degree plan will be approved for benefits.
- Students must provide an official transcript from all previously attended post-secondary schools by the end of the first trimester. This includes non-accredited institutions and the student's military transcript (if not a spouse/dependent).
- Students must notify the institution's SCO upon registration each trimester in order to request certification. Certification of enrollment is not automatic.

During the time period after the student's COE for benefits has been received, the SCO has certified the student's enrollment for the term and the institution is awaiting the funds to be sent from the VA, the institution may not impose any penalties, such as late fees, nor deny the student any services such as access to classes, library, or other institutional facilities.

There is however further expectation of any payment that is due which is the difference between the student's total financial obligation and the total amount of VA educational benefits they will receive. For example, if a student's tuition expense is \$10000 for the term and their entitled to 70% in VA educational benefits, ( $\$10000 \times 70\% = \$7000$ ) their further expectation of payment to be paid by the billing due date would be \$3000, ( $\$10000 - \$7000 = \$3000$ ).

## Types of Benefits

### Chapter 33 – Post 9/11 GI Bill

This benefit is for service members who have served on active duty for at least 90 days (either all at once or with breaks in service) on or after September 11, 2001, or received a Purple Heart on or after September 11, 2001, and were honorably discharged with a service-connected disability, or are a dependent child using benefits transferred by a qualifying Veteran or service member. Service members with at least 3 years of active duty are eligible to receive 100% of funding level. Benefits will be prorated for those with less than 3 years of service.

This benefit also has an option that allows service members to transfer all or some of their unused benefits to their spouse and/or dependent children. The Department of Defense (DoD) determines if you may utilize this benefit. Once approved, the new beneficiaries must apply for benefits through the VA.

#### Chapter 35 – VA Education Benefits for Survivors’ and Dependent

This benefit provides educational assistance to the spouse and/or children of a Veteran or service member

#### Dependents’ Educational Assistance (DEA)

Provides educational assistance to the surviving spouse and/or child of a Veteran or service member who has died in the line of duty after September 10, 2001, is missing in action or was captured in the line of duty by a foreign government or power, or as of December 23, 2006, is permanently and totally disabled due to a service-connected disability.

#### Fry Scholarship

This scholarship is for children and dependents of Veterans or active-duty service members who died in the line of duty on or after September 11, 2001.

#### Chapter 1606 – Montgomery GI Bill Selected Reserve (MGIB-SR)

This program is for members of the Selective Reserve and National Guard who have enlisted or re-enlist in the select reserve with an obligation to serve 6 or more years on or after July 1, 1985. In order to be eligible for this benefit, the member will have had to complete their IDAT (initial date active training). A Notice of Basic Eligibility (NOBE) form should be obtained from one's unit and provided to the school. Chapter 1606 expires once a service member has separated from the reserves. This benefit pays directly to the student.

#### Chapter 31 – Vocational Rehabilitation

This program is for Veterans and service members who have a service-connected disability that limits their ability to or prevents them from working. Veterans should meet with their Vocational Rehabilitation Counselor to develop an education plan. This benefit may cover the entire cost of tuition and fees.

#### Department of Defense Tuition Assistance (DoD-TA)

Bryn Athyn College of the New Church has signed the Memorandum of Understanding (MOU) with the Department of Defense (DoD), for students to utilize the TA program. Each branch of the military and the National Guard administer the program and determine the eligibility requirements and the amount of assistance available; the service member must apply for the program and receive an approval before starting classes.

#### Institutional Withdrawal Refund Policy for DoD-TA Recipients:

Bryn Athyn College is a trimester-based school; therefore, an academic year consists of three enrollment periods referred to as terms.

TA funds are earned proportionally during each enrollment period or term as a student attends classes. Unearned funds are funds that have not been incurred based upon when a student ceases to attend.

In adhering to the DoD's guidelines, if a student receiving TA funds does not begin attendance for the term at the institution, 100% of funds received will be returned directly to the military service, not the student. In the case where a student has been attending classes but for any reason withdraws during the term any unearned TA funds which are calculated on a proportional basis through at least the 60% point in time of the term for which the funds were provided will be returned directly to the military service, not the student.

**Questions? Please Contact:**

[fnaid@brynathyn.edu](mailto:fnaid@brynathyn.edu)

267-502-6000

[bursar@brynathyn.edu](mailto:bursar@brynathyn.edu)

267-502-2493

**Financial Aid Disbursements and Credit Balances**

Financial aid is disbursed in thirds based on Bryn Athyn College operating on a three-term schedule (Fall, Winter, Spring). All aid is disbursed by the third week of each term.

Students with a credit balance on their accounts will receive a check for the credit balance approximately 10 days after aid is disbursed. Per Federal regulations, reimbursements must be processed within 14 days of aid being received.

# Academic Policies

## Student Responsibility

Students are responsible for familiarizing themselves with all academic policies in this document.

## Advising

Before registering for courses, each full-time or degree-seeking student is assigned an advisor. Advisors help students plan their programs and can assist with registration each term. It is the student's responsibility, however, to understand residency, Core, and degree requirements and to plan for the fulfillment of those requirements. Advisors are also available to help students with any academic problems that arise during the term and to refer students to a variety of support services.

## Registration

### General Registration Policies and Expectations

Many commitments are based upon the enrollment anticipated at the beginning of the term. The registrar conducts registration periods prior to the beginning of each term. In the spring term, the registrar conducts a registration period for the next academic year. At these times, students can make, confirm, or change their course selections with their advisor.

A returning-student registration deposit of \$100 is required prior to registering for classes for the upcoming academic year. The deposit is counted toward the next year's tuition.

First-year students are required to register with their academic advisors during the appropriate registration periods as shown in the calendar for the school year, and returning students are encouraged to do so. Students who have outstanding fees and fines anywhere on the campus (see Fees and Assistance section) or lapsed health insurance (see Health Insurance Policy section) may be prohibited from registering for classes until these matters are resolved.

Students may not take courses without the stated prerequisites without permission of the department chair. Students seeking this permission should work through their academic advisor. Students may attempt courses above their year level (100 indicates first-year level, 200 indicates second-year level, etc.) if the students have met all the prerequisites, but students may find these courses more challenging than courses at or below their year level.

### Math Placement

Students with SAT Math scores below 500 must take Math101. In some cases, students may be encouraged by their advisor or the math department to take Math095 in preparation for Math101.

Students may bypass Math101 if they have SAT Math scores of at least 500, have transferred in a course that is counted at the 100 level or higher (Math1xx), or have a sufficient score from the in-house math placement test. If SAT scores have not been submitted, the in-house math placement test is required before registration.

## Writing Placement

Provisionally admitted students, students with SAT Reading scores below 450, and ELL students are automatically enrolled in Writing 100 and must pass Writing 100 before taking Writing 101. All admitted students who do not submit SAT readings scores will be given a voucher from the admissions office to take an online WritePlacer assessment, which must be completed before course registration to ensure appropriate course placement.

All other regularly admitted students must take Writing 101 and Writing 202 as described in the Residency Requirements section below.

## Residency Requirements

The residency requirements explained below complement and in some cases overlap major and core program requirements. Students who do not complete required residency courses (e.g., writing, religion) will not be permitted to continue as full-time students unless they register for and complete residency requirements in the next academic term. Residency requirements are more than simply items on a checklist; they are an integral part of the life and mission of the institution. The college community expects all students to participate readily in these courses.

### Religion

Religion residency requirements apply while students are in residence. Religion residency requirements may overlap the spiritual perspective requirements of the Core Program.

- **Full-Time Students:** Students in attendance for four years must pass either Religion 101 or 110 and attempt another 15 religion credits, as follows:

Resident Terms	Religion Requirements for Full Time Students
1-3	Attempt Religion 101 or 110 and 3 more credits
4-6	Attempt 6 credits
7-9	Attempt 3 credits
10+	Attempt 3 credits
Notes:	Attempting a course requires receiving a grade at the end of the term (not W).
	If Religion 101 or 110 is not passed in a student's first year, it must be retaken in subsequent years in addition to the required attempted credits until it is passed.
	Students in their third or fourth years may not take 100-level religion courses, except by permission of the chair of the Religion Department.

- **Part-Time Students:** At least six credits in religion must be included within each 31 credits attempted in residence for first- and second-year students. At least three credits must be included within each 31 credits attempted in the third and fourth years.

- **Study Abroad Students:** Bryn Athyn College students attending other universities for one or two terms during an academic year must attempt at least three credits of religion courses in the term(s) they are in-residence at Bryn Athyn College.
- **Transfer Students:** Incoming students must pass either Religion 101 or 110. Incoming students who transfer more than 10 credits beyond the minimum for their year level must attempt at least three religion credits in the year they arrive, as follows:

Transfer Credits	Religion Residency Requirements for Transfer Students in Their First Year of Enrollment
1-10	Attempt 6 credits (including Religion 101 or 110, if available)
11-30	Attempt 6 credits (Religion 101 or 110, if available)
31-41	Attempt 3 credits (including Religion 101 or 110, if available)
42+	Attempt 3 credits (Religion 101 or 110, if available). See notes below.
Notes:	Attempting a course requires receiving a grade at the end of the term (not W).
	If Religion 101 or 110 is not passed in a student's first year of enrollment, it must be retaken in subsequent years in addition to the required attempted credits until it is passed.
	Students transferring 42+ credits should be aware that the Core Program's spiritual perspective requirement includes 12 credits in religion courses.

### Writing

Writing 101 & 202. All full-time students must take Writing 101 in their first year. All students must take Writing 202 by the end of their second year, with the exception of Education majors, who must take either Writing 202 or another literature course (see the Academic Programs Bulletin for more information about the Education major). Transfer students must take Writing 202 during their first three terms of residency. Students who transfer in a course that appears similar to Writing 202 may request a diagnostic essay test to earn a waiver for the residency requirement and Core writing component of Writing 202 (the IL component of Writing 202 cannot be satisfied via waiver). The diagnostic essay is evaluated by the Core committee's head of writing.

Freshmen are permitted to take Writing 202 if they passed out of Writing 101 with an AP English score of 5, or if they earn at least an A- in Writing 101.

### Residency for Degrees

The associate in arts degree requires a total of 62 credits; a minimum of 31 must be Bryn Athyn College credits and the last 27 must be in residence. A bachelor's degree requires at least 124 credits; a minimum of 62 must be Bryn Athyn College credits and the last 27 must be in residence. Exceptions will be made in the final 27 credits-in-residence requirements for those students in approved internships or approved courses or programs taken at other institutions.

## Course Load

The average credit load for full-time students is about eleven credits per term. Fewer than nine academic credits per term places a student on part-time status. Full-time students should complete at least 31 credits each year in order to reach the minimum 124 credits for graduation and maintain full eligibility for student loans. In addition, to qualify for various kinds of financial aid, students must make Satisfactory Academic Progress (SAP) toward a degree (see Fees and Assistance section for details). Students receiving Bryn Athyn College scholarships must maintain full-time status each term and fulfill the requirements of their award letter.

A student is limited to a maximum of 14.5 credits per term, unless the student submits an Application for Credit Overload to the Dean of Academics before the end of the add period for a given term. Only students with a minimum GPA of 3.30 will be considered. If permission is granted by the Dean of Academics, the students may take 15 credits in the term with no additional fee, and up to 17 credits by paying the part-time rate for any credits, or portions thereof, beyond 15 credits. No student may take more than 17 credits in a term. The cost of overload credits (i.e. above 15 per term) is not eligible for grant aid from Bryn Athyn College's financial aid fund. Students must pay for these additional credits through arrangement with the Bursar. Please refer to the Fees and Assistance section for additional information.

### Dropping and Adding Courses

Courses may be added during the first week of the term only. Courses may be dropped with no record on the transcript during the first two weeks of the term only. After this add/drop period and through the seventh week, individual courses may be dropped and an official grade of "W" (Withdrawal) will be assigned. "W" has no impact on the GPA. Unless a student is withdrawing from school entirely, courses may not be dropped after the seventh week; if a student withdraws from an individual course after the seventh week, an "F" is recorded on the transcript. Tuition and fees are not refundable when courses are individually dropped unless the drop results in a change of status from full to part-time and occurs before the end of the third week of the term (see Fees and Assistance section). For info about full withdrawals from all classes, see Withdrawal from School section.

First-year students must meet with their advisors to add or drop courses. Other students may add and/or drop courses through the registrar or through their advisor. Dropping a course may have negative consequences such as delayed timeline to graduation or impacts to financial aid. Ultimately, students are responsible for knowing whether or not a dropped course affects their progress.

Additional negative consequences may ensue if a student drops a course that alters their enrollment from full-time to part-time, including the opportunity to reside on campus or eligibility for athletic participation. If a student is looking to drop a course which would change their enrollment status from full-time to part-time, the student must fill out a Drop Card, which requires the signature of the Advisor, Director of Financial Aid, and the Associate Dean of Academic Affairs, and, if the student lives in the residence halls, the Dean of Student Life. The completed card is returned to their advisor. The purpose of the Drop Card is to verify that the student has had an opportunity to be made aware of potential consequences or additional expectations.

## **Independent Studies and Honor Contracts**

In addition to listed courses, departments may offer independent studies and honors contracts. The purpose of independent studies and honors contracts is to allow students who have demonstrated their ability to do solid work at the collegiate level, and who have the capacity to work on their own, to do course work outside of the catalog offerings. Independent studies are not intended for covering material in existing courses at times other than when the course is scheduled, and academic departments are under no obligation to meet requests for independent studies or honor contracts. When an honors contract is approved, the course would be designated on the transcript with a trailing H, such as Math205H.

The initiative for an independent study or honors contract usually comes from the student. It might in some cases be suggested by a faculty member or by the student's advisor. The preliminary plan for the independent study can arise through informal discussion with the advisor or a potential faculty supervisor.

**Qualifications and Registration:** Any student proposing an independent study or honors contract must have completed at least 31 credits and have a GPA of at least 2.7. Students who undertake independent studies or honors contracts must be able to work independently between meetings with the instructor.

Registration for an independent study or honors contract cannot occur without the prior approval of the department chair and the Dean of Academics. Academic departments are under no obligation to meet requests for independent studies or honors contracts. Proposals for independent studies must include the following: Course title & number (299 or 399); academic term; credit to be awarded; supervising faculty member; general statement of material to be covered; a completed independent study card (available at the Registrar's Office). Proposals for honors contracts must be accompanied by a completed honors contract card (available at the Registrar's Office).

The student should submit the proposal to the supervising faculty member at the time of registration for the term of the independent study or honors contract. At this time, the student will also submit the independent study or honors contract card (signed by the department chair and instructor) to the Registrar's Office. Independent studies and honors contracts must be approved by the Dean of Academics before they are offered.

**Syllabus:** Before the end of registration the student will, in consultation with the supervising faculty member, prepare a syllabus for the course or contract for submission to the department chair and Registrar's Office. The syllabus should meet Bryn Athyn College standards and include, in addition to the information in the proposal: the goals of the independent study or honors contract and specific learning outcomes; material to be covered; graded assignments/returns; preliminary bibliography, where appropriate; schedule of meetings and assignments; performance criteria and method of evaluation.

## **Graduate/Undergraduate Dual Enrollment**

Certain Bryn Athyn College graduate courses may be taken by eligible undergraduate students to fulfill course requirements in both the undergraduate and the graduate programs, resulting in dual credits, recorded on



both an undergraduate and graduate transcript. Graduate courses offered for dual-enrollment credit must be approved to fulfill undergraduate course requirements by the departments stewarding those requirements.

Students meeting the following qualifications may enroll in approved dual-enrollment graduate courses:

- Student must be a junior or senior at the time of taking the dual-enrollment course
- Student must have a minimum overall GPA of 3.0 or a minimum GPA of 3.33 in undergraduate courses in the same subject as the graduate course
- Student must be in good standing academically and in respect to student life
- Student must receive approval from the graduate program head and academic dean
- Exceptions may be considered in cases in which a student does not meet the minimum requirements outlined above if the student receives a strong recommendation from a faculty member

Dual-enrollment courses are listed as graduate courses and will include a note in the catalog course description indicating that they are dual-enrollment courses (*e.g.* “Dual-enrollment: fulfills Religion 310”). Specific undergraduate courses whose requirements can be fulfilled by a dual-enrollment course will include a note in the catalog course description indicating such (*e.g.* “Can be fulfilled by dual-enrollment in Theology 570”).

## Internships

Students are encouraged to take advantage of internship opportunities to explore career options or for self-exploration. Internships may be paid or unpaid and generally last an entire term, but other schedules can be arranged with faculty approval. While students will be offered guidance and contacts in designing an internship, the student is responsible for securing internship openings.

We expect our interns to represent Bryn Athyn College with integrity and professionalism. Students are eligible for internships once they have completed two full terms at Bryn Athyn College, have earned a cumulative GPA of 2.50 or better, and are in good standing (*i.e.*, not on probation for academic deficiency, academic misconduct, or disciplinary reasons). Students may apply for a GPA waiver to the Dean of Academics if they have not met the GPA criteria. The waiver must be supported by the academic advisor.

Each program has unique internship requirements, which may include papers and/or presentations, but all require a formal learning plan with specific goals and a reflective component such as a field journal.

Internships are generally awarded credit at 50 hours per credit, thus a 3-credit internship requires 150 hours. Students can earn up to 3 credits per term via internships but only a total of 12 internship credits can be applied toward the credit requirement for a baccalaureate degree.

### Internship Variants and Related Policies

**General internships (EE198/298):** For 100-200 level general internships added to a regular academic load, students apply to the Director of Experiential Education. All general internships require a syllabus, reflective component (*e.g.*, journal), and a summary or analytical component (*e.g.*, essay, paper, or presentation). Students earn variable credit (up to 3 per term) depending on hours completed.

**Major-related internships (298/398 levels):** For major-related internships added to a regular academic load, students apply to the faculty member in charge of the subject area or, in some cases to the Director of Experiential Education. All major-related internships require a syllabus, reflective component (e.g., journal), and a summary or analytical component (e.g., essay, paper, or presentation). Students earn variable credit (up to 3 per term) depending on hours completed.

**Summer internships:** Summer internships are Bryn Athyn College courses and are recorded for the summer session. Students pay an internship fee equivalent to 0.5 credits, regardless of the number of credits earned, plus any additional costs needed to cover faculty oversight, as relevant. The registration deadline for summer internships is May 1. Internships performed during the summer may not be recorded in a term other than the summer session, even if preparatory work is undertaken in an earlier term. Students earn variable credit (up to 3 per term) depending on hours completed.

**Distance Internships (excluding summer internships):** Students can conduct internships at a distance from the campus but as part-time students since they will not be able to take a regular academic load. Students earn variable credit (up to 3 per term) depending on hours completed but the summer internship fee structure applies (see above).

## **CIC Online Course Sharing Consortium**

Bryn Athyn College is a member of the College of Independent Colleges (CIC) Online Course Sharing Consortium, a network of accredited colleges and universities that share online offerings, to provide Bryn Athyn College students with access to additional, flexible online course options. Summer courses offered through the consortium have been pre-approved by Bryn Athyn College. Course credits earned through the consortium will show up on students' Bryn Athyn College transcript after successful completion of the consortium course.

Consortium courses must first be approved by the registrar before a student can register for them. Consortium courses that have a specific equivalent in the regular academic offerings at Bryn Athyn College can only be taken if they cannot reasonably be taken at Bryn Athyn or if the course has already been attempted at Bryn Athyn but was not passed.

Like other transfer courses, a grade of C- or better is required to earn the credits for successfully completed courses, though the grade does not affect the student's Bryn Athyn GPA. Students can take up to 12 credits through the consortium during their Bryn Athyn College career.

The cost for the summer 2021 approved consortium offerings is \$486 per credit. Billing occurs through the Bryn Athyn College bursar's office.

Note that the consortium offerings are one set of transfer options and do not prevent students from taking courses elsewhere and transferring them in. If considering transfer courses, students should seek the opportunities with the course offerings and prices that are best for them. For transfer policies in general, please see the Transfer Credit section outlined earlier in this document.

Students interested in taking a course in the consortium should contact the college registrar ([registrar@brynathyn.edu](mailto:registrar@brynathyn.edu)) or their advisor to get started. Additional information and a list of available consortium courses can also be accessed on the college website.

## **Withdrawal from School**

### **Voluntary Withdrawals**

If a student wants to withdraw from all courses before the end of a term, the student must complete the withdrawal process. Dropping courses or no longer attending classes does not constitute an official withdrawal. To officially withdraw, the student must complete and submit an “Intent to Withdraw” form (available at the Registrar's Office or on the website).

Full withdrawals from a term are allowed for any reason up until the seventh week course drop deadline of that term. Full withdrawals after the seventh week course drop deadline will only be considered for unforeseen and extenuating circumstances and must be approved by the Dean of Academics or Associate Dean of Academic Affairs.

Once the form is submitted and approved by either the Dean of Academics or the Associate Dean of Academic Affairs, the student’s courses will be recorded as Withdrew (W). A “W” has no impact on the GPA, and no credit or grades are awarded for a term in which the student withdraws. Note that courses with a grade of “W” do count as unpassed credits in the calculation of Satisfactory Academic Progress. See the Fees and Assistance section on Satisfactory Academic Progress (SAP) for more information.

Failure to complete a withdrawal form will result in grades being recorded for that term’s courses and continued billing.

### **Administrative Withdrawals**

In the event a student has been regularly absent from classes and has been unresponsive to communications from teachers, advisors, and deans, the College reserves the right to perform an administrative withdrawal of the student. This step may be taken—at the discretion of the Dean of Academics, the Associate Dean of Academic Affairs, and Dean of Students—when it appears unlikely a student will attend or re-engage with courses and/or when a student would not be able to recover academically from the already missed classes and assignments. If the withdrawal takes place before the end of the second week of classes, no record of the courses appears on the transcript. Students who are withdrawn after the second week of classes would have each course grade recorded as Withdrew (W). A “W” has no impact on GPA and no awarded credit.

### **Withdrawal Refunds**

For all withdrawal scenarios, any refund of tuition will be governed by the policies outlined in the fees and assistance section of this document.

When a student who received Federal Title IV financial aid withdraws, the unearned portion of these awards will be returned to Federal Title IV financial aid programs. Federal Title IV financial aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Stafford Loan, and the Federal Parent Loan for Undergraduate Students (PLUS).

Bryn Athyn College returns any unearned portion of financial aid in accordance with federal guidelines. Students should note that the requirement to return Federal Title IV funds may result in a balance due to Bryn Athyn College subsequent to withdrawal.

## **Auditing Courses**

Full-time students wishing to audit a course may do so with permission from the department chair. Each instructor sets the course's auditing policy regarding attendance, participation, and returns. Up through the seventh week of the term, students may change a course from credit to audit status only with the permission of the department chair, and all changes after the beginning of a term must be made through the registrar. Students may not change a course from credit to audit status after the seventh week of the term. Students should check with their advisors and the financial aid office to determine whether changing a course from credit to audit will reduce them to part-time status or affect their financial aid.

Part-time students wishing to audit a course may do so with permission of the Associate Dean of Academic Affairs and department chair, and they must pay the appropriate fees (see Special Fees section).

## **Course and Grade-Related Policies**

### **Credits**

Bryn Athyn credits are awarded on a trimester basis but carry semester credit. For the average student, one credit represents a total of at least 37.5 hours of work in class activities and outside preparation. The distribution of time between class activities and outside preparation varies depending on the type of course. Typically, courses that involve lecture, discussion, or recitation require at least 12.5 instructional hours per credit. Therefore, the distribution of time is usually about one-third formal instruction and two-thirds out-of-class preparation. Credits may also be awarded for at least an equivalent amount of work in other academic activities such as laboratory work, internships, practica, or studio work.

### **Attendance**

In general, instructors set their own policies for student attendance in courses. However, fall term 100-level courses require that students not miss more than 10% of classes without incurring a penalty in the course. All students registered or waitlisted for a course are expected to attend the first class since over-enrolled courses will drop registered students in favor of waitlisted students who attend the first class. Deans do not give permission for students to miss classes, though at times deans may inform instructors of unusual circumstances leading to absences.

### **Rendering Assignments**

All academic work must be completed at the time specified by the instructor. Work not rendered on time may be graded "F." A change in grade for work rendered late is a prerogative of the instructor, not a right of the student. Announced classroom tests or other written work or oral presentations from which a student is absent without prior approval by the instructor may also be graded "F."

## Field Trips

Field trips refer to planned trips that fall outside regularly-scheduled class time and affect the course grade. Field trips can enrich courses and avoid making unreasonable demands on students' time or attendance in other courses with the following procedures:

Instructors notify the appropriate department chairs of all field trips at the start of the term. Field trips must be identified clearly in the course syllabus with information regarding how much the trip contributes to the final grade. If possible, course bulletin descriptions should mention any field trips.

The hours spent on a field trip should be acknowledged through some release from lecture/lab time, including homework time. For an approximate example, 4-6 hours of fieldtrip time might be swapped for 70 minutes of lecture (plus the 140 minutes of homework attached to the lecture) in order to respect students' workload by removing something in order to offset the field trip.

In addition, courses will not include any overnight trips or "mandatory" trips. Students with unworkable conflicts should be able to opt for an alternative assignment. The alternative assignment should be clearly described in writing well in advance of the field trip date.

## Exam Policy

Students sit for or complete final exams and assignments at the time and place scheduled. Instructors may not reschedule final exam slots. Only the Dean of Academics may make exceptions, and generally only for unforeseen personal crises. Students who have three or more exams scheduled for the same day may petition the Dean of Academics to reschedule the exams so that no more than two are on the same day. Students petitioning to reschedule an exam must submit the reschedule petition to the Dean of Academics at least two weeks before the exam week begins. In some courses, a final exam might be replaced by a take-home exam, presentation, paper, or portfolio review that does not require physical attendance at the exam period.

## Grading System

Letter	GPA	Letter	GPA
A+, A	4.00	D	1.00
A-	3.70	D-	.70 (lowest passing grade)
B+	3.30	F	0.00 (Failure)
B	3.00	I	Incomplete (see below)
B-	2.70	W	Withdrew
C+	2.30		
C	2.00	P	Pass (no grade points assigned)
C-	1.70	IP	In Progress
D+	1.30		

## Incomplete

When for reasons beyond their control, such as serious illness, students do not complete a course as scheduled, their work may be marked Incomplete ("I"). This work must be completed by the end of the fourth week following the term in which the "I" is given; otherwise, the "I" will automatically be changed to "F." All incompletes are at the discretion of and must be approved by the Dean of Academics, who may

delegate the decision to the Associate Dean of Academic Affairs. Coursework required to complete a course and move from an “I” to a grade is entirely the student’s responsibility. Instructors are not expected to set up extra meeting times for students with an Incomplete.

### Failure

Failure in a required course means that the course must be repeated successfully before the student will receive a degree. A failed elective course does not require either make-up or substitution, although it is recommended to retake a failed course if it would be the most efficient way to improve GPA and academic standing. Students who fail a required course at Bryn Athyn College and then pass an equivalent course elsewhere satisfy the requirement once the credits transfer, but the failing grade is not replaced. To replace a Bryn Athyn College grade a student must retake the course at Bryn Athyn College.

### Pass/Fail Option

A Pass/Fail option to the regular grading system is offered on a limited basis to encourage registration in a course that the student might otherwise avoid as too difficult. The option thus invites intellectual curiosity and mature response apart from grades. The pass/fail option is open to students in good academic standing and is limited to one course per term and two courses in the academic year. The pass/fail option applies only to courses taken as elective credit, not for any required courses for degrees or for residency. A Pass is not computed in the GPA; a Fail will be computed in the GPA. Students should be aware that Pass/Fail courses generally do not transfer for credit. Students may select the pass/fail option at the time of registration and may change their registration from graded to pass/fail up until the end of the seventh week of the term.

### Repeating Courses

Students may repeat courses to replace a failing or a low grade. A record of every grade remains on the transcript, but credit is awarded only once, using the highest grade to calculate cumulative GPA. Certain courses are designated in the course bulletin as repeatable; they may be taken twice for credit. Note that there may be limits on the number of credits that can be applied to degree requirements in certain areas (e.g., 12 internship credits). If a student chooses to receive credit only once in a course that may be repeated for credit, then the highest grade is used for cumulative GPA purposes.

### Grade Point Average (GPA)

Grade points earned in a course are calculated by multiplying the number of credits by the grade point number corresponding to the grade earned. A student’s overall grade point average is calculated by dividing the total of earned grade points by the total term credits of courses taken. The following is an example of how to compute the grade point average for a term:

Course	Grade	Points	Credits	Total Points
Writ101	F	0.00	x 3	= 0.00
Math130	B+	3.30	x 4	= 13.20
Ed128	C-	1.70	x 3	= 5.10
Hist117	A	4.00	x 3	= 12.00
PE127	A-	3.70	x 1	= 3.70
			= 14.5	= 34.00

(To determine GPA, the total grade points are divided by total number of attempted credits. GPA here would be  $34.00 \div 14.5 = 2.34$ . Earned credits would be only 11.5 because one of the 3-credit courses was failed.)

Only courses taken at Bryn Athyn College contribute to a student's GPA. While transfer courses contribute towards total credits earned and may satisfy program requirements, the grades earned are not included in GPA calculations.

### Academic Honors (Dean's List)

A Dean's List will be posted following the close of each term showing the names of all students who have earned an average of 3.50 or better for the term and who have taken at least 9 credits for that term. This honor will also be noted on the student's official transcript. Credits in courses graded "P" do not count towards the 9 required credits to be eligible for Dean's List. Students with any Incompletes will not be eligible for Dean's List for that term until the incomplete grade is resolved.

Candidates for the Associate in Arts, Bachelor of Arts, or Bachelor of Science degrees who have a cumulative grade point average of 3.50 or better and who have been approved for graduation by the faculty will be awarded Associate in Arts degrees "with distinction" or Bachelor of Arts or Bachelor of Science degrees "cum laude."

The faculty may grant awards based on scholarship, contributions to the college's intellectual life, and affirmation of the institution's distinctive principles.

### Disruptive Behavior

Membership in the academic community depends on all members maintaining a positive learning environment in which the behavior of any individual does not disrupt teaching or learning. Disruptive behavior negatively affects the educational experience of others in the class and it is not permitted. Disruptive behavior in class includes, but is not limited to, arriving late or leaving early, inappropriate use of electronic devices, talking out of turn, insulting others, refusing to follow the instructor's directions, sleeping and other overt inattentive or disrespectful behavior. Students who engage in disruptive behavior may be given a warning or may be dismissed from class at the instructor's discretion. Instructors are permitted to report any disruptive behavior to the department chair, who may meet with the student and instructor to review the behavior and to determine appropriate steps or consequences. Students who demonstrate particularly disruptive behavior may be prohibited from attending further classes. Students who are dismissed three times from class are referred to the Dean of Students before being permitted to attend class.

### Grievance Procedure: Grades or Dismissal from Class for Disruptive Behavior

Bryn Athyn College recognizes that problems or disagreements over grading or dismissal from class for disruptive behavior occasionally will arise. It is usually in the best interest of both the institution and the student to resolve such problems as soon as possible at the lowest possible administrative level. In order that students may be assured fairness in the consideration of such problems, a process of appeal and review to higher levels of authority has been established. The objectives of this process are to ensure that students have

the opportunity to present grievances regarding academic actions or inactions by members of the faculty, and that the college has a consistent way of resolving those grievances in a fair and just manner.

The student should first attempt to resolve his/her grievance informally by discussing it with the faculty member involved. Usually, satisfactory resolution can be achieved at that level. If the matter is not resolved to the student's satisfaction, then the student may seek further review by submitting a statement of the problem in writing to the appropriate department chair. The statement should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the student, and a description of the desired resolution. The statement must be presented to the department chair within fifteen (15) days of the occurrence of the problem. The department chair will then meet with both the student and the faculty member to discuss the grievance. After reviewing all relevant information, the department chair will inform the student in writing of his/her decision regarding the grievance, normally within ten (10) working days after receiving the statement.

If the decision of the department chair does not resolve the matter to the student's satisfaction, the student may request further review by submitting a statement of the problem in writing to the Associate Dean of Academic Affairs. The statement should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the student, and a description of the desired resolution, along with a copy of the department chair's decision. The statement must be presented to the Associate Dean of Academic Affairs within five (5) days after the date of the department chair's decision. Whether to accept such request and review the grievance is within the sole discretion of the Associate Dean. If the Associate Dean accepts the request, she/he will inform the student in writing of her/his decision regarding the grievance within ten (10) working days after receiving the statement. The Associate Dean may choose to consult with or redirect the grievance to the Dean of Students if the issue is behavioral in nature. The decision of the Associate Dean of Academic Affairs is final, and there is no further appeal following the Associate Dean's decision.

## **Academic Progress and Academic Deficiency**

### **Advancement**

Students who attempt nine academic credits in a term are considered full time for the term. Students who earn at least 31 credits each year will meet the minimum 124-credit baccalaureate requirement in four years.

Advancement to second-year status: Students who earn 31 credits advance to second-year status.

Major Declaration: Students should declare a major by the end of their fifth term. All baccalaureate-seeking students who have accumulated 50 credits or more must apply to a baccalaureate program by the first of April of that academic year in order to register for courses in the next academic year. Students who do not apply to a major will be blocked from registering for courses until they complete an application [note that an application to a major does not require acceptance]. Students seeking only an Associate in Arts degree are not required to declare a major.

Advancement to third-year status: Second-year students who earn 62 credits advance to third-year status.



Advancement to fourth-year status: Third-year students who earn 93 credits advance to fourth-year status.

### Satisfactory Academic Progress

All students must make Satisfactory Academic Progress (SAP) toward a degree to maintain eligibility for student financial aid. This requirement applies in the same way to students receiving any kind of aid whether it is federal, state, or institutional. Students must meet both qualitative and quantitative standards (see the Fees and Assistance section for details).

### Early Commencement Policy

It is expected that students will complete all of their graduation requirements before participating in commencement exercises. Because Bryn Athyn College has only one commencement ceremony a year, students who have not completed the full requirements may submit a petition (available through the registrar) to participate in the commencement ceremony under the following circumstances:

- No more than one course, not to exceed 4 credits, remains to be completed.
- Students have documented proof of registration for the remaining course and have a financial plan for the registration.
- The course is scheduled to be completed before the end of the calendar year.
- The student meets the minimum GPA requirements for graduation (2.0) and is in good academic standing.
- The Dean of Academics has approved the exception.

If a petition to participate with unfinished requirements is approved, a notation will appear in the graduation program indicating that the student will complete the requirements by the end of the calendar year. Honors (*cum laude*) will not be noted at commencement for students with unfinished requirements because the GPA has not been finalized at the time of commencement exercises. Students can only participate in commencement exercises once.

### Academic Deficiency

Students who experience academic difficulties need both feedback and support (See the section on Academic Success Center below). Bryn Athyn College takes formal actions based on low term or cumulative GPA's. These actions do not reflect incidents of academic misconduct, which are addressed elsewhere in this publication (see Academic Misconduct section).

A student who maintains a term GPA of at least 1.50 and a cumulative GPA of at least 2.00 is considered to be in academic good standing. If a student does not meet one or both those thresholds, the Associate Dean of Academic Affairs places him/her on Academic Probation or Academic Suspension, depending on the

severity of the problem (see below). These actions are noted on the student's transcript and remain part of the student's academic record. Transcripts also note when students move off probation. Students who are on academic probation or academic suspension are not in good academic standing. Not being in good standing hampers progress in degree programs, disqualifies students for internships and study abroad, and affects eligibility for financial aid.

### **Actions for Academic Deficiency**

**Mid-Term Grade Alert:** Bryn Athyn College uses a midterm grade alert system for students who have at least one failing or D-range grade at midterm. Students who receive a midterm grade alert are expected to meet with their academic advisor and devise a plan to improve their performance. A student's constructive responsiveness to a midterm grade alert is taken into consideration in the academic deficiency actions described below.

**Academic Alert:** Students are given an Academic Alert if their cumulative GPA is between 2.0 and 2.30. Technically, students in this range are in good academic standing, but only marginally so. They therefore receive an alert to make them aware that they are at risk of falling into formal deficiency if they struggle in the subsequent term. Students with an Academic Alert are encouraged to meet with their advisors to devise a plan for improving their cumulative GPA into even stronger territory. Possible strategies include retaking courses with low grades, using the academic support program, improving study habits, and adjusting workload and other demands on their time. Students move off academic alert when their cumulative GPA rises to 2.30 or better. Academic Alert status is not noted on the transcript.

**Academic Probation:** Academic probation is an indication of serious academic difficulty and applies when a student's GPA for a term is below 1.50 or when cumulative GPA falls below 2.00. Students who are placed on academic probation must complete a probation contract with their advisor and deliver the contract to the Associate Dean of Academic Affairs by the end of the first week of the next term. The probation contract requires students to identify factors that led to academic struggles in the previous term, and to indicate what steps they will take to improve their performance in the term of probation (such as use of academic support programs and regular check-ins with advisors and instructors). The probation contract form is included with the probation notification. Failure to complete the probation contract or to follow through on the commitments outlined therein may result in academic suspension before the end the term with all fees due per the fees and refunds policies (see Fees and Assistance). Students on probation are restricted to a course load of 12 or fewer credit hours, as determined by the Associate Dean of Academic Affairs, until the students return to good academic standing by raising their cumulative GPA to at least 2.00.

**Academic Suspension:** A student is placed on academic suspension if that student's term GPA is below 1.0, if the student enrolls full-time but drops to part-time and has a term GPA below 1.5, if the student's cumulative GPA is below the minimum required for continued enrollment (see table below), if the student has not achieved good standing (term GPA of at least 1.5 and cumulative GPA of at least 2.0) after two successive terms of being on academic probation, or if the student's term or cumulative GPA has triggered what would be a fifth overall term of probation/suspension status. All suspensions for academic deficiency are noted on a student's transcript.

A student also may be suspended before the end of a term if the student does not attend classes regularly or if the student fails to complete or to adhere to the probation contract. A student who is suspended before the end of the 7th week of classes will receive “W”s (withdrawn) for all courses that term.

Total GPA-bearing Credits Attempted(excludes transfer credits or credits earned by exam, e.g., AP)	Cumulative GPA for Academic Suspension	Minimum GPA required on remaining credits to get to 124 with a 2.00
1-27	<b>Less than 1.00</b>	2.26 (assuming a 1.0 GPA & 27 completed GPA credits)
27.5-54.5	<b>Less than 1.50</b>	2.35 (assuming a 1.5 GPA & 54 completed GPA credits)
55-81.5	<b>Less than 1.75</b>	2.41 (assuming a 1.75 GPA & 81 completed GPA credits)
82-108	<b>Less than 1.90</b>	2.49 (assuming a 1.9 GPA 108 completed GPA credits)
109 or higher	<b>Less than 1.95</b>	2.38 (assuming a 1.95 GPA & 115 completed GPA credits)

The period of suspension is at least six months following a first suspension and may affect financial aid eligibility for subsequent terms. Following a second suspension, the period of suspension is one calendar year.

In order to re-enroll, a suspended student may be required to show evidence of one or more of the following: satisfactory academic performance at another institution (completion of a certain number of credits with specific grades, as determined), a positive recommendation from an employer, or other documentation or actions as stipulated by the Dean of Academics, the Associate Dean of Academic Affairs, and/or the Dean of Students. The deans may also stipulate certain conditions be in place after a student has returned from suspension. Such conditions might include, but are not limited to, limitations on or exclusion from extra-curricular activities (e.g. athletics, theater, etc.), mandated study or counseling sessions, and limitations on student employment hours. Specific criteria for re-enrollment are determined on a case-by-case basis with the long-term academic success of the student in mind. A student suspended for a third time will not be eligible for re-entry.

Suspended students who have satisfied the criteria for re-entry and who do not have any outstanding balance with the institution must complete the Renewal of Attendance form on the College website. The deadline for submissions of renewal is at least 5 business days before a term’s classes begin. Enrollment cannot be guaranteed if the renewal form is received fewer than 5 business days before the term’s start date. Renewing students must have no outstanding balance or must be approved by the bursar. Renewal may also be denied, or permitted with stipulations, at the discretion of the deans.

All decisions concerning academic standing are made by the Dean of Academics, who may delegate the decision to the Associate Dean of Academic Affairs. Official notification of suspension comes from the Associate Dean of Academic Affairs office and occurs usually within one week after term grades are due.

Suspension notices are sent at the earliest opportunity by email and also by regular mail. Students are responsible for checking their email over breaks. Notice of suspension also may occur during the term.

### **Appeal Procedure: Suspension Due to Academic Deficiency**

A student wishing to appeal an academic deficiency suspension must send a written appeal to the Associate Dean of Academic Affairs by the due date stipulated in the suspension letter. When a suspension occurs after the fall term or winter term, the appeal deadline is typically no later than four days prior to the start of the following term if the student wishes to be considered for immediate probation. When suspension occurs after the spring term, the appeal deadline is typically four weeks prior to the start of the fall term. Students who anticipate being suspended after the current term may also file a written appeal prior to receiving the suspension notice, which allows the student's appeal to be submitted prior to the deadline. The appeal should state why academic probation in the subsequent term would be a more appropriate action than suspension. The appeal should include an analysis of what caused the academic deficiency and what the student has done or will do to correct the situation. The Associate Dean of Academic Affairs will forward the appeal to the Dean of Academics, who will convene an appeal panel consisting of him/herself, the Associate Dean of Academic Affairs, and two core faculty members and/or senior administrators. The panel will provide counsel for the Dean of Academics, whose final decision will be communicated to the student as soon as possible within two weeks of the written appeal being received or before the completion of the first week of classes of the new term. (The Dean of Academics may modify the schedule for the panel when the college is not in session such as during the summer.) Students whose appeals cannot be completed before the beginning of the next term's classes will be temporarily disenrolled so as not to incur tuition charges. However, remaining in residences halls during the appeal process will incur room and board charges.

If the appeal for probation is granted, students are eligible to continue or re-enroll in courses. Students granted probation must complete a probation contract with their advisor and submit it to the Associate Dean of Academic Affairs before the end of the first week of classes of the new term (see section above on Academic Probation). Failure to complete the probation contract or adhere to the obligations outlined therein may lead to suspension before the end of the probationary term and to the same associated consequences as outlined in the Academic Probation and Academic Suspension sections.

Suspended students may also appeal for an early return (less than six months after suspension) not later than four weeks prior to the start of a term.

## **Academic Misconduct**

Students who engage in any form of academic misconduct fail to meet Bryn Athyn College's expectations for academic integrity. There are several categories of academic misconduct, discussed further below. Students are responsible for knowing what constitutes academic misconduct and for seeking clarification if they are unclear about it. To ensure the integrity of testing environments, faculty have the right to require students to place all bags, notes, and electronic devices in locations easily visible to the instructor and away from the students, or to turn on their video and/or audio if completing tests remotely. All expectations and policies of academic integrity apply the same to assignments in online and hyflex courses as they do to in-person classes. Instructors will specify if tests or assignments are open-book or open-resource.

## Categories

- **Cheating.** Cheating is the misrepresentation of one's work or one's abilities, often in a testing situation. It includes such things as the use of impermissible and/or unacknowledged materials, information, or study aids in any academic activity. Conversing with classmates or using books, notes, calculators, phones, laptops, smart watches, and other devices when their use is restricted or forbidden constitutes cheating. Similarly, students may not request others—including tutors, editors, and commercial term paper companies—to conduct research, prepare work for them, or revise the student's material to the point that it substantially misrepresents the student's abilities. Students may be required to share the identity and contact information of any outside tutor. Students also may not submit identical work, or portions thereof, for credit more than once without prior approval of the instructor to whom the work is being submitted for the second or subsequent time.
- **Fabrication.** Fabrication is the falsification or invention of any information or citation in an academic work. "Invented" information may not be used in any laboratory report or other academic work without authorization from the instructor. It is improper, for example, to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses. Students must also acknowledge the actual source from which cited information was obtained. A student should not, for example, reproduce a quotation from a book review and claim that the quotation was obtained from the book itself.
- **Plagiarism.** Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be cited properly according to the accepted format for the particular discipline or the teacher's instructions. Acknowledgment is also required when material from any source is paraphrased or summarized in whole or in part in one's own words. A citation acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be cited; in addition to materials specifically cited in the text, other materials that contribute substantially to one's understanding of the subject should be acknowledged as Works Consulted. Sometimes plagiarism can be a subtle issue. Students are encouraged to discuss any questions about what constitutes plagiarism with the faculty member teaching the course.
- **Denying others access to information or material.** It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student or scholar. Examples of violations of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals; deliberately misplacing or destroying reserve materials; and altering someone else's computer files.
- **Facilitating Violations of Academic Integrity.** It is a violation of academic integrity for a student to aid others in violating academic integrity. A student who knowingly or negligently facilitates a violation of academic integrity is as culpable as the student who receives the impermissible aid, even if the former student does not benefit from the violation.

### Actions for Academic Misconduct Violations

All faculty members are required to report every incident of academic misconduct to the Associate Dean of Academic Affairs, who will investigate the incident. If evidence of misconduct is confirmed, the Associate Dean of Academic Affairs, or designee, discusses the incident with the student, explains the academic repercussion (automatic failing grade for the assignment; possible failure of the course per the instructor's course policy), and takes one of the following actions:

- **Academic Misconduct Warning.** A first minor incident of academic misconduct (e.g., a mis-quote or statement not properly cited) results in the student being warned. A record of the warning is maintained as long as the student is enrolled. The record is maintained confidentially by the Associate Dean of Academic Affairs, though it may be shared with advisors and select administrators if it is deemed pertinent to their professional duties. Academic misconduct warnings do not appear on official transcripts.
- **Academic Misconduct Probation.** A second minor incident of academic misconduct or a first incident of a more serious nature (such as extensive plagiarism or cheating on a major exam) results in the student being placed on probation for at least one full term. Records of this action are maintained the same way as the misconduct warnings described above. Academic misconduct probations, like warnings, do not appear on transcripts.
- **Academic Misconduct Suspension.** A third minor incident of academic misconduct or second more serious incident results in the student being suspended for at least one full academic term and may affect financial aid for the current and/or subsequent terms of enrollment. A major incident of academic misconduct (e.g., an entire paper plagiarized or a cheating scheme executed) can result in immediate suspension. Academic misconduct suspensions appear on the student's official transcript, though the reason for the suspension is not specified. Students renewing attendance after academic misconduct suspension must fill out the Renewal of Attendance form on the College website and appropriate paperwork with the Admissions office. A second suspension for academic misconduct will be permanent (expulsion).

Furthermore, for courses that stipulate misconduct can lead to an F for the course, the F can be made official immediately upon the Associate Dean's confirmation of misconduct with the instructor of the course.

Students may choose not to attend further class sessions in the course, but the course will remain on the transcript with a failing grade and will affect GPA.

Students who are on misconduct suspension are not in good academic standing. Not being in good standing hampers progress in degree programs and, at the discretion of the Associate Dean of Academic Affairs, may disqualify students from internships and study abroad. Academic misconduct suspension removes eligibility for financial aid.

All academic misconduct rulings are decided and delivered in writing by the Associate Dean of Academic Affairs. All academic misconduct records are destroyed when a student graduates from the college.

### Appeal Procedure: Misconduct

Any student wishing to appeal the academic misconduct action must notify the Associate Dean of Academic Affairs in writing within seven days of receiving his or her official notification of misconduct action. The

Associate Dean forwards the appeal request to the Dean of Academics. When the college is in academic session, once written notification is received from a student that he/she wishes to appeal an academic misconduct action, then within seven days the Dean of Academics must convene an appeal panel consisting of the Dean of Academics (non-voting chair), the Associate Dean of Academic Affairs (or designee), two selected faculty members or administrators, and three representatives from student government. The Dean of Academics may modify the timing of the appeal panel when the college is not in session (between terms, over Christmas break, or over the summer).

The panel follows the procedure below:

- The Dean of Academics calls the meeting to order, reviews the procedures, and stresses the importance of confidentiality in order to protect the student involved.
- The Dean of Academics or the Associate Dean of Academic Affairs presents the facts of the case to the panel.
- The student making the appeal has the right to explain his/her actions and reasons for appealing the action.
- Panel members may ask questions of either the Associate Dean of Academic Affairs or the student making the appeal for the purpose of clarification regarding the facts of the case.
- After all questions have been addressed, the student making the appeal is dismissed.
- The Associate Dean of Academic Affairs discusses with the panel his/her reasoning for issuing the misconduct action.
- The Associate Dean of Academic Affairs recuses him/herself so that the members of the panel can deliberate on the appropriateness of the misconduct action.
- The panel members vote by written ballot whether to affirm or modify the misconduct action. A decision to modify the misconduct action should be based on clear and convincing evidence that the action was inappropriate given the facts of the case. If a majority does not vote to modify the misconduct action, the action stands.
- If a majority of the panel votes to modify the misconduct action, a second vote by written ballot is taken to suggest the modified action. Modification options are limited to changing the action to probation or warning, or to recommending that no action is warranted.
- The Associate Dean of Academic Affairs is invited back into the room to be informed of the outcome of the vote.
- The Dean of Academics may or may not accept the panel's counsel.
- The Dean of Academics or the Associate Dean of Academic Affairs notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the meeting.

## Records

### Privacy

Bryn Athyn College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and hereby makes public notification of the law. Students with questions about this notice or about FERPA should contact the registrar at [registrar@brynathyn.edu](mailto:registrar@brynathyn.edu) or 267-502-4828, or direct questions to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400

Maryland Ave., SW, Washington, D.C. 20202-5901, 202-260-3887. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Bryn Athyn College to comply with the requirements of FERPA. Students may file a written complaint by writing to the Family Policy Compliance Office at the address above. For further information on FERPA policies, visit the U.S. Department of Education website.

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to review and inspect his/her own education records. A student has the right to inspect and review his/her own education records within forty-five (45) calendar days of the date the registrar receives a request for access to the records. A student seeking to inspect and review his/her own educational records must make a written request to the registrar at [registrar@brynathyn.edu](mailto:registrar@brynathyn.edu). The written request must identify the record(s) he/she wishes to inspect. Upon receipt of such written request, the registrar, or his/her designee, shall make arrangements for access and shall notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, then he/she shall advise the student of the correct official to whom the request should be made.
  - The right to request the amendment of his/her own education records. If a student believes that his/her own education records contain inaccurate or misleading information or otherwise violates the student's privacy rights under FERPA, the student may submit a request, in writing, to the registrar, seeking an amendment of the record. The written request should identify the part of the education records that the student wants changed and should specify why it is inaccurate or misleading or otherwise violates the student's privacy rights. Within a reasonable time after receiving such a written request, the college shall decide to either amend the education records as requested or shall notify the student that it has decided not to amend the records and that the student has the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
  - In general, a student's education records must be protected and not made available in order to protect the student's privacy. Therefore, a student's personally identifiable information contained in his/her education records may not be released to a third party, including family members, without written authorization of the student, except to the extent that FERPA authorizes disclosure without such consent. There are several exceptions to the restriction on disclosure. To obtain information regarding all of the circumstances under which disclosure may occur in accordance with FERPA law and regulations, contact [registrar@brynathyn.edu](mailto:registrar@brynathyn.edu) or visit the U. S. Department of Education website.
1. **Health or safety emergency.** FERPA permits the disclosure of information from student education records "to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals." Safety concerns warranting disclosure could include a student's suicidal statements or ideations, unusually erratic and angry behaviors, or similar conduct that others would reasonably see as posing a risk of serious harm. This exception does not authorize "knee-jerk" or (in most cases) "broadcast" disclosures, but a limited disclosure to a limited number of people, made on the basis of a good-faith determination in



light of the facts available at the time, is highly unlikely to be deemed a violation of FERPA, even if the perceived emergency later turns out, in hindsight, not to have been one. In general, and when reasonably possible, the initial disclosure should be made to professionals trained to evaluate and handle such emergencies, such as campus mental health or law enforcement personnel, who can then determine whether further and broader disclosures are appropriate.

2. **Parental exceptions.** Once a student is in attendance at a postsecondary institution, all rights provided by FERPA rest with the student, even if the student is younger than 18 years old. Information in education records may therefore be disclosed to the parent of a college student only with the student's consent or in one of the two instances in which FERPA specifically addresses communications to parents. First, FERPA permits (but does not require) disclosures of any or all education record information to a student's parents if the student is their dependent for federal tax purposes. To rely on this exception, Bryn Athyn College must verify the student's dependent status, normally either by asking the student for confirmation or by asking the parents for a copy of the relevant portion of their most recent tax return. Second, FERPA permits (but again does not require) disclosure of information to a parent or legal guardian regarding any violation of law or of an institutional rule or policy governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student committed a disciplinary violation with respect to such use or possession and the student is under the age of 21 at the time of both the violation and the disclosure.
3. **School officials with legitimate educational interests.** A school official is a person employed by Bryn Athyn College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health/counseling staff and work study students); a person or company with whom Bryn Athyn College has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties.
4. **Directory information.** Another exception that permits disclosure without prior written consent is disclosure of student directory information of current students. The primary purpose of directory information is to allow the institution to include this type of information in publications. Bryn Athyn College designates the following information as directory information:
  - Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Date and place of birth
  - Photograph
  - Major field of study
  - Dates of attendance
  - Level of education

- Enrollment status
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent previous educational agency or institution attended

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. A student has the right to advise the institution that he/she does not wish the college to disclose any or all of the above-listed directory information without the student's prior written consent. If a student wishes to exercise that right, the student should contact the registrar in writing within 30 calendar days of the date of enrollment and must specify the type(s) of directory information that the student does not want disclosed without prior written consent.

### Transcripts

Students may request copies of their official transcript from the Registrar's Office at any point. Instructions and the link to the transcript ordering page are posted on the Registrar page of the Bryn Athyn College website ([www.brynathyn.edu/academics/registrar](http://www.brynathyn.edu/academics/registrar)) Requests for transcripts should be submitted to the Registrar's Office well in advance of application deadlines. Students with questions or concerns can contact the Registrar's Office at [registrar@brynathyn.edu](mailto:registrar@brynathyn.edu). Supporting documents (e.g., course bulletins and course descriptions) can be found at the Bryn Athyn College website ([www.brynathyn.edu](http://www.brynathyn.edu).)

### Syllabi

Students may request a syllabus from the Registrar's Office for any course they have taken. There is no charge for syllabi.

## Student Conduct and Student Life Policies

### Student Responsibility

Bryn Athyn College strives to create a campus community founded on and consistent with Christian morals. Enrollment at Bryn Athyn College is a voluntary decision, and students are expected to respect the mission and values of Bryn Athyn College and to behave in accordance with its policies.

The Handbook is intended to provide you with the College's expectations and to support compliance with the state and federal laws related to matters such as those involving drugs, alcohol, weapons, discrimination, sexual assault or abuse, and racial, sexual, or sexual-preference harassment. The policies and disciplinary actions outlined in the handbook apply to all students matriculated regardless of amount of credits taken at Bryn Athyn College. It is the responsibility of the student to know and adhere to all student life policies outlined.

Violations of federal or state laws or local ordinances that occur within the jurisdiction of Bryn Athyn College may be subject to disciplinary action. If a violation of law occurs on campus it is also a violation of College regulations and the College may institute proceedings against the student(s). Such action by the College is independent of and may proceed in parallel with civil or criminal action. Ordinarily, the College will not pursue off-campus violations unless such violations are deemed to adversely affect the safety and security, property or individual members of the College community.

Generally, violations of policies and the disciplinary actions that may be imposed will not be reported to parents. However, in the case of serious violations of federal, state, or local law, including alcohol and other drugs violations, or when instances of medical/psychological emergencies come to the College's attention, the College may notify parents in cases where it is believed the student might benefit.

The College retains the right to instate additional policies and regulations or to modify existing ones as needs may dictate. Updated policies and regulations can be found under the Student Life section of the Bryn Athyn College website.

### Official Directives

Within the College, authority is delegated specifically to some individuals and some official bodies to direct the action of other members of the College, in fulfillment of legitimate purposes and functions of the institution. This includes faculty or staff members (e.g., Dean of Students, Director of Residence Life, Area Coordinators, Public Safety Personnel) exercising their assigned duties and may include student staff such as Resident Assistants, Office Assistants; other students acting in an assigned official capacity on behalf of the College; and other authorized agents of the College, which may include staff or campus-related organizations or contractors or sub-contractors (e.g. food-service vendor) when acting in their official capacity.

## Chapel and Convocation Attendance

### Chapel

Chapel attendance is an institutional requirement for all full-time students and is designed to foster a spiritually based community and personal spiritual growth and development. Students are required to attend the equivalent of one approved chapel service per week each term (usually 10, including special convocations). Students are free to choose which chapel service they will participate in to fulfill the requirement.

- **Wednesday Morning Traditional Chapel (11:05 AM – 11:35 AM, Pendleton Hall Auditorium)**

Wednesday morning chapel services are in a traditional format familiar to students from a more formal religious background. Singing from the liturgy, prayer, readings from the Word, and an in-depth talk by a minister are key components of this worship experience.

- **Wednesday Night Vespers (6:30 PM – 7:00 PM, Brickman Great Hall)**

Vespers is an evening worship service with prayer, readings, a short message by a minister, and a time for reflection and renewal. Like all chapel offerings, it focuses on the student's spiritual health and growth.

- **“Friday Morning Live” (11:05 AM – 11:35 AM, College Center )**

Chapel Friday mornings is led by the Rev. Chuck Blair, from New Church Live. The service often includes live music, video, and a brief inspirational talk, as well as student volunteers and others who wish to share an experience that made a positive impact on their lives.

Contact one of the chaplains if interested in speaking.

- **Convocation**

Convocation is held six times per year for the purpose of having the entire college community come together for spiritual focus and community building. Convocations are held on Wednesdays or Fridays and take the place of all the week's regular offerings.

### Chapel and Convocation Attendance and Expectations

- Arrive promptly at the indicated start of the program.
- Show consideration to the speaker and members of the audience by turning off devices, putting homework away, and remaining respectfully quiet.
- Swipe IDs through the card reader at the auditorium door to receive credit for attendance (or use the sign-in sheet located at the service). In order to obtain credit for attendance, students must

swipe in/sign up no earlier than ten minutes before chapel and no later than ten minutes after chapel begins.

- Swipe in only yourself. Swiping/signing in someone else's name and swiping-and-leaving are acts of dishonesty and will result in disciplinary action.
- Remain in attendance throughout the service in order to receive credit for attending.

### **Alternative Arrangements to Meet Chapel Requirement**

Students may request alternative chapel arrangements with the Chaplain's office for the following reasons:

- The student is engaged in a semester-long student teaching experience that conflicts with chapel attendance.
- The student is employed off-campus during time of chapel offerings. (A note from the employer confirming employment at said times is required.)
- The student has parenting obligations that prohibit chapel attendance.
- The student is ill or absent from the college for two (2) weeks or more (exemption request must be accompanied with a confirmatory note from a physician).

These students may complete a self-study course (journey program) in place of chapel attendance. Requests should be submitted to the Chaplain's office within two (2) weeks of the start of each semester for approval.

Students are permitted to miss up to three weekly chapel services/convocations each term for any reason, including those for scheduled appointments and illness, as well as those simply at the student's choosing.

Students can make up missed chapels by attending more than one service a week until they have reached the term requirement. Students cannot make up missed chapels in subsequent terms.

### **Consequence for Non-compliance**

By agreeing to comply with the Student Handbook, students also agree to comply with chapel attendance requirements stated within the handbook. Students who have missed three chapel services will be sent a warning that they have used their allotted allowable absences and cannot miss any more chapel services. Missing more than three chapel services in a term will result in a notation on the student's transcript that reads: "Student did not meet chapel attendance requirements for (term date)."

### **Conduct between Students, Faculty and/or Staff**

Courteous and appropriate conduct between students is vital in creating a campus community that supports respectful, inclusive, and charitable interaction both inside and outside the classroom, and that honors the ideals of marriage and New Church Christian morals.

**Physical Assault:** Physical assault is defined as any physical contact with another person that causes that person harm, intends to cause that person harm, is harassing, or can reasonably be viewed by the person as a source of harm, regardless of whether the behavior was deliberate or whether the potential outcome was intended. Physical assault can be direct (for example, striking, shoving, or kicking another) or indirect (for example, hitting a person with anything thrown or propelled, including objects thrown from a window or structure) but not limited to above examples.

**Respect for Others:** No student shall threaten, assault, haze, intimidate, bully or otherwise physically, psychologically, verbally, or in writing by electronic means or otherwise, abuse any other person. This includes, but is not limited to, incidents of bias-related acts of assault or abuse, or any incidents of verbal, written, physical, psychological harassment or abuse. No student shall post or distribute disparaging or compromising images of another, altered or otherwise, or post denigrating text about another in any print or electronic format (including but not limited to texts, newspapers, email, website, and social media) without the express consent/authorization of the other individual. No student shall retaliate against another member of the community for bringing forth a complaint or serving as a witness.

**Dangerous conditions:** No student shall create a condition that endangers or threatens the safety or well-being of themselves or others. This includes, but is not limited to, compromising fire and security systems, use of paint ball or aerosol propelled devices, and intent to injure, or threaten another with any instrument, device, or object capable of inflicting physical harm or death. The possession of firearms, lethal weapons, explosives, fireworks, hazardous chemicals, or other potential safety hazards on campus is strictly prohibited. All wheeled modes of transportation or motor vehicles, except for handicapped service equipment, are prohibited within the confines of any College facility.

**Hate Language:** Bryn Athyn College does not tolerate hate language. Hate language is defined as any verbal, written, or visual communication that disparages a person or a group on the basis of some characteristic including, but not limited to, race, gender, ethnicity, nationality, religion, sexual orientation, or disability. This includes posting or sending hate language on the Internet and through other forms of electronic communication including, but not limited to, social media, email, and texting. Even if a particular individual or group is not mentioned by name, if that individual or group can be reasonably identified as the target of hate language, the student responsible for the hate language is subject to disciplinary action.

**Interference:** No student shall interfere with the right of any person to go where they have a right to go or remain where they have a right to remain on College property. No student shall intentionally prevent any person from doing anything they have a right to do or require any person to do anything they have a right to refrain from doing.

### **Inappropriate Advocacy**

Bryn Athyn College is committed to promoting an academic culture of free inquiry. While the college promotes such intellectual inquiry, students who openly engage in or encourage behavior that violates the rules governing student conduct or, more broadly, the civil law, will be subject to disciplinary action.

## **Disruption of College Activities**

No student shall obstruct, impede or disrupt any educational, research, administrative, social or recreational activity of the College; nor shall any student create a nuisance to members or guests of the College community.

## **Dress Code**

Bryn Athyn College recognizes the need for freedom of personal choice regarding dress. However, dress plays an important role in helping to foster the type of campus community the College strives to create. Therefore, students are expected to wear clothing that is appropriate and respect the classroom and college related events. At all times, shirts must be worn in public areas, except when participating in sports or recreational activities. Shoes must be worn in all campus facilities, except for within residence facilities.

## **Hazing**

Bryn Athyn promotes a healthy, safe, and balanced lifestyles within a diverse, vibrant, and inclusive community. Student organizations and athletic teams can play a vital role in this process, and can provide transformative opportunities for friendship, leadership, and personal growth and discovery. Hazing of any kind is antithetical to these goals; therefore, the College prohibits hazing activities, whether by an individual or an organization.

### **Definition**

For the purposes of this policy, hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with Bryn Athyn College; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. The College will use a “reasonable person” standard when evaluating such conduct and its potential effects.

### **Consent**

Because of the socially coercive nature of hazing, implied or expressed consent to hazing is not a defense under applicable state law or this policy.

### **Examples**

College policies include the prohibition of many activities that have traditionally been associated with hazing, such as illegal alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited elsewhere in this Handbook, examples of prohibited individual/group activities that may constitute hazing include, but are not limited to, the following:

- Encouraging the use of alcohol or illegal drugs
- Shaving, tattooing, piercing, or branding
- Engaging in or simulating sexual acts

- Threatening or causing physical restraint
- Nudity
- Throwing substances or objects at individuals
- Assigning unreasonable chores or acts of servitude
- Forcing or coercing consumption or use of any substance
- Causing excessive exercise, sleep deprivation or excessive fatigue
- Interfering with adequate time for study
- Requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms
- Passive participation in hazing may include:
  - Witnessing hazing taking place as a group member, affiliate, or guest
  - Participating in or being present in person or via technology in discussions where hazing is planned

As these examples illustrate, hazing activities do not need to involve alcohol to be in violation of this policy.

### Accountability

Hazing activity occurring on or off the Bryn Athyn College campus may lead to disciplinary proceedings against individuals. Hazing may also lead to the probation, suspension, or termination of a student, student club/organization, or athletic team. Culpability for any violations of this policy may be attributed to the active and/or passive participants, the student group and/or its members, and elected or appointed officers.

### Policy Violation Review Process

#### Authority

The Dean of Students or an appropriate designee monitors the implementation of this policy. Any questions concerning the interpretation or application of this policy should be referred to the Dean of Students for resolution.

#### Reporting

Activities believed to be hazing should be reported to the Dean of Students.

#### Process

When an allegation of hazing is made, the Dean of Students will review the investigation, as conducted by Public Safety Department and/or other designated investigatory agent. The Dean of Students may suspend the activities of a student organization, athletic team, or individual members thereof, pending the outcome of the investigation.

#### Additional Policy Violations

Regardless of the outcome of a review for violations of the hazing policy, incidents may be reviewed by the Dean of Students for other violations of College policy.



### **Referral to Law Enforcement**

The College will report allegations of hazing to law enforcement authorities when, in the judgment of the Dean of Students, the nature of the allegations suggests that the hazing activity, if it occurred or is occurring, presents a risk of serious harm to students or other persons, or involves a potentially serious violation of law.

## **Social Relationships between Students, Administration, Faculty, or Staff**

From time to time, students may become involved in social relationships while attending the college. Although not prohibited by law, Bryn Athyn College strongly discourages dating (or attempts at dating) or entering into relationships of a romantic or sexual nature with college faculty, administration, or staff who may have the authority to influence, directly or indirectly, any term or condition of their student status. If such a relationship develops, students are encouraged to promptly notify the Dean of Students (267-502-2482).

If a student or employee asks a student, employee, or non-employee with whom they come into contact for a date and the person says “no,” they cannot ask the person repeatedly. Nor can they retaliate against the person in any way. If a student or employee feels any unwelcome pressure to become involved with any student, college officer, employee (including faculty members, administration, and staff), or other non-employee with whom he or she may come into contact and/or interact in connection with his or her educational experience (such as college contractors, internship employers, the college’s vendors and suppliers, etc.), the college urges him or her to use the grievance procedure set forth below.

## **Sexual Behavior**

Bryn Athyn College strives to uphold ideals based on our understanding of the teachings for the New Church regarding the preparation for and protection of marriage between one man and one woman. Students are not permitted to engage in behavior that appears to undermine this ideal of marriage. This behavior includes but is not limited to acts of sexual intimacy outside of marriage, including engaged couples. Students who violate the policy will be subject to disciplinary action.

## **Sexual Misconduct Policy**

### **Statement of Values**

Acts of sexual misconduct are harmful, illegal, and will not be tolerated at Bryn Athyn College. Sexual misconduct is defined as a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is without consent, or has the purpose or effect of threatening, intimidating, or coercing a person.

While sexual misconduct includes nonconsensual sexual contact, it also includes threatening speech that is sufficiently severe or pervasive which constitutes sexual harassment as mentioned above. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct. Both men and women are protected from sexual misconduct, and sexual misconduct is prohibited regardless of the sex of the harasser.

An act of sexual misconduct represents a fundamental failure by a community member to recognize and respect the intrinsic worth and dignity of another. Such acts corrupt the integrity of the educational process and are contrary to the mission and values of the College.

All members of the Bryn Athyn College community should be free from sexual misconduct in the classroom, the social, recreational, and residential environment, and the workplace. The College seeks to foster a climate free from sexual misconduct through a coordinated education and prevention program, the promulgation of clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable, and accessible to all. In response to any reported sexual misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects.

### **Application and Purpose of Policy**

This policy applies to all members of the College community, including students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the College.

All community members have a responsibility to adhere to College policies and local, state, and federal law. This policy applies to conduct occurring on Bryn Athyn College property or at College-sanctioned events or programs that take place off campus, including study abroad and internship programs, business trips, and College or Church-related social functions.

The purpose of this policy is to provide community members with the structure, tools, and guidance to assist those who have experienced or been affected by sexual misconduct whether as a complainant, a respondent, or a third party.

Sexual misconduct might be committed by any member of the Bryn Athyn College community. The College has jurisdiction to take disciplinary action against an individual who is a current student or employee. There are specific procedures for resolving a report under this policy against faculty, staff, administrators, or students. For details, see Procedures for Review, Investigation and Resolution of Discrimination, harassment, Retaliation, and Sexual Misconduct Complaints.

### **Definitions and Examples**

#### **Complainant**

A complainant is the party (student/employee) who makes the complaint or accusation.

#### **Respondent**

The respondent is the accused student/employee, defendant, or alleged perpetrator.

#### **Sexual Harassment**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a College program or activity.

- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Sexual harassment can take many forms. Sexual harassment:

- May be blatant and intentional and involve an overt action or a threat of reprisal, or it may be subtle and indirect, with a coercive aspect that is unstated
- Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents
- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship
- May be committed by or against an individual or may be a result of the actions of an organization or group
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation
- May occur in the classroom, in the workplace, in residential settings, over electronic media (including the Internet, telephone, and text), or in any other setting
- May be a one-time event or part of a pattern of behavior
- May be committed in the presence of others or when the parties are alone
- May affect the complainant and/or third parties who witness or observe harassment type and severity. Key determining factors are that the behavior is unwelcome, is gender-based, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct

### Sexual Assault

Sexual assault is defined as having sexual intercourse or sexual contact with another individual without consent, including:

- by the use or threat of force or coercion
- without effective consent
- where that individual is incapacitated

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g, penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

### Sexual Exploitation

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved
- Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved
- Prostituting another individual
- Exposing one's genitals in non-consensual circumstances
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity

### Intimate Partner Violence

Intimate Partner Violence (IPV), is defined as physical, sexual or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. It occurs on a continuum, ranging from one hit that may impact the victim to chronic, severe battering.

There are four main types of IPV: physical, sexual violence, threats of physical or sexual violence, and psychological/emotional violence.

### Indecent Exposure

A person commits indecent exposure if that person exposes their genitals in any public place or in any place where there are other persons present under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm.

### Physical Assault

Physical assault is a purposeful action meant to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting. When these acts occur in the context of

intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Procedures for Review, Investigation, and Resolution of Discrimination, Harassment, Retaliation, and Sexual Misconduct Complaints.

### **Bullying and Intimidation**

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another student (s) or employee (s) that is severe, persistent, or pervasive and that has the intended effect of doing any of the following:

- Substantially interfering with student's education or an employee's job
- Creating a threatening environment
- Substantially disrupting the orderly operation of the College. Bullying is prohibited, and participating in such acts will result in disciplinary action

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action. For details in situations that may fall outside of Title IX, see the Whistleblower Policy.

### **Stalking**

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority either physically or electronically, under circumstances that demonstrate either of the following:

- Place the person in reasonable fear of bodily injury
- Reasonably cause substantial emotional distress to the person. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person in an unsolicited fashion.

Examples of stalking include:

- Unwelcome and repeated visual or physical proximity to a person
- Repeated oral or written threats
- Extortion of money or valuables
- Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, messages on online bulletin boards, and any social media platforms, whether using one's own or an assumed identity.
- Implicitly threatening physical contact

- Any combination of these behaviors directed toward an individual person

### Statement on Consent, Coercion, Incapacitation, and Role of Alcohol/Drug Use

*Consent* to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

#### Guidance for Consent

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.
- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed, both parties should stop and clarify verbally the other’s willingness to continue before continuing such activity.
- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise her/his own free will to choose whether or not to have sexual contact.

#### Force

*Force* is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

#### Coercion

*Coercion* is the use of pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats,

and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity

### Incapacitation

With incapacitation, an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- decision-making ability
- awareness of consequences
- ability to make informed judgments
- capacity to appreciate the nature and the quality of the act

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

### Alcohol or Other Drugs

Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, misconduct, or intimate-partner violence and does not diminish one's responsibility to obtain informed and freely given consent.

### Reporting Discrimination, Harassment, Retaliation, and Sexual Misconduct

The College requires all College employees who have a responsibility for student welfare or are in a position of authority (unless required to maintain confidentiality by law), and strongly encourages all other Bryn Athyn community members to report information about any incident of sexual assault, sexual harassment, or other sexual misconduct involving a student, staff, or faculty member, regardless of where and when the incident happened. All students and employees to whom an incident is reported should strongly encourage the reporting party, whether it is the complainant or a third party, to speak directly with the Title IX Coordinator, Title IX Deputy Coordinator, or Public Safety Officer.

A complainant does not have to decide whether or not to request any specific action by the College at the time the report is made, nor is there a time limit on reporting. Bryn Athyn is committed to supporting the rights of a person reporting an incident of sexual assault, sexual harassment, or other sexual misconduct to make an informed choice among options and services available.

The College will respond to all reports in an integrated, consistent manner that treats each individual with dignity and respect and will take prompt responsive action to end the misconduct, prevent its recurrence, and address its effects.

If you believe that you or anyone else may have been unlawfully discriminated against, harassed or retaliated against, or subject to any inappropriate conduct prohibited by this Equal Employment Opportunity Policy or other Non-Discrimination, Non-Harassment, Non-Retaliation policies in this section, by any employee (faculty or staff member including manager, supervisor, co-worker), or student, you should report the alleged violation immediately to:

Title IX Coordinator, Bryn Athyn College, who can be reached at 267-502-6038 or [adele.douglas@brynathyn.edu](mailto:adele.douglas@brynathyn.edu).

### Further information Regarding Title IX Policy and Procedures

Complete information about Bryn Athyn College's Title IX policies and procedures can be found on the College website.

## Health and Safety

Students shall not engage in any activity or behavior that creates a threat to the safety and well-being of themselves, the environment, or others, or engage in acts that compromise the safety of the College Community.

### Department of Public Safety

The mission of the Academy of the New Church/Bryn Athyn College Department of Public Safety is to provide a safe and secure environment that is conducive to the various educational, religious, and secular activities undertaken on the campus and adjoining properties. The priorities of the Department of Public Safety are protection of life, property, enforcement of applicable laws, institutional policies, rules and regulations, and preservation of New Church ideals.

To accomplish this mission, the Department of Public Safety provides the campus with patrol and criminal investigation services, residence hall and academic building security, parking enforcement, emergency preparedness and response support, technical services, camera coverage, and access controls.

Students, and their guests, are required to follow any lawful directive from a Public Safety Officer or member of the Public Safety Leadership Team in furtherance of the safety and well-being of themselves, the environment, or the safety of the Academy of the New Church/Bryn Athyn College community.

Any student disregarding a lawful directive from a Public Safety Officer or member of the Public Safety Leadership Team will be subject to disciplinary action. Disciplinary action may include but not be limited to



the following: disciplinary warning, probation, suspension, or expulsion; mandated evaluation and treatment, compliance with a contract, and/or required random drug testing. In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws.

For further information, please contact [joe.metzinger@anc-gc.org](mailto:joe.metzinger@anc-gc.org). An on-duty Public Safety Officer can be reached 24/7 at 267-502-2424.

### Compromising Community Security

Propping open outside doors, unlocking lounge windows, using windows to enter and exit buildings, or using unauthorized doors for entering or leaving the building, is prohibited.

### Guest Responsibility

When a student has a guest on campus, the student assumes responsibility for the conduct of that guest. Guests shall adhere to all campus policies including, but not limited to, the student handbook, alcohol and drug policies, building/facility guest policies, and motor vehicle/parking regulations. Guests must always be accompanied by their host and may not reside/stay overnight in the residence halls without specific permission from the Director of Residence Life. Guest privileges may be denied to any guest or student host at any time by campus officials when warranted.

### Fire Safety

Students shall not set fires, attempt to set fires, or act in a manner that disregards fire safety rules and results in a fire. Students must evacuate any college building or facility when the fire alarm is activated. No student shall set off false fire alarms, discharge fire extinguishers, or damage, tamper with, cover, tape, dismantle, or disconnect fire safety systems, smoke detectors or equipment on the campus. Any damage or tampering with smoke detectors will be subject to disciplinary action and the student will be responsible for any damage fees.

### Alcohol and Drugs

In keeping with federal and state law, the college prohibits possession, use, sale, or distribution of alcohol or unauthorized or illegal drugs. Furthermore:

- Students of any age may not possess, transport, use, sell, distribute or consume alcoholic beverages or unauthorized substances as defined by Pennsylvania State or federal law as being illegal either on campus and/or during any off-campus college-sponsored event or activity.
- No student shall possess controlled substances as defined by Pennsylvania State and/or federal law, unless they are personally prescribed medications by a licensed healthcare provider. No student shall introduce to the campus or possess drug paraphernalia including, but not limited to: scales, bongs, water pipes, roach clips, blunts, hookahs, or hypodermic needles (unless specifically for prescribed medications by a licensed healthcare provider).
- Students may not be under the influence of alcoholic beverages or unauthorized or illegal drugs either on campus and/or during any off-campus college sponsored event or activity.
- Students may not cause or contribute to a disturbance on campus and/or during any off-campus college-sponsored event or activity, regardless if they are under the influence of alcohol or unauthorized or illegal drugs.

- Decorations and paraphernalia that encourage excessive consumption of alcohol or illegal drug usage, including but not limited to funnels, beer helmets, and beer pong tables, are prohibited.

A student found to be in violation of any provision of this policy will be subject to disciplinary action. Disciplinary action may include but not be limited to the following: disciplinary warning, probation, suspension, or expulsion; mandated evaluation and treatment, compliance with a contract, and/or required random drug testing. In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws.

Please note that marijuana is an illegal drug and is therefore prohibited under the guidelines specified above. When the odor of marijuana is detected by a residence life staff member, public safety officer, or other college personnel, it is considered sufficient evidence of the presence of marijuana. Students responsible will be subject to disciplinary action as specified above.

### Good Samaritan Law/Medical Amnesty

Pennsylvania State has a Good Samaritan Law/Medical Amnesty for underage drinking that creates protection from prosecution for a person under the age of 21 for the possession or consumption of alcoholic beverages if he/she can establish the following:

- The only way law enforcement officers became aware of the situation is because an individual placed a 911 call, or a call to Public Safety, police or emergency services, in good faith, based on a reasonable belief and reported that another person was in need of immediate medical attention to prevent death or serious injury.
- The person reasonably believed they were the first person to make a 911 call or a call to Public Safety, police or emergency services, and report that a person needed immediate medical attention to prevent death or serious injury.
- The person provided their own name to the 911 operator or equivalent to public safety officer, residence life staff, police, or emergency officer.
- The person remained with the person needing medical assistance until emergency health care providers arrived and the need for his presence had ended.

This law is designed to encourage students to seek help in an alcohol or drug emergency without hesitating because of worry about legal ramifications or disciplinary action from the College. This policy also applies to someone who has been a crime or assault victim, who also may be intoxicated and therefore reluctant to report the crime or assault. This law applies to both the caller and person who need medical assistance; therefore the health and well-being of a person is the overwhelming priority, and nothing should deter you from getting someone immediate medical help.

Students are encouraged to immediately seek medical assistance by calling 911 first for students at medical risk due to the overconsumption of alcohol and/or drugs. Taking responsibility for helping a student in need will always be viewed positively in any post-incident follow-up from a disciplinary standpoint. The incident will not be noted on the student's conduct record as a policy violation.

### **Mandatory Training**

Bryn Athyn College requires students to participate in mandatory annual training, regarding various areas of health and safety, including Title IX training and network security. Typically, this training will be distributed online. Failure to comply with the training by the deadline may result in holds being placed on the account. (See Payment of Fees for more information about holds.)

## **Use of and Respect for College Facilities and Property**

### **Theft, Vandalism, and Care of Property**

Students are prohibited from any act involving the taking, unauthorized usage, tampering, damaging, littering, or defacing of any property belonging to another student; members of the administration, faculty, or staff; and/or Bryn Athyn College. Students are also prohibited from committing willful destruction of Bryn Athyn College, public, or private property.

Students are expected to exercise care in using buildings, grounds, furniture, and equipment. Students responsible for any damage, are also responsible for any costs to repair, replace, restore, or clean College property to its original condition.

### **Use of Campus Facilities**

Students are welcome to use campus facilities during their hours of operation. Most buildings are open Monday through Friday unless otherwise posted. Students are not permitted in campus facilities outside the established hours of operation unless supervised by a college faculty or staff member. Hours of Operation are enforced by Public Safety Offices, who will report violations to the Dean of Students.

### **Unauthorized Access/Restricted Areas**

No student shall transfer, duplicate, use or possess any I.D. Badge/Proximity Card, key card or combination to a building, room or facility, nor shall any student enter, or remain, in any private room or office of any student, faculty member, administrative officer, or other person on College or Academy property; nor shall any student assist or make possible the illegal entrance or unauthorized presence of any person that they are not specifically authorized to use or possess.

Restricted areas include, but are not limited to, roofs, fountains, posted or enclosed construction sites and secured utility areas.

### **Personal Property Protection**

Personal property should be insured under a family, homeowner's or other policy. Bryn Athyn College is not responsible for the loss, damage, or theft of students' personal property in the residence facilities or elsewhere on campus.

## **Acceptable Use of the Campus Computer Network**

Bryn Athyn College promotes access to a wide range of information and computer services for academic, instructional, administrative, and research purposes. All access to Bryn Athyn College network and computer systems is granted subject to college policies as written in the student handbook, and local, state, and federal laws. This policy applies to all users of information technology (IT) resources owned, operated, or provided

by the college. Information transmitted or stored on college IT resources is considered the property of the college unless specifically identified as the property of other parties.

Acceptable use always is charitable, ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

In making acceptable use of resources you must:

- Use resources only for authorized purposes.
- Protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Install, use, and regularly update malware protection software.
- Use only supported and patched applications and operating systems. Exceptions must be approved by the college.

In making acceptable use of resources you must NOT:

- Use the college's system or networks for purposes of academic misconduct.
- Use another person's system, userID, password, files, or data without permission.
- Share your credentials.
- Comment or act on behalf of the college without authorization.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to college data.
- Use college systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Commit copyright infringement. Copyright infringement includes but is not limited to making or using illegal copies of copyrighted materials or software, storing such copies on college systems, or transmitting them over college networks; sharing video, audio, or data without permission from the copyright owner, and using unlicensed software, images, or intellectual property; and unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the college's systems or networks for personal gain; for example, by selling access to your user ID or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
- Engage in any other activity that may cause harm in any sense. If unsure of any activity, reach out to the helpdesk.

### **All Rights Reserved**

The college reserves the right to access, monitor, review, and release the contents and activity of an individual User's account(s) as well as that of personal Internet account(s) used for college business. The college reserves the right to access any college owned resources and any non-college owned resources on college property, connected to college networks, or containing college data. This action will only be taken after obtaining approval from an authorized college office (e.g., Chief Information Officer, General Counsel, etc.), or in response to a subpoena or court order.

### **Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act [Title 17 of the United States Code]. These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq/](http://www.copyright.gov/help/faq/))

### **Enforcement**

Bryn Athyn College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations.

Violators are subject to disciplinary action. Offenders also may be prosecuted under applicable local, state, and federal laws.

### **Information Disclaimer**

Individuals using computer systems owned by Bryn Athyn College do so subject to applicable laws and college policies. Bryn Athyn College does not claim any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of Bryn Athyn College, its faculty, staff, or students.

### **Smoking and Other Tobacco Products**

Smoking and other use of tobacco products is prohibited in all campus buildings and immediately outside of public building entrances, Sports/Recreational fields/courts, Residence Halls, and parking lots. Smoking is strictly prohibited on any portion of the campus shared with the Academy of the New Church Secondary Schools, including the Asplundh Field House.

### **Off-Campus Conduct**

Off-campus conduct that reflects poorly on Bryn Athyn College, brings the college into disrepute, and/or results in legal charges, or the possibility of charges being filed, against a student will result in disciplinary action.

### **Service Animals on Campus**

Service Animals are welcomed at Bryn Athyn College. All students who require service animals need to register their animal with the Office of Disability Resources. Students will not be denied the ability to bring service animal to campus, however the College requests adequate notice for an appropriate housing assignment and other considerations to best serve the requestor. Service Animals are required to be clearly identified and under control of the handler while on campus. Procedures regarding Emotional Support Animals are listed under Residence Life.

### **Commercial Activities and Solicitation**

The College prohibits the operation of commercial enterprises on campus. Exceptions are made for specific, controlled enterprises that contribute to the convenience and well-being of College members and that conform to established regulations. No student may engage in commercial activities/solicitation without clearance from the Dean of Students.

### **Student Identification Card Policy**

The Student ID card is required to access all buildings and to access campus services. All students must obtain a photo student identification (ID) card, possess, and present it when requested to do so by authorized College Officials including Public Safety Officers.

Students are required to report lost or missing ID cards to Public Safety immediately (267-502-2509). Please contact Traci Barney (267.502.2604) during business hours and to Public Safety Officer on-duty (267.502.2424) after hours if you lose your ID Card. Replacement ID cards are available for \$10.

### Integrity of Transactions and Records

Respect for learning and knowledge means respect for personal integrity, both toward individuals and toward formal processes which record, reflect, and enable the College's functions. Therefore:

- No student shall represent themselves falsely, in writing, alterations or forging of identification cards, nor shall a student assist another in doing so. A violation of this section shall result in a confiscation of such identification card and referral to the appropriate issuing agency or governmental authority.
- No student shall give false or misleading information during any part of a discipline process or when completing documents issued by or used by the College.
- No student shall access, search, copy, steal, forge, or alter College records, documents or other materials or possess such altered, forged, or stolen College records, documents, or other materials without authorization.
- No student shall take or use any services without authorization.

### Student Mailbox and Email Account Policy

Locked mailboxes are provided for all resident students in the Pendleton Hall, near the Registrar's Office. Students are required to have an email account on the campus network, which is set up prior to your arrival on campus by the IT department. Students are responsible for checking their mailboxes and campus email accounts regularly and for responding promptly to messages from the College. Tampering with other students' email or mailboxes is a federal crime.

### Posting, and Advertising of Events Policies

Students, faculty, and staff are permitted to post advertisements and general information on appropriate bulletin boards that are provided in different college buildings. Advertisements and fliers are not permitted on automobiles, doors, windows, or walls. Members of the public wishing to post advertisements must submit them to the specific Building Manager for approval. The event sponsors must remove advertising within two business days following the event and are responsible for any damages incurred in the process.

### Project Display Policy

Displays of individual or class projects are permitted in Brickman Center, Pendleton Hall, and Doering Center for a specific length of time subject to approval by the College Office.

### Supervision of Social Events and College Trips

The following regulations exist to promote a safe, orderly, and caring environment for social activities.

#### Conduct on College-Sponsored Trips and Off-Campus Events

Students are expected to abide by all Student Handbook Policies during college-sponsored trips and off-campus events.

#### Off-Campus Trips

All college-sponsored off-campus events must be under the direct supervision of a college faculty or staff member. For co-ed overnight trips, there must be both male and female staff members present. All

college-sponsored trips must be sanctioned by the Coordinator of Student Activities, and/or the Dean of Students.

### Van Drivers

Any faculty, staff, or student who wishes to drive a college van on a college-sponsored trip must receive approval from the Dean of Students and must be an approved van driver. To become an approved van driver, a driver must:

- Be 21 years of age or older
- Have five years driving experience
- Give permission for a review of their driving record by the Public Safety Department
- Have their driving record cleared by the Public Safety department
- Successfully complete van driving and safety training from the Public Safety Department
- Submit a copy of their driver's license to the business office for insurance purposes

## Vehicles and Parking Regulations

Operating a car or motorcycle on campus is a privilege and is subject to suspension if abused. The Dean of Students, in consultation with the Department of Public Safety, may suspend a student's use of a motor vehicle on campus for the following reasons: repeated violation of campus parking regulations, the use of a vehicle for harmful activities, reckless driving, violation of driving laws, driving without a proper driver's license or required insurance, or transporting and/or consuming alcoholic beverages on campus.

### Parking Lots:

If you will be driving a car that does not have a valid parking sticker, it will be your responsibility to obtain an additional sticker or temporary hang-tag permit for your vehicle. Parking in lots or areas for which you do not have permission will be subject to enforcement actions including fines, booting, towing and revocation of parking privileges.

- Separate parking lots/areas for residents, commuters, faculty/staff, and visitors are indicated by posted signs outside each lot. Students are not permitted to part in designated spots for persons with needs without valid tag (e.g. handicapped parking) or responsibilities (resident life staff, service vehicles, etc.)
- Students are permitted to park cars and motorcycles on campus if they are registered with the Public Safety Department and display the appropriate parking decal. Vehicle registration can be found in the Student Life section of the Bryn Athyn College website.. Every vehicle registered on campus will receive two reflective parking decals:
  - The first (2"x 3") will contain the current school year and an assigned four-digit number.
  - The second, smaller decal (1"x 3") will be color-coded for quick identification during parking enforcement. A different colored decal will be issued for 1) employees, 2) commuter students, and 3) resident students.



- No student shall display, alter, manufacture, transfer, use, or possess handicap, faculty/staff, resident, commuter parking permits they are not authorized to possess, i.e., that were found, issued to another person, or stolen.

#### Additional details:

- Lot restrictions are enforced during the daytime hours of 7:00 AM – 4:00 PM Monday through Friday during the school year. For weekday evening hours during the school year (from 4:00 PM until 7:00 AM), weekends, holidays, and dates when school is not in session, lots are open unless temporary restrictions are imposed by Public Safety.
- All Fire lanes are strictly enforced. Parking in areas that are not specifically designated as parking spaces, including on the grass and in parking lot aisles, is prohibited. Violations will be ticketed. These parking and driving regulations are enforced by the Public Safety department and the Bryn Athyn police and are subject to change.
- Handicapped permits can be obtained from Public Safety for a temporary disability. If all handicapped spaces are occupied in proximity to a building, Public Safety will not ticket a car with a valid handicapped permit that is otherwise parked in an unauthorized location.
- Additional restrictions may be imposed by Public Safety at any time without notice. This includes the addition of reserved spaces to accommodate staff or visitor needs. Students will especially need to be alert for notices of event restrictions at the Cathedral.

## **Bicycle, Skateboard, and Rollerblade Policy**

The use of skateboards and rollerblades are strictly prohibited on the Bryn Athyn College campus. Bicycles and non-motorized scooters are permitted on paths for commuting purposes only. Bicycles must be kept on bicycle racks. Bicycles that create a hazard, not locked on College provided bicycle racks or block operations, are subject to immediate removal. College is not responsible for damage of bicycles during removal process. Riders are strongly encouraged to wear a helmet.

## **Health, Immunization, and Health Insurance Policies**

### **New and Transfer Students**

A Student Health Information Packet which includes a physical examination will be distributed to incoming students in their admissions packets. Forms can also be found on the Student Health Services section of College website. Student Health Information Packets must be completed and submitted by July 1 for fall incoming students or four weeks before the start of a term for incoming winter and spring term students. A student is not permitted to move onto campus or take part in any campus activity until his or her medical form has been reviewed and cleared by the student health center. If a student is given permission to begin attending classes prior to submitting all medical documentation, the student will be notified of a deadline for meeting this requirement. A hold may be placed on the account for any student who does not meet the deadline. (See Payment of Fees for more information about holds.) All students must comply with all

immunizations as specified on the health form. Students requesting a waiver of the immunization requirement for religious or philosophical reasons must contact the student health center prior to arrival on campus.

### Returning Students

Returning students are required to complete and submit a tuberculosis screening questionnaire form yearly. Forms can also be found on the Student Health Services section of College website. Students are also required to submit a health insurance update form to the health center yearly to assist the Student Health Center in managing their care. Health insurance update forms can be found on the Student Health Services section of College website.

### Health Insurance

It is required all students have health insurance during enrollment in the College. Students from outside the immediate area are urged to contact their insurance benefits administrator to learn how their insurance covers them while they are in college. If you are a citizen of the United States and are not currently covered by health insurance, we advise you to visit the Healthcare.gov website ([www.healthcare.gov](http://www.healthcare.gov)) or for Pennsylvania residents the Pennsylvania Compass website ([www.compass.state.pa.us](http://www.compass.state.pa.us)) to search for a plan that may work for you. The College does not offer a health insurance plan for students. International students are encouraged to purchase an international student plan that may meet their needs. The following is a link to one of many international student health care plans. If you have any other questions, please feel free to contact health services directly.

### International Student Health Insurance Requirement

Bryn Athyn College no longer offers a student health insurance plan. International students are required by the institution to seek out adequate health care coverage. Please remember that purchasing appropriate insurance is the only way to protect against unforeseen medical bills. The following is a link to one of many international student health care plans. If you have any other questions, please feel free to contact health services or visit the International Student Insurance website ([www.internationalstudentinsurance.com](http://www.internationalstudentinsurance.com)).

### Student Athlete Forms

**New and Transfer Student Athletes:** are required to have one entrance pre-participation physical exam which is found in the health information packet. They are also required to complete the NCAA Sports participation form which can be found on the Sports Medicine section of the Bryn Athyn Athletics website ([www.brynathynathletics.com](http://www.brynathynathletics.com)). Student Athletes are also required to complete an on-line ImPACT® (Immediate Post-Concussion Assessment and Cognitive Testing). The instructions are located on the Sports Medicine section of the website.

Athletic physicals are no longer offered on campus. A student athlete is not permitted to participate in any athletic or team function until his or her sports participation information has been cleared by the Student Health Center and Sports Medicine staff. All student athletes are required to have health insurance before participating in their sport.

**Returning Student Athletes:** must complete and submit a Returning Student Athlete Packet (which contains a physical form) before the start of their season. A student athlete is not permitted to participate in any athletic or team function until his or her sports participation information has been cleared by the Student Health Center and Sports Medicine staff. Forms are located on both the Student Health Center web page and the Sports Medicine web page. Athletic physicals are no longer offered on campus. Freshman and Juniors must complete ImPACT® (Immediate Post-Concussion Assessment and Cognitive Testing) before the start of their sports season (see above).

## Residence Life Policies

The Residence Life community is based on trust and mutual respect between residents, Resident Assistants, and Residence Life staff. Our goal is to provide each resident with a high-quality living learning environment that promotes academic success, spiritual and personal wellness, inclusion, safety, and social engagement within the halls.

### General Responsibilities

As a member of our residence life community, each resident is expected to:

- Consider the needs of others as well as their own needs. Living near others necessitates that each resident respects the rights of others to study, sleep, and be safe and secure.
- Communicate with staff and other residents and to ask for help when needed. If a resident needs assistance, the staff are eager to assist, whether it is with an academic problem or a personal situation.
- Get involved and get to know other residents to ensure that they benefit as much as possible from living on-campus. Attending required residence hall meetings and taking part in regular cleaning is expected of all residents as members of the campus community.
- Promote safety and security. All residents can help to ensure their own safety as well as the safety and security of others by: locking their rooms, closing doors that are propped open, not propping outside doors, avoiding walking alone at night, and reporting any suspicious persons to staff or Public Safety. Each student shares the responsibility for maintaining a safe and secure campus.

### Residence Hall Eligibility

To qualify to live in the Residence Halls, students must maintain continuous full-time matriculated status during each term (minimum of 9 credits per term). Students who have part-time status must receive permission from the Director of Residence Life to live on campus. Bryn Athyn College does not provide co-ed, married student, or family housing to students.

- Any change in student status (i.e. from full-time student to part-time student, from student to non-student) may result in termination of on-campus housing.
- Students must be in good academic, disciplinary, and financial standing with the College.
- Residents who terminate enrollment for any reason, including graduation, must vacate their assignment within 48 hours of the date their enrollment terminates. It is the resident's responsibility to plan to move out with the Director of Residence Life prior to their status change.

### Residency Requirement Policy

Incoming students under the age of 20 and whose parents' homes are too far away from Bryn Athyn to permit reasonable daily commuting are required to live on campus. After three terms, these students may elect to reside off-campus. International Students must provide proof of local residency if they meet the qualifications to live off campus.

Incoming students wishing to appeal the Residency Requirement, must contact the Director of Residence Life with reasons requesting not to live on campus. Students who fail to apply for exception to the Residency Requirement Policy will be billed for housing until doing so.

### Room Assignments

All Residence Halls are designated as single sex buildings. The Director of Residence Life assigns new students based on the roommate questionnaire and date of housing security deposit. Returning students will have the opportunity to renew their housing by participating in Room Selection during the Spring Term.

- If a resident is placed in a double room without a roommate, they are expected to keep their belongings only on their assigned side of the room. A resident in a double room who does not have a roommate should also note that this assignment is subject to change at any time.
- The College reserves the right to consolidate residents upon notice or prior to arrival to campus due to enrollment and facilities concerns. Residents who live in a room/suite/cottage building that is not filled to design capacity may be relocated.

### Room Change Requests

Requests can be sent to the Director of Residence Life, who will determine need or mediate.

- Room change requests are not accepted until two weeks after the start of each term and during the month of final exams and residence hall closures.
- In accordance with our non-discrimination policy, any reason that is based on a lack of tolerance for others, will not be considered or approved.
- Residents who move without prior approval will be directed to return to their assigned space, will lose their room change privileges and will be subject to disciplinary action and/or billing for occupying an additional space.
- Residents must move to new space within 48 hours or date received by Director of Residence Life.

### Length & Termination of Housing Agreement

Housing is a one-year housing agreement and is subject to paying for the entire academic year unless agreed upon by the College and in writing by the Director of Residence Life through experiencing a "Qualifying Event" outlined below and in the Housing Agreement.

#### Termination of Agreement by the College:

The College may terminate the Agreement on written notice to Resident because of Resident's default of its obligations to College outlined in the Agreement and the Student Handbook. The amount of notice Resident will receive of College's termination depends on the seriousness of the cause.

- a. If a Resident withdraws during any part of the academic year, the College reserves the right to immediately terminate the Agreement depending on intent to return for the following term. A student status change results in 48 hours move out deadline regardless if the term is still ongoing.
- b. Failure to maintain financial commitments that the Resident has to the College.
- c. If College has reasonable cause to believe that Resident's conduct constitutes a threat of imminent harm to Resident, others, or to College property, College shall have the immediate right to exclude Resident from College-operated Residence Halls on an interim basis in accordance with College policy.
- d. College has the right to immediately remove students for an interim basis in event of an on-campus health emergency or failure to have up-to-date vaccinations on file with the Health Center.
- e. Resident's dismissal from College for any reason, or Resident's violation of the rules and regulations of the College, or any other conduct by Resident for which the sanction of removal from College-operated Residence Halls is assessed, shall constitute a material breach of the Agreement by Resident and shall be grounds for the immediate termination of the Agreement at College's discretion.
- f. The Resident will be responsible for moving out within 48 hours of the date withdrawal form is received by the Registrar's Office or a College Official's directive to move out. Failure to comply with the move-out deadline will result in fees assessed to the Resident's account and or further disciplinary action. Any termination of the Agreement by the College may result in Resident's account at the College being charged for all costs, charges and fees incurred by Resident or by College through the effective end date of agreement.

**Termination of Agreement by Resident:**

Resident may terminate the Agreement by submitting a written request to terminate Agreement with supporting documents to [reslife@brynathyn.edu](mailto:reslife@brynathyn.edu) specifying an effective date of termination, no less than seven (7) calendar days after the College's receipt of such notice for any of the following "Qualifying Events":

- a. Resident withdraws from College;
- b. Get married or have children or dependents;
- c. Resident enrolls and participates in an approved College study abroad program;
- d. Resident graduating may terminate the Agreement effective on the last day of the term completed; or
- e. Other exceptions can be made by the Director of Residence Life or Dean of Students on a case-by-case basis. (If the exception is for medical reasons, proper documentation will need to be provided by medical personnel, as directed by the College.)

Non-Qualifying Event Termination: If Resident terminates the Agreement for a reason other than identified in Section 5a (i.e., Qualifying Event), or if Resident fails to take occupancy of the Assignment assigned to them, College is entitled to recover the full room and board due under the Agreement for the entire License term (academic year).

## Arriving and Leaving Campus Housing

### Arriving to Campus Housing and Moving In

- Students must check in with a Residence Life Staff member according to published guidelines and communications provided by the department.
- Upon occupancy of a room, the resident(s) should make an initial inspection of the premises and furnishings. Within a week of occupancy, a staff member will contact residents about their Room Condition Report. Residents are responsible for reviewing this document for accuracy. The report shall be the basis for determining damage, cleaning, and billing if there are discrepancies during the checkout process.

### Room Assignment Hold and Late Arrivals

Housing assignments will be held until 5:00 pm of the first day of term or the date of expected occupancy received by the Director of Residence Life, whichever is later. Late check-ins may be requested through the Director of Residence Life. Late arrivals are billed as if they have stayed in room since the start of the housing contract.

- Not showing up does not automatically cancel your housing assignment; students will continue to be billed until written request to cancel housing is received.

### Leaving Campus Housing and Moving Out

The Resident will be responsible for moving out within 48 hours of the date withdrawal form is received by the Registrar's Office, date of termination of Housing Agreement or a College Official's directive to move out. Failure to comply with move-out deadline will result in fees assessed to the Resident's account and or further disciplinary action.

- To properly check out, a resident must remove all personal items, return the room to clean, move-in condition, and schedule an appointment to return key/inspect room with a Residence Life staff member.
- Billing continues until the student properly checks out of the space, which includes returning the key to the space, or until the College determines that the space has been vacated.
- Each room will be inspected, and residents will be charged for any damage, lost keys, and cleaning to the room or the college-provided furnishings in the room.
- Do not take repairs into your own hands, it often causes additional charges and work.

### Early Move-Ins

- Residents are expected to move-in on dates outlined in the Academic Calendar. However, the Director of Residence Life must approve students that have a need to move in prior to the published move-in day for new or returning students. All requests must meet criteria outlined in Break Housing section below.
- Students who receive permission to move in early will be charged at the daily housing rate or Break Housing Fee.

- Residents who move in early are not permitted to have overnight guests.

### Housing During Breaks while School is Not in Session

Housing charges only cover costs while school is in session. Therefore, all residence halls and dining services are closed over mid-year and summer breaks. Residents approved to live in the residence halls for any portion of a mid-year break will be charged \$500 per break.

Residents may apply to live in campus housing during break periods by requesting in writing to the Director of Residence Life prior to the beginning of the break. To be eligible for approval, a resident must meet the following criteria:

- They must be in good academic, financial and disciplinary standing
- They must be registered for classes and/or an internship immediately following the break for which they are applying for housing.
- they must : a) be an international student, b) meet the College's official definition of a self-supporting student as defined for financial aid purposes and be verified as such by the college financial office, or c) be registered through Bryn Athyn College for classes at another institution that continue to meet during the break or who are actively engaged in an on-campus internship or sponsored by the college department (e.g. Athletics Department for pre-season sport) during the break.

Any student remaining in the residence halls when they are closed or beyond dates that they are authorized to stay will be subject to confiscation of room key and immediate removal from the residence halls. All violations are subject to a fine, charges for dates stayed, and disciplinary action.

### Financial Obligations

#### Payment of Housing Charges/Billing

Housing fees in Residence Halls are billed by the term. Rates are available on the Residence Life and Financial Aid websites. Obligations for paying for entire academic year is subject to conditions in Housing Agreement and Student Handbook.

- Billing begins on the first day of the housing agreement, regardless of whether physical occupancy of the space is also taken at the same time.
- Laundry and other Housing Fees are non-refundable. Refund conditions are outlined in the Housing Agreement and College Refund Policies.
- Only residents in good financial standing will be permitted to participate in the annual room selection process.

#### Utilities and Meal Plans

Meal Plan and all utilities including but not limited to heat, water, electric and internet service are included in the cost of housing.

## **Security Deposit**

All residents are required to submit a housing security deposit of \$250 prior to the first time they move into on-campus housing facilities. This deposit is used to cover any damage incurred to a resident's room during their stay on campus or any other residence hall expenses the student is responsible for such as the condition of their room upon move-out. The deposit will be refunded according to policies in housing agreement and College Refund Policies. Charges beyond \$250 will be applied to the student's billing statement.

## **Rate Changes**

Rate changes resulting from a change in occupancy status will become effective as of the first day the space is made available to the student (i.e. from double room to single room).

## **Refunds**

Students will be refunded in accordance to the College Refund Policies and Housing Agreement signed.

## **Damage Fees, Liability, & Personal Property Protection**

Each resident will be held responsible for any damage beyond normal wear and tear to their assigned room, the furniture, fixtures, equipment, structural components contained therein, and for any damage caused by them or their guest to any other part of the residence halls or surrounding property. Fees will be charged for damage to any residential space.

- If two or more persons occupy the same residence hall space and it cannot be determined which student is responsible for the damage, the charge will be broken up evenly among all residents.
- The room condition will be determined by the Room Condition Report and other Residence Life records. The Director of Residence Life will conduct a final inspection to determine if damage requires the student to be billed.
- Personal property should be insured under a family, homeowner's or other policy. Bryn Athyn College is not responsible for the loss, damage, or theft of students' personal property in the residence facilities or elsewhere on campus.

## **General Residence Life Policies**

### **Alcohol and Illegal Drug Usage and Paraphernalia**

Alcohol and illegal drug usage/consumption, paraphernalia and decorations promoting its usage is strictly prohibited in the residence halls. Please see the Student Handbook Section on Alcohol and Illegal Drugs for more information. Violations will be subjected to fines and referral to the Dean of Students and Director of Residence Life for disciplinary action.

### **Advertising and Postings**

All postings within the Residence Halls must be approved by the Director of Residence Life. Approved postings must be placed on designated bulletin boards. Students who are approved to post are required to remove posting within 48 hours of the end of event date.



## **Curfew**

For the first trimester, all first-year residents under the age of 20 must be in their residence hall by 12:00 midnight on weekdays and 2:00 am on weekends. First-year residents may request extended curfew, but extended curfew is a privilege and is up to the discretion of Residence Life staff.

## **Decorations**

Residents are permitted to decorate their residence rooms to reflect personal tastes and interests, so long as they do not violate the moral principles of Bryn Athyn College, create a fire or safety hazard, damage college property, or prevent periodic maintenance. The Director of Residence Life reserves the right to ask students to remove decorations not aligned with the Bryn Athyn mission, moral values or expectations of on campus living including but not limited to alcohol bottle collections, discrimination, and depictions of violence, nudity, or hate.

- Decorations may only be mounted with 3M command strips or blue painter's tape. Residents may not use nails, tacks, screws, adhesive squares, glow-in-the-dark stickers, or any type of tape (excluding painter's tape) on the walls, ceilings, floors, woodwork, or either side of doors.
- NO LED light strips of any kind are permitted on walls or ceilings.

## **Room Furnishings**

The College provides standard room furnishings in all residence hall spaces. Students may bring small area rugs, storage containers, lamps and bookshelves that do not need to be attached to the wall are permitted.

Residents are requested to follow the following expectations regarding furnishings in the halls:

- Any additional furniture and/or mattresses that are not provided by the College are not permitted including, but not limited to: large furniture (such as couches, tables, or desks), upholstered furniture, mattresses, and air mattresses. Students may request for furniture for needed accommodations to the Office of Disability Resources.
- No furniture, which includes refrigerators, can be stacked on top of another piece of furniture that exceeds a total height of five feet.
- Alterations to physical facilities are not permitted including dismantling furniture and removing or installing window treatments and blinds.
- College-owned furniture or property that is placed in public areas (including, but not limited to: lounges, recreation rooms, and study/computer areas cannot be removed from these spaces and are prohibited in any residential room/suite/cottage building.

## **Guest & Visiting Hours Policies**

Residents hosting guest(s) assume full responsibility for the actions of their guest(s), regardless of whether the guest has been formally registered and duration of visit. This may include liability for the cost of property damage caused by a guest and/or any disciplinary action instituted because of guest behavior. The College reserves the right to terminate an individual's visitor and guest privileges.

For fire and public safety reasons, all non-building residents (even other campus residents) must be signed in at posted sign in sheet in each building.

### **Total Occupancy of Room**

Each resident may host no more than two guests. Total occupancy may never exceed twice the number of residents assigned to that space or MAXIMUM of 10 persons in suite, 15 persons in a cottage or 5 people in Cooper, Childs, Goodenough, and Grant including occupants of the residence hall space. For example, if there are three residents in a suite, there will be a maximum of 6 people allowed in the suite at one time.

### **Visiting Hours**

The intent of guest privileges is to allow for reasonable visitation by a resident's friends or family, not long-term or live-in guests. All non-building residents must follow sign in and out procedures of the residence hall they are visiting. Residents should talk to their roommates about guest preferences including those who live within the building.

Visiting Hours are:

- First Year Halls (Copper and Goodenough Halls): Monday - Friday: 6:00 pm – 12:00 am & Saturday and Sunday: 1:00 pm – 12:00 am
- Upperclassmen Halls (Cottages, Suites, Childs, and Grant Halls): Everyday 1:00 pm – 12:00 am

### **Visiting Hours Expectations**

- All residence halls - Students of the opposite sex, or anyone with whom the resident is romantically involved are permitted to visit in the public areas (lobbies, Community Room, Childs/Grant Hall Main Floor Lounges) of all residence halls during posted hours of operation.
- First-year Residence Halls - During visiting hours, residents of the first-year residence halls are permitted to host guests of the opposite sex and anyone with whom they are romantically involved in individual rooms.
- Cottages and Suites: During visiting hours, guests of the opposite gender are permitted in suite/cottage common area only and not permitted in individual bedrooms
- While hosting guests, residents are responsible for:
  - sign your guest in and out (every time you enter or leave the building)
  - keeping the door fully open (First Year Halls , Childs, and Grant) or unlocked (Suites)
    - Residence Life staff will knock on doors during visiting hours to ensure compliance
  - leaving the doorway free from all obstructions (no flags, curtains, etc.)
  - having overhead lights on or reduced lighting with TV on (as long as staff can see occupants of space)
  - ensuring that all behavior is appropriate according to the college's policies and moral beliefs

### **Overnight Guest Policy**

Residents are welcome to host non-romantic, same-sex overnight visitors provided that the resident receives permission from their roommate and guest pass from a member of the residence staff.

- An overnight guest is any persons or person wishing to stay in the bedroom between the hours of 11:00 pm and 9:00 am. Residents are always required to be with their guest while in the residence halls and are responsible for their behavior.
- A guest may not occupy a residence hall space in the absence of the assigned occupants of the room. Doing so is considered trespassing.
- A guest may not stay in campus housing for more than three (3) nights in any seven (7) day period, and a maximum of six (6) nights in any thirty (30) day period. Extended Guests need to obtain permission from the Director of Residence Life prior to stay. Guest Fees will apply.
- Permitted guests may not become another resident's guest as a means of extending their visit. Guest frequency may not be used as a means of obtaining on-campus housing without paying housing fees. Residents may be denied guest privileges, face disciplinary action, and/or be billed restitution for the cost of the period of unauthorized residency.

### **Underage Age Visitors in the Residence Halls**

Bryn Athyn College welcomes underage guests under the age of 17 to visit in residence halls that are accompanied by a parent or guardian. Underage Guests must vacate the residence halls by 10:00 pm. Childcare in the residence halls is not permitted. The Director of Residence Life should be contacted for consideration of special circumstances or overnight visitation of guests over the age of 17.

### **Lockout Policy & Procedure**

Residents occasionally forget the key to their room and get "locked out". All lockouts will be responded to in a timely manner by the Resident Assistant (RA) on duty or Public Safety staff. However, if there is another more critical or serious emergency, the RA on duty or Campus Safety staff is obligated to respond to that emergency first.

- From 8:30 AM through 7:00 PM, Monday through Friday, all lockouts should go through Campus Safety by calling 267-502-2424. Between 7:00 PM and 8:30 AM the next morning, Monday through Friday, and on weekends, the RA on duty will respond to lockouts and other emergencies.
- All residents are required to attempt to regain access into their room/suite/apartment in the following order:
  - Knock on the entrance door of your room/suite/cottage building, so that a fellow resident can give you access
  - Contact the Resident Assistant on duty, or Residence Life Staff Member or Campus Safety.
- Excessive Lockouts will result in fines or disciplinary action.

### **Quiet Hours Policy**

- Courtesy Hours: Courtesy hours are in effect 24 hours a day. Residents must make reasonable efforts to avoid disturbing other residents and comply with reasonable requests to cease any disruptive activity.
- General Quiet Hours: Quiet hours are between the hours of 11:00 pm and 8:00 am, Sunday evening through Friday morning, and between the hours of 2:00 am and 10:00 am, Friday evening

through Sunday morning. During quiet hours, residents are prohibited from producing noise that can be heard beyond one's bedroom, suite, or cottage.

- Extension of Quiet Hours: During finals week, a 24-Hour quiet hours policy will be extended to all on-campus housing to begin at 7:00 pm on the last day of classes until the end of the examination period.
- If a resident has a problem with noise, their first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, the complaint should be taken to the Resident Assistant on call. Violations of Quiet Hours will result in disciplinary action or fines.

### **Pets/Animals**

No pets, animals, or fish and food, supplies and equipment related to their care are permitted in the residence halls with exception of small non-flesh-eating fish in a no larger than 10-gallon container or for those with approved accommodations for Service or Emotional Support Animals.

### **Service or Emotional Support Animal Procedures**

Residents who believe that they have a medical need for an Emotional Support Animal or have a Service Animal that is required to assist them with their daily living and safety needs in the residence halls must submit an application to the Office of Disability Resources prior to bringing the animal to campus. The Office of Disability Resources will provide appropriate paperwork and documents related to either Service Animals or Emotional Support Animals

Service Animals: Residents that require a service animal need to register their animal in advance to allow the College time to ensure an appropriate housing assignment to accommodate the student and their service animal. Please contact the Office of Disability Resources to register your service animal.

Emotional Support Animals: Residents requesting for an Emotional Service animal must submit appropriate documentation verifying that the animal is in good health, need for the animal, and other required documentation. If the Office of Disability Resources approves the Emotional Support Animal, the resident must abide by the rules and responsibilities provided by the College. Residents approved for a support animal may need to relocate depending upon housing assignment and roommate considerations.

## **Residence Hall Safety and Security**

### **Access by College Personnel**

Residents may not refuse access to maintenance/custodial, professional staff members, Resident Assistants or college administration presenting or displaying College ID, in exercising their assigned responsibilities. The College and its staff reserves the right to enter a resident's room for any reason including purposes of inspection, emergencies, maintenance, and/or consultation, and to ensure compliance with student conduct policies as well as the health and safety of the resident without having provided notice to the occupants.

## **Security and Keys**

- Residents are always required to carry their room key and College ID card with them, to lock bedroom and suite/cottage exterior doors whenever exiting, and to report lost or missing keys or access cards immediately.
- No person shall attempt to deny other residents the use of furnishings or facilities intended to be available in or assigned for the use and benefit of those residents.
- When asked by a college official or student employee such as a Resident Assistant, all persons must provide their College identification card to confirm their identity.

## **Unauthorized Occupants**

Unauthorized occupants will be considered as trespassing. Unauthorized Occupants and/or host will be subject to a charge at the prevailing daily rate for a comparable space during the entire period of improper occupancy and may be subject to criminal and/or disciplinary action as well.

## **Health and Safety Standards**

### **Residence Hall Building Inspections**

To ensure a clean and healthy living environment for current and future residents, health and safety inspections are conducted several times through each term. All residents are given ample notice at the beginning of the month that Residence Life staff will enter their spaces regardless of whether residents are present.

Residence Life staff reserves the right to temporarily remove and store any prohibited items found during inspections. The College is not responsible for prohibited items removed from Residence Halls by staff. Students must arrange to pick up items at the end of the term. If staff is not able to contact the owner, unclaimed items will be disposed of.

### **Cooking**

Residents must be present while cooking and may only occur in kitchen areas. Fire alarms that are activated by unattended cooking will be subject to disciplinary action.

### **Prohibited Appliances**

The following electrical appliances are prohibited from possession and/or use in the residence halls and are subject to removal by staff: washing machines, air conditioners, space heaters, any motorized (or motor propelled) devices, and any heat-generating appliances including, but not limited to: hot plates, microwaves, grill cookers, charcoal or gas operated grills, toaster ovens.

### **Authorized Appliances**

- Community Kitchens: Residents who reside in halls with a community kitchen may only use pots and pans for food preparation. Pots and pans must be stored in rooms when not in use and kept clean.
- Suites/Cottages: Residents may use slotted toasters, pots, pans, rice cookers, and crock pots in designated kitchens. Appliances must be stored in the kitchen area.

- Single cup coffee brewers (i.e. Keurig) with automatic shut-off and electric water kettles with automatic shut-off are permitted for use in bedrooms and common areas.
- Humidifiers and Dehumidifiers with an automatic shut-off. Dehumidifiers must have an internal collection bin.
- Refrigerators: Only refrigerators with a maximum of 1.5 amps and five cubic feet will be allowed per person. All refrigerators must be plugged directly into wall outlets.

### **Minimum Cleaning Standards**

All residence hall spaces must be kept clean and free from dirt, grease, garbage, and trash. Proper care, cleaning, and use of community areas and facilities (i.e. stairs, stairwells, laundry rooms, grounds, etc.) are a resident's responsibility.

- All residents are responsible for meeting the standard of cleanliness. The provided cleaning service of lounges, public areas, traditional style bathrooms exists to ensure basic acceptable hygiene.
- Cooper, Childs, Goodenough, and Grant bathrooms are cleaned daily. Bathrooms in the Suites and Cottages buildings are the responsibility of residents. Residents of all communities are expected to maintain a standard of cleanliness in between cleanings by custodial staff.
- Failure to comply with cleanliness standards will result in disciplinary referral and/or assessment of cleaning fees. Please be aware that the entire residence hall floor or building can be charged for damages or extra cleaning needed due to behavioral issues.

### **Safe Conditions**

No person shall create safety or health hazards in any residence hall. Examples of prohibited behavior or items include, but are not limited to:

- Propping open exterior doors or not closing propped exterior doors
- Using windows or unauthorized doors to enter or exit buildings
- Excessive accumulation of garbage, dirt, or filth in rooms, common areas, bathrooms, or trash receptacles; Visible mold/bacteria; Spoiled food or drink; and Heavy grease/stains on burners, sinks, mirrors, stovetops, oven, and microwave
- Bed risers may be no higher than six inches. Lofting of beds must be completed by Department of Consolidated Plant Operations (CPO)
- Mopeds, motorcycles, or bicycles may not be used or stored within any residence hall
- Engaging in any activity that will injure others, deface, or damage any part of the residence hall facilities, issued appliances, and furniture. This includes playing sports or using sporting equipment inside the residence halls
- Installation of personal locks on windows or doors and duplication of College-issued keys

### **Fire Safety**

To ensure the safety of all our residents, students must NOT:

- Remain in the residence hall during fire alarms. Emergency Personnel, Public Safety and Residence Life staff may enter rooms during fire alarms to ensure compliance with evacuation procedures.

- Tamper with, or otherwise misuse fire-fighting equipment including, but not limited to: fire extinguishers, fire hoses, fire alarms, fire doors, pull stations, heat and smoke detectors, and exit signs.
- Possess/use/start: fires, grills, candles, hookahs, incense or other combustible or flammable items.
- Possess/use: charcoal, gas, kerosene, alcohol, or other flame-producing appliances.
- Possess any electrical appliance or device with wiring that is frayed, broken, or taped.
- Overload outlets or use/possess extension cords, use/possession of non-UL approved multiplug splitters or connecting surge protectors to other surge protectors or extension cords. Students are required to use surge protectors to extend outlets.
- Block or restrict access to fire equipment, hallways, windows, room/suite/apartment egress.
- Fail to remove grease/oil from range hoods or cooking/eating surfaces and its improper disposal.
- Have natural Christmas trees (artificial Christmas trees are permitted but must be less than six feet tall).
- Use of Plug-in air fresheners.
- Hang holiday or decorative string lights, other than battery-powered or LED lights on walls or furniture. Decorative lights must not surround flammable items such as fabric.
- Residents may not affix anything to the ceilings in their room. Any items made of fabric (i.e. tapestries, clothing, sheets, etc.) must not take up more than 20% of the given wall.

### **Pest Control**

The College utilizes a pest control company for preventative measures and handling complaints through Residence Life staff or the work request form available on the Residence Life website.

- Residents are prohibited from treating for pest with insecticides, sprays, or outside companies.
- Residents may not refuse and are required to properly prepare for the pest control as directed by the professional staff and/or pest control company. Residents must not remove or tamper with any pest control device placed by the College.

### **Use of Residential Sports Courts**

The use of all residential sports courts is only for residential students and their guests. Students using residential sports courts should adhere to the Quiet Hours policy throughout the duration of its usage.

### **Use of the Childs Hall Grill or Grant Hall Fire Pit**

Residents who wish to use the charcoal grill or fire pit must get written permission from the Director of Residence Life or Coordinator of Student Activities to use.

### **Storage Space**

Due to space limitations, the College cannot provide storage for students' belongings during the summer. Students must be prepared to move their belongings immediately upon moving out of the residence halls. All personal property that is abandoned will be disposed of or donated. Students are not permitted to store personal items in hallways or common areas of the halls.

### Enforcement of Residence Life Policies

All residence life policies are enforced by a system of fines and disciplinary action. Listing of fines are provided on the Residence Life Website, Housing Agreement, and posted within the halls. Additional disciplinary action outlined in the Student Handbook may also apply at the discretion of the Director of Residence Life and/or the Dean of Students.

### Custodial/Maintenance Emergencies

Outside of regular business hours (after 4:30 pm, Monday through Friday, and on weekends and holidays), CPO staff is authorized to respond to emergency situations only when contacted by Residence Life staff. Such emergencies are resolved at no charge to the resident, except when damage is the result of carelessness or is of a deliberate nature.

The following non-exhaustive list provides examples of emergency situations. These will be given immediate attention on a call-back basis: Heat problem, No electricity in an entire room or only bathroom (a broken bedroom outlet is not an emergency), No running water or hot water, Floods of any kind (i.e. sinks, toilets, pipes in walls, etc.), Clogged or broken toilet, if another toilet is not available, Clogged sinks or bathtubs (if another sink or bathtub is not available), Person locked inside any room, and Exposure to bodily fluids (blood, feces, urine, and puke).

### Residence Life Staff “On-Call”

During the academic year, residence life staff manages an “on-call” system for emergencies in the residence halls. They can be reached at 267-502-2950 and please leave a message with your name, number, and nature of concern.

- In the rare event that a resident cannot reach a Residence Life Staff “On-Call”, they are encouraged to contact Public Safety immediately: 267-502-2424.
- For Life Threatening emergencies, residents need to call 911 first, and then call Public Safety 267-502-2424.

## Disciplinary Action

In addition to the specific student conduct policies described above, disciplinary action may be taken against a student for any other offense involving repeated infractions that reflect a general disregard or defiance of moral or civil principles, Bryn Athyn College policies, or residence life policies.

### Misconduct Complaint or Referral Process

Any member of the community (student, staff or faculty) may make a complaint or offer information concerning an incident(s) to the appropriate office or person (i.e. Dean of Students, Department of Residence Life, Title IX Coordinator, Title IX Deputies, Campus Safety, etc.). Any information will be referred to the appropriate College Official for investigation and the College can act on the information provided even if the person making the complaint does not want to be further involved.

### Disciplinary Action Procedure

Incidents involving student misconduct are handled by the Dean of Students or Director of Residence Life for Residence Hall misconduct. The Dean of Students or designee discusses the incident with the student and



explains the ramifications of the appropriate disciplinary action(s). The investigation includes interviews and requests for written statements from all persons involved in the situation including witnesses. If any student(s) fails to respond to one written request for an interview, the College Official may proceed with a review of the evidence and information in the absence of the student(s).

### Notification of Disciplinary Action

Students are notified in writing by the Dean of Students or designee of any disciplinary action taken against them and of their right to appeal the action through the disciplinary action grievance procedure. Record of the disciplinary action is maintained confidentially and separately from other records. Disciplinary action does not appear on a student's transcript.

### Types of Disciplinary Action

The determination of disciplinary action shall be made based on preponderance of the evidence; whether it is "more likely than not" that the incident occurred. Bryn Athyn College reserves the right to remove, at any time, students whose conduct it regards as detrimental to themselves or to the institution. Neither Bryn Athyn College, the Academy of the New Church, nor any of its administration, staff, or faculty shall be under any liability for such removal.

### Disciplinary Action

The following Disciplinary Action may be imposed once a determination has been made. Failure to complete a Disciplinary Action may result in a Registration, Transcript, and/or Diploma hold being placed on the student's account.

1. **Disciplinary Warning:** A specified period of time during which further violation of student conduct policies may lead to disciplinary probation.
2. **Restitution:** Restitution for violations against property may include the restoration or replacement cost of the lost or damaged College or Academy affiliated property.
3. **Special Restrictions or Loss of Privileges:** Students may be restricted from participating in certain specified events and activities and may be prohibited from entering certain areas of the campus, including certain facilities and offices. Student access to specific services may also be limited if a pattern of abuse of said services has been identified.
4. **Disciplinary Probation:** A specified period of time during which further violation of student conduct policies may lead to disciplinary suspension. Students placed on disciplinary probation may not hold student staff positions (Resident Assistant, etc.) or Student Government Association leadership positions for the duration of the probationary period.
5. **Community Service & Educational Projects and Programs:** Students may be assigned projects, programs and community service hours. Community Service is work performed at a stipulated location by the College and with a stipulated supervisor. Failure to complete the assigned service or educational project within the specified time period may increase the assignment or result in additional disciplinary actions. Failure to satisfactorily complete an assigned project, program or service will result in a hold on their college account.

6. **Suspension from the College:** A specified period of time during which the student is removed from the College. Upon suspension from the College, a person loses all the rights and privileges of being a student of the College for a stipulated period and is prohibited from using or entering the campus or its facilities. Any suspended individual found on campus during the suspension period will be considered a trespasser and will be prosecuted under the law. Suspension from the College will result in a notation in the student's academic record. Any student that is suspended will be blocked from registering for classes for the period specified by the Dean of Students.
7. **Expulsion from the College:** Upon expulsion from the College, a person loses all the rights and privileges of being a student and is prohibited from using or entering the campus or its facilities. Any expelled individual found on campus will be considered a trespasser and will be prosecuted under the law. Expulsion from the College will result in a notation in the student's academic record.

### Specific Residence Hall Disciplinary Action

In addition to all the disciplinary actions above, residential students may be charged with the following specific residence hall disciplinary actions listed below.

1. **Administrative Reassignment:** A student may be reassigned to an available space on campus at the discretion of the Director of Residence Life or Dean of Students. The student shall be required to move to the new assignment within a specified period of time or be subject to immediate suspension from the residence halls.
2. **Residential Probation:** Students may be placed on residential probation for a specified period. During this time, students are permitted to continue to reside in College housing however, any future violations may result in additional and more significant disciplinary action(s) including but not limited to housing suspension and expulsion.
3. **Suspension from the Residence Halls:** A student may be required to move out of the residence halls for a given period by the Director of Residence Life or Dean of Students. The student may apply to be readmitted to the residence halls following the period of suspension. Any individual under suspension from the residence halls is prohibited from entering all residential facilities and the grounds/roadways around the residence hall areas. Any individual found violating these terms of suspension from the residence halls may be suspended from the College and subject to prosecution under the law.
4. **Expulsion from the Residence Halls/Apartments:** A student may be required to move out of the residence halls completely and permanently by the Dean of Students or Director of Residence Life and is prohibited from entering all residential facilities and the grounds/roadways around the residence hall areas. Any individual found violating these terms of suspension from the residence halls may be suspended from the College and subject to prosecution under the law.

### Withdrawal While Charges Pending

The College will not permit a student to withdraw if that student has a complaint pending for violation of the Policy or for charges under the Code of Student Conduct. Should a student decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Bryn Athyn College until

completion of the hearing process unless(if any) all sanctions have been satisfied. A hold may be placed on the student's account to prohibit reenrollment and the release of transcripts. In compliance with FERPA and the Clery Act a notation of student misconduct or college expulsion may be placed on a student's transcript.

### Disciplinary Action Grievance Procedure

Any student wishing to appeal a disciplinary action must notify the Dean of Students in writing within four days of receiving his or her official notification of disciplinary action. Once the Dean of Students receives written notification from a student that he or she wishes to appeal a disciplinary action, within ten days the Dean of Students must convene a disciplinary appeal panel consisting of the Dean of Students (non-voting chair), two faculty or administrators, and three representatives from student government. The panel follows the procedure below:

- The Dean of Students calls the meeting to order, reviews the procedures, and the importance of confidentiality in order to protect the student involved.
- The Dean of Students presents the facts of the case to the panel.
- The student making the appeal has the right to explain his or her actions and reasons for appealing the action.
- Panel members may ask questions of either the Dean of Students or the student making the appeal for the purpose of clarification regarding the facts of the case.
- After all questions have been addressed, the student making the appeal is dismissed.
- The Dean of Students discusses with the panel his or her reasoning for issuing the disciplinary action.
- The Dean of Students recuses himself or herself so that the panel members can deliberate on the appropriateness of the disciplinary action.
- The panel members vote by written ballot whether to affirm or modify the disciplinary action. A decision to modify the disciplinary action should be based on a preponderance of the evidence that the disciplinary action issued was inappropriate given the facts of the case.
- If a majority of the panel votes to modify the disciplinary action, a second vote by written ballot is taken to suggest the modified disciplinary action. If a majority does not vote to modify the disciplinary action, the action stands.
- The Dean of Students is invited back into the room to be informed of the outcome of the vote.

The Dean of Students may or may not take the panel's counsel in rendering a final decision. The Dean of Students notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the panel meeting. If the final outcome of the appeal results in the disciplinary suspension of a student, that student may appeal his or her suspension to the president of the college.

### Failure to Complete Sanctions/Comply with Disciplinary Actions

All respondents are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified by the Coordinator. Failure to follow through on conduct sanctions/disciplinary/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College

(which would be noted on a student's official transcript or in an employee's personnel records). A suspension will only be lifted when compliance is achieved to the satisfaction of the Coordinator. For students or student organizations this decision will be made in consultation with the Dean of Students.

## Student Services

### Academic Support

Students experiencing academic difficulties or who desire academic support are encouraged to contact their academic advisor and/or the coordinator of academic support.

#### Academic Success Center (ASC)

Academic assistance is available to students through the Academic Success Center (ASC). The Academic Success Center uses trained student tutors to provide one-on-one tutoring opportunities for any student who is struggling. ASC and library staff are also available to help with research issues and projects. All services are free to students.

Students can find the ASC calendar of appointments and schedule a meeting through the "Academic Success Center" tab of the college website [www.brynathyn.edu/academics/support-services/](http://www.brynathyn.edu/academics/support-services/). In-person or virtual tutoring sessions should be scheduled by contacting ASC through the website. Students unable to locate a tutor for a particular subject should contact the ASC Coordinator directly for assistance. In addition, students can walk in at any time the ASC desk is manned and speak to the person at the desk, or simply use the space for quiet study on their own. Desk hours are posted at the desk at the back of the 2<sup>nd</sup> floor in the Swedenborg Library. Tutoring offerings vary each term.

#### Directed Advisor Check-ins and Academic Alerts

**First Term Students.** Based on initial feedback from instructors in the 3<sup>rd</sup> or 4<sup>th</sup> week of a term, students deemed at risk of failure (e.g., poor academic performance, attendance problems) will be expected to meet with their advisor to devise a different approach to academics. Based on mid-term feedback from instructors, students at risk of failure will be required to meet with their advisor to discuss a formal plan that may include using the academic support program.

**Subsequent Terms.** Students who receive academic alerts or probation (see Actions for Academic Deficiency), are expected to meet with their advisors to devise a plan for academic improvement, which might include regular use of ASC. Students on academic deficiency probation may be required, at the discretion of the Associate Dean of Academic Affairs, to attend a certain number of support hours at ASC per week to assist them in getting back to good academic standing.

**Academic Alert System.** An academic alert system is used to identify students experiencing difficulties with academics. The Academic Alert Committee reviews these alerts to determine a suggested course of action and support for students identified through these alerts.

## Career Education and Development

The office of career services at Bryn Athyn College exists to help students and recent graduates identify, create, and pursue meaningful careers that will draw upon their talents, interests, and skills, as well as hone their spiritual and moral lives.

Our yearly programs include the following on campus events:

- Majors and Careers Day
- Career Fair
- Graduate School Fair

These events are supplemented by career focused workshops, one-on-one personalized career mentoring, resume and cover letter creation and editing, mock interviews, career counseling, and other services that lead to career decisions.

For more information on the events we host, please visit the college website under Career Development for the Career Services calendar or contact Kailey Brower by email, [careerservices@brynathyn.edu](mailto:careerservices@brynathyn.edu).

## Counseling Services

The college years often bring demanding challenges which can impact students' academic, social, and personal functioning. Our goal is to help students ameliorate problems and explore their concerns in a safe, welcoming, caring, and confidential environment. When students use the resources available to them, there is a much greater chance of success and overall well-being. Counseling services are available to Bryn Athyn undergraduate students during the academic calendar year. Students are invited to make an appointment about any issue (s). Typical concerns may be related to:

- stress and anxiety
- identity development
- depression
- relationship and family issues
- trauma
- eating disorders
- drug and alcohol concerns
- personal growth

Students may contact the on-campus counselors directly for appointments or by email (refer to Health And Wellness on the website for most recent contact information).

The counseling services office is located in the Health and Wellness Center in the College Center. The counselor will see students for 5 sessions, free of charge. The days and times of service are found on the health page of the Bryn Athyn website. Students in need of long term support may be referred to an appropriate community provider. The counselor will provide a list of possible off-campus providers in the surrounding area for students to access. Off-campus counseling services need to be paid for from either health insurance or out-of-pocket payments and the student can incur cost for these services. Please do not hesitate to contact Samantha Miller or Salvatore Capone, Directors of Health and Wellness

[Samantha.Miller@brynathyn.edu](mailto:Samantha.Miller@brynathyn.edu), [salvatore.capone@brynathyn.edu](mailto:salvatore.capone@brynathyn.edu) or Dr. Suzanne Nelson, Dean of Students, [Suzanne.nelson@brynathyn.edu](mailto:Suzanne.nelson@brynathyn.edu) for any questions regarding the counseling program.

## **Student Health and Wellness Services**

Bryn Athyn College partners with Abington/Jefferson Health Care System. The Health and Wellness Center is located in the lower level of The College Center (next to the Fitness Center). All students are eligible for routine care for illness or injury. Services conducted in the health center are free of charge for all students (commuter and resident). We work closely with a broad network of nearby specialists if further evaluation is needed. Students may incur charges if they are referred to off campus medical providers.

Students may contact the nurse practitioner, Christina Wood, at 267-502-6011 or [Christina.wood@brynathyn.edu](mailto:Christina.wood@brynathyn.edu). A Nurse Practitioner is on site for 12 hours each week while school is in session. Please see the website for the monthly schedule.

## **Office of Disability Resources**

The Office of Disability Resources at Bryn Athyn College helps to ensure equal educational access and opportunity for all members of our community. Members of the ODR staff work individually with each student to understand his or her strengths and limitations in order to develop their most effective and comprehensive accommodation plan.

In addition to working in a direct service capacity with our students, the Office of Disability Resources also collaborates with administrators, faculty, and staff to ensure that the facilitation of reasonable and appropriate accommodations for students with documented disabilities is provided. Bryn Athyn will offer reasonable and appropriate accommodations to assist otherwise qualified persons in achieving access to its programs, services, and facilities. Documentation must be submitted to ODR to develop an accommodation plan directly with the student in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Our policies and mission carry out the intent of Section 504 of the Federal Rehabilitation Act, which states:

“No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Students with questions or materials for ODR should contact Suzanne Nelson or visit the Office of Disability Resources section of the College website.

## **Further Information**

Additional information on mental health services, addiction issues, physical health, and/or personal counseling is available from the Dean of Students, the residence hall directors, or any of the personal counselors available to college students. Students should feel free to contact any of the above at any time if they are experiencing difficulties that seem beyond their ability to handle.

## **Public Safety**

Campus security is overseen by the Academy of the New Church Public Safety Department, located in the Pitcairn Hall. Specific policies and procedures, as well as full crime statistics, are available from the Public Safety Department ([www.brynathyn.edu/student-life/campus-services/department-of-public-safety](http://www.brynathyn.edu/student-life/campus-services/department-of-public-safety)). An on-call public safety officer can be reached 24 hours 7 days a week at 267-502-2424. The Annual Security Report for Bryn Athyn College is available at [www.brynathyn.edu/student-life/campus-services/department-of-public-safety](http://www.brynathyn.edu/student-life/campus-services/department-of-public-safety).

## **International Student Support**

The Principle Designated School Official (PDSO) and Designated School Official (DSO) are available to assist with paperwork, processes, and policies associated with studying in the United States and with compliance of F-1 visa regulations, such as reporting and updating of student information in SEVIS, travel endorsements, work-study on campus, etc. The PDSO and DSOs communicate to incoming international students before and upon their arrival on campus to identify themselves and to ensure all federal regulations are met. The PDSO can also assist international students with making adjustments to life in the United States and on campus. International students seeking personal support are encouraged to meet with the PDSO or the professional counseling service provided by the college. For academic information or support, international students should contact their academic advisor.

## **Information Technology**

Bryn Athyn College promotes access to a wide range of information and computer services for academic, instructional, administrative, and research purposes. This includes providing each student with a campus computer network account. Help desk support is generally available at the Network Services Department (located on the ground floor of Pitcairn Hall) Monday through Friday 8:00 am – 5:00 pm. After hours tech support is available Sunday through Thursday 7:00 pm – 10:00 pm. Hours are subject to change. Check our support site's "About Us" for the most up to date hours – <https://bit.ly/3ZWanrd> (login required – use your campus account). Students may go to the Network Services Department, call (267-502-2680), email ([helpdesk@brynathyn.edu](mailto:helpdesk@brynathyn.edu)), or visit Network Services section of the College website. (login required – use your campus account or any free Microsoft account).

All students are required to have a laptop for academic purposes. Laptop requirements can be found on the college website's Network Services page or in the FAQ documents on our support site. Public computers are also available in the Swedenborg Library. Public printers are available for student use throughout the campus.

## **Swedenborg Library**

The Swedenborg Library is the heart of Bryn Athyn College where students are empowered to succeed.

The Swedenborg Library, with more than 100,000 volumes and numerous online databases and related resources for study and research, is at the center of academic life on campus. A variety of group and individual study areas, including a self-service café, are available. For more information, and for a schedule of open hours go to <https://brynathyn.edu/swedenborg-library/>

A current BAC student ID card with library barcode is required for checking out all materials and for accessing course reserves and interlibrary loan. The Swedenborg Library is committed to Open Access. Many course texts can be found on reserve for in-library use or in digital format. Interlibrary Loan is also available for works outside of our collection. Although there are no fines for overdue books, students will be asked to pay for materials that are lost, damaged, or not returned. Noncompliance could result in the withholding of academic transcripts.

Copyright information regarding the correct use of library materials and other intellectual property can be found at <https://brynathyn.edu/swedenborg-library/copyright-information.html>

For questions, or for reference and research help, email the Swedenborg Library at [Swedenborg.library@brynathyn.edu](mailto:Swedenborg.library@brynathyn.edu) or call 267-502-2524. Students are always welcome to stop by the library in person or request an appointment for assistance. You can also reach us through our chat service which can be found on the library webpages.

## **Campus Store**

The Campus Store, located in the College Center is available for students to purchase academic supplies, course textbooks, reading packets, and Bryn Athyn College apparel.

## **Campus Dining**

Bryn Athyn College is proud to partner with SAGE Dining Services®. SAGE, established in 1990, is the leading food service provider for independent schools and colleges throughout North America. SAGE's unparalleled expertise in nutrition, sustainability, and culinary trends produces exceptional dining experiences that delight the senses, inspire minds, and foster community.

SAGE provides our school community with customized, delicious, dietitian-approved meals, cooked from scratch using fresh, locally sourced ingredients. Their talented chefs enhance mealtime with a wide array of options and flavors, including authentic Asian dishes, Latin American cuisine, and vegetarian and vegan fare. A monthly Educational Seasonings program explores food in cultural and historical contexts, and chefs often engage communities with exciting display cooking.

All SAGE Team Members have extensive training in food service protocols and food allergy awareness. Their open kitchen policy allows parents to schedule a time to visit and ask questions about inventories and preparation methods. SAGE's comprehensive online allergen filter is an important tool that allows students and parents to filter all menus for allergens and choose safe meals.

For more information about SAGE, visit [www.sagedining.com](http://www.sagedining.com).

### **Meal Plans**

If you are a resident student, your dining hall meal plan is pre-loaded onto your Campus Cash card each term. Commuter students can purchase meals for a whole term or individually using [Campus Cash card](#). If you wish to purchase meals for the whole term, please visit the bursar to make a payment and have the meal plan added to your Campus Cash card. You may also pay for meals using credit card at the door at a slightly higher cost. All such sales will also incur sales tax.



Term meal plans are also available for purchase. If you have any questions, please contact the Bursar's office at 267-502-2493 or [bursar@brynnathyn.edu](mailto:bursar@brynnathyn.edu).

## Dining Locations

### **Brickman Dining Hall (Dine-in/Meal Plans)**

Our all you care to eat dining hall is located in the lower level of the Brickman Center. Residents can swipe in for all meals throughout the week. Any commuters can purchase a commuter meal plan, use credit or campus cash to enjoy meals served here.

For more information about current meal ties for breakfast, lunch, and dinner please refer to the website.

### **College Grounds**

College Grounds is a cafe located conveniently in the Swedenborg Library. College Grounds serves the full line-up of Starbucks coffee and drinks, including Tazo teas, smoothies, as well as highly popular breakfast sandwiches, hash browns, pastries, bagels, and candy. The comfy booths, iPod docks, and HD Plasma TV help make the Café the perfect spot for meetings with faculty and friends.

### **Lions Café (retail)**

The Lions Café is located on the main level of the College Center. This retail location offers Starbucks, handcrafted drinks, quick grab and go options, and array of grill items. Meal Plans swipes are not accepted in this location but students are welcome to use debit, credit and Campus Cash.

### **Dining Services & Café Contact Information:**

Food Service Director: John Starrett, [j.starrett@sagedining.com](mailto:j.starrett@sagedining.com)

Assistant Food Service Director: Ayrton Hamilton, [a.hamilton@sagedining.com](mailto:a.hamilton@sagedining.com)

## Student Clubs and Organizations

### **Student Government**

The purpose of student government is to represent and serve the student body and to enrich the student experience at Bryn Athyn College. To this end, student government addresses issues within the college that pertain to the lives of students and serves as the official point of communication between the student body and the college administration and faculty. Student government also promotes and approves the establishment of officially recognized student clubs and organizations, allocates funds to support student club and organization activities, and sponsors events to enrich campus life.

Student Government consists of a student body president and vice president, two representatives from each class, and representatives from each student organization that has been granted a voting seat on student government. Elections take place in the spring term of the academic year prior to the elected representatives taking office (with the exception of the freshman class representatives, who are elected in the fall term of the year in which they serve).

## **Social Committee**

The social committee is made up of students who are interested in brainstorming, planning, and leading social, cultural, and recreational events for the college community. The committee meets regularly with the coordinator of student activities to develop ideas and organize events for the student body. Students interested in serving on the social committee are encouraged to contact Jacqueline Bein, at [jacqueline.bein@brynathyn.edu](mailto:jacqueline.bein@brynathyn.edu).

## **CARE (Community Service)**

C.A.R.E. is a student-led service organization where students can either gain leadership experience by designing, organizing, and facilitating service projects or simply experience the joy and reward that come from serving others by participating in an established service project. C.A.R.E. offers numerous on- and off-campus service opportunities throughout the year, including Operation Christmas Child during winter term. Students interested in joining C.A.R.E. should contact the student C.A.R.E. president or vice president. Questions about C.A.R.E. can be directed to either the CARE president or the C.A.R.E. advisor, Jacqueline Bein, at [jacqueline.bein@brynathyn.edu](mailto:jacqueline.bein@brynathyn.edu).

## **Active Minds**

Bryn Athyn College is currently one of more than 340 colleges to have a chapter of the national Active Minds organization. The goal of Active Minds is to increase student awareness of mental health issues, sponsor mental health awareness programs, and make information and resources regarding mental health and mental illness available to the student body. Active Minds seeks to help remove the stigma that can surround mental health issues and to create a comfortable environment for open conversation about mental health issues on college campuses through North America. Students interested in joining the Bryn Athyn College chapter of Active Minds should contact the student Active Minds chapter president.

## **Multicultural Student Organization (MSO)**

The Multicultural Student Organization (M.S.O.) strives to meet the unique needs of multicultural students to support them in achieving personal growth and academic success. While providing educational programs, services and resources that promote a diverse and transformative learning environment for all members of the college community. M.S.O. sponsors several campus wide annual events including Black History Month program, Kente ceremony for graduating seniors and students receiving their A.A. degree and multicultural focus group series. Students interested in participating in M.S.O. should contact the student M.S.O. president. Questions about the Multicultural Student Organization can be directed to either the student M.S.O. president or the M.S.O. advisor, Jacqueline Bein, at [jacqueline.bein@brynathyn.edu](mailto:jacqueline.bein@brynathyn.edu).

## **International Student Organization**

The International Student Organization (I.S.O.) strives to raise global cultural awareness among the student body, address campus issues that particularly affect international students, and celebrate and support the international members of the student body. I.S.O. sponsors several excursions to nearby cities as well as an annual diversity day, which allows students to share their heritage with the college community by showcasing

their nation's traditional foods, clothing, music, and art. I.S.O. is open to all students, international and domestic. Students interested in participating in I.S.O. should contact the student I.S.O. president. Questions about the International Student Organization can be directed to either the student I.S.O. president or the I.S.O. advisor, Jacqueline Bein at [jacqueline.bein@brynathyn.edu](mailto:jacqueline.bein@brynathyn.edu).

## **Student Athlete Advisory Committee**

The Student Athlete Advisory Committee (SAAC) is made up of representative student-athletes chosen from each athletic team by their coaches. The purpose of SAAC is to give student athletes an opportunity to provide insight on the student-athlete experience, including input on how rules, regulations, and policies affect the student-athlete. Questions about the Student Athlete Advisory Committee can be directed to the SAAC chair, Travis Ponton (267-502-4577 or [travis.ponton@brynathyn.edu](mailto:travis.ponton@brynathyn.edu)).

## **Student Complaint Policy**

### **Purpose and Principles**

Bryn Athyn College (BAC) is committed to continuous improvement of its curricular and extracurricular services and programs for its students. To this end the College provides adequate, easily activated procedures to receive and respond to student complaints. Effective complaint resolution processes provide BAC with valuable opportunities to analyze recurring or persistent problems and ensure continuous development and improvement of student services and student satisfaction.

Bryn Athyn College is committed to resolving student complaints quickly, using a clear, fair and reliable management process. The College treats complaints seriously and ensures all processes are clear, prompt, confidential, and fair to all parties, and uses its best endeavors to ensure an acceptable resolution is achieved.

The College is also committed, wherever possible, to dealing with complaints at the local level (within the confines of the College). Complaints that are resolved quickly, locally and with the fewest people have the greatest chances of removing any impediment to good working/teaching/learning relationships.

The complaints policy and procedures are based on the following principles:

- 1) That the process used to handle and resolve complaints is fair and is perceived as fair; it is impartial and capable of offering appropriate outcomes;
- 2) That complaints are treated confidentially, and information is only used for the purposes for which it was collected;
- 3) That the complaint procedures are understood easily, and that students and staff have appropriate access to information about the operation and outcomes of the process;
- 4) That any barriers which deter or prevent students from accessing the complaints system are identified and steps taken to remove them;
- 5) That bias in favor of either students or staff is avoided and that reasons for decisions are provided to all parties concerned;

- 6) That faculty/staff involved in resolving complaints give all parties to a complaint the opportunity to respond to issues raised where appropriate and treat each complaint on its merit regardless of the manner of presentation of either the complaint or the complainant;
- 7) That the complaints system is supported at all levels of the College, where a student's right to complain is recognized;
- 8) That a mechanism is in place to ensure that no student is victimized or suffers detriment as a result of making a complaint. Any attempt to penalize a student for compiling a complaint will be subject to College disciplinary procedures;
- 9) That complaints are handled in a timely manner with achievable deadlines clearly stated for each step in the resolution of the complaint;
- 10) That faculty/staff who handle complaints are enabled and encouraged to use their judgment within a framework of documented guidelines, procedures, legislation, or College policy;
- 11) That wherever possible complaints are handled, resolved and reviewed locally and have the fewest people necessary involved;
- 12) That all students have the right to appeal local decisions to the next level and in most cases to the President of the College, who will intervene only when local reviews have not satisfactorily resolved the issues raised by the complainant;
- 13) That a mechanism is in place to monitor the nature and outcome of complaints across the College and identify issues of widespread concern to students; and
- 14) That the effectiveness of the complaints system is regularly evaluated by faculty/staff and students involved in the process.

## **Application**

This policy covers issues of concern relating to any aspect of the Bryn Athyn College student experience, including academic affairs, student affairs, and administrative services.

The complaint policy does not cover:

- Complaints that are outside the scope of College operations
- Complaints about individuals who are not full or part-time members of staff or enrolled at the College.

Some of the College's policies include grievance or appeal procedures specific to those policies (see the list below). Students should use the policy-specific process before registering a complaint regarding a service or action associated with a policy that includes its own appeal or grievance procedure.

Specific policies guide grievance or appeal processes for:

- Grades (these are handled by the grievance procedure for grades)
- Instructor's actions in response to disruptive behavior in class (these are handled by the grievance procedure for disruptive behavior)

- Academic deficiency suspensions (these are handled by the appeal procedure for suspension due to academic deficiency)
- Actions in response to academic misconduct (these are handled by the appeal procedure for academic misconduct actions)
- Discriminations, harassments, or retaliations (these are covered by the grievance procedure for discrimination, harassment, or retaliation)
- Disciplinary actions (these are covered by the disciplinary action grievance procedure)

If after exhausting the policy-specific appeal or grievance process a student wishes to make a complaint about the service, then the student may do so by following the procedure given below.

## **Accountability**

All faculty/staff and students have a responsibility to contribute to a teaching, learning, and working environment that is characterized by mutual respect, open communication, and the resolution of conflicts.

Senior administrators (deans, chief financial officer, and president) will:

- a) ensure that commitment of the College to the satisfactory resolution of complaints is an integral part of providing high quality services for students and is understood by senior College managers; and
- b) receive a report as to any decisions of lower management and take such steps, as she/he may consider necessary to ensure its full and effective implementation.
- c) ensure that complaint processes are promoted openly, and actively supported;
- d) ensure that staff have access to adequate support, information, resources and training in resolving complaints;
- e) ensure that information is gathered on the number and types of complaints received and used to inform policy and procedural review;
- f) ensure that any corrective actions arising from complaints are implemented and, where appropriate, reasonable steps are taken to prevent a similar complaint reoccurring; and
- g) monitor working and teaching environments to prevent victimization as a result of complaints.

College administrators will:

- a) be accountable for conducting a review of complaints which have not been satisfactorily resolved at the local level, unless they have been involved in the resolution or have conflict of interest. In these cases, the accountability will lie with the next managerial level.
- b) Be responsible for consulting with any person or group of people, including College committees, necessary to establish the fact of the complaint and offer an appropriate resolution. Unless the permission of the complainant is gained, this consultation will be as a case-in-principle.

All faculty and staff will:

- a) attempt to resolve all complaints in a timely manner according to the procedures and guidelines on complaint resolution;
- b) ensure that all complaints are treated seriously, investigated sensitively, and that confidentiality is maintained at all times; and
- c) be familiar with the relevant regulations, policies, processes, administrative instructions, guidelines, and complaint resolution procedures.

Students will:

- a) behave in a manner consistent with College policies;
- b) express concerns and make comments in order to improve current practices and inform new policy and procedures;
- c) provide timely and accurate information during the course of a complaint; and
- d) not make mischievous, trivial, or malicious complaints.

## **Procedures for Handling and Resolving Student Complaints**

This process is designed to meet the following objectives:

- To provide procedures that recognize and protect the rights of students to make complaints and to ensure that the rights of the complainant and the respondent are addressed in an even-handed way;
- To provide processes which are accessible to all students and which are appropriate for dealing with all complaints in an equitable and culturally sensitive manner;
- To identify clearly the various steps and processes involved in handling and resolving complaints;
- To identify clearly sources of information for students and faculty/staff involved in a complaint;
- To specify timelines by which processes must be completed;
- To ensure that mechanisms are in place to maintain confidentiality, with a minimum number of people involved and secure record keeping; and
- To provide processes for feedback on service provision to staff and encourage dissemination of best practice examples.

### **Process Summary**

STEP 1: When a problem or issue arises, students are advised to seek information and assistance from the Student Government Association's Office. Students have three options for proceeding:

- Take no further action
- Make comments or suggestions regarding the issues, or
- Make a complaint (see Step 2 below)

STEP 2: A student makes an informal complaint (oral or written) to the member of faculty/staff responsible for the service, decision, or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution. The majority of complaints are resolved successfully at this step.

STEP 3: Students who feel that their complaint has not been resolved satisfactorily in Step 2 may initiate the formal steps of the complaint process by filling out a “Student Complaint Tracking Form” (available at the Registrar's Office) and meeting again with the member of faculty/staff responsible for the service, decision, or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution and document their action on the tracking form.

STEP 4: Students who feel that their complaint has not been resolved satisfactorily in Step 3 can request a review by Department Chairs or Administrative Managers. Chairs and Managers will review the complaint and either support the original offer or provide an alternative resolution. The next managerial level should conduct the review where the Chairperson or Manager was involved in the initial attempts at resolution or has a conflict of interest in the review. The Chairs or Managers document their action on the tracking form.

STEP 5: If satisfactory resolution has not been obtained at this point, students can lodge a written appeal with the appropriate senior administrator who will hear the complaint and render a final decision based on all the evidence presented. Only the President of the College may overturn this decision. The senior administrator documents the outcome on the tracking form and in the record of institutional complaints.

### Action

(Note that the timelines given below may vary depending on the type of complaint and when the College is not in session, such as over the summer and between terms.)

#### **Making a Complaint**

Students are encouraged to seek information and assistance about their options before proceeding. (Within 72 hours of occurrence).

#### **Acknowledging Receipt of Complaint**

Once a complaint reaches the formal level (Step 3 above), staff must acknowledge in writing a complaint within 5 working days from receipt to the next level of management. This written notation is made on the staff/faculty member's section of the complaint form. The record should identify the staff member handling the complaint and give an estimated time frame for resolution.

#### **Notification of Initial Resolution**

Staff will send resolution details in writing to the student within ten working days, giving reasons for the decision.

#### **Requesting a Review of the Decision**

Students who are not satisfied with the offer of resolution can submit a request for a review to Department Chairs or Administrative Managers within 20 working days of the date of the notification of initial resolution.

**Acknowledging a Request for Review**

Chairs/Managers must acknowledge in writing a complaint within 5 working days from receipt. The letter should identify the staff member handling the complaint and give an estimated time frame for resolution.

**Notification of Review of Decision**

The Chair or Manager will send resolution details in writing within 20 working days to the student giving reasons for the decision.

**Lodging an Appeal**

Students can lodge an appeal to the appropriate senior administrator within 20 working days of the date of the notification of the review decision.

**Appeal Review**

Other than in exceptional circumstances, the senior administrator will hear the complaint within 15 working days of receipt of the students' appeal.

**Notification of Appeal Decision**

Students will receive notification of the senior administrator's decision or estimated time frame for further investigation within 5 working days of the date of the appeal review.

**Withdrawing a Complaint**

Students have the right to withdraw a complaint at any time during the process, in which case the complaint shall be registered as concluded and noted as withdrawn. The staff member who receives the notification will advise all parties to the complaint in writing of the withdrawal.

If the complaint was against another person or group of people, they have the right to make a written statement following the withdrawal. This should be addressed to the member of staff handling the complaint, who will then circulate the response to all those involved in handling the complaint to date. The complaint will then be concluded, and no further correspondence will be required.