



BRYN ATHYN
COLLEGE

2012-2013
Undergraduate
Student
Handbook

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BRYN ATHYN COLLEGE OF THE NEW CHURCH MISSION STATEMENT

Bryn Athyn College of the New Church serves as an intellectual center for all who desire to pursue a higher education in the liberal arts and sciences, enriched and structured by the Old and New Testaments and the Writings of Emanuel Swedenborg. The purpose of this education is to enhance students' civil, moral, and spiritual life, as well as to contribute to human spiritual welfare.

(Adopted February 2002)

Accreditation

Bryn Athyn College of the New Church is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000 (www.msche.org). The Commission on Higher Education is an institution accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post-secondary Accreditation.

STATEMENT OF VALUES

Since its establishment in 1877, Bryn Athyn College has been a private, religious liberal arts college affiliated with the General Church of the New Jerusalem (also called the New Church). The religious principles of the New Church, which are based on the Old and New Testaments of the Bible and the theological writings of Emanuel Swedenborg, enrich the College's academic programs and campus life, helping to create a collegiate atmosphere that maintains a spiritual focus while embracing variety and individuality.

The goal of Bryn Athyn College is to provide a collegiate education that enhances the civil, moral, and spiritual life of its students, preparing them to become reflective individuals and useful citizens. This goal includes helping students gain the skills and practice the values that enable them to make choices that matter – choices that lead to meaningful, useful lives.

The College's student conduct policies are guided by the ideals and principles of the New Church, with a particular emphasis on honoring marriage and acting honestly, respectfully, and charitably. Specific student conduct policies can be found here in the Student Handbook. Some specific expectations include:

1. Acting appropriately and respectfully with members of the opposite sex, including avoiding behavior that draws unwanted attention or makes others feel uncomfortable.
2. Not living with a member of the opposite sex or engaging in physical intimacy outside of marriage.
3. Dressing modestly at all times.
4. Maintaining a campus free of alcohol and drugs.
5. Upholding academic honesty and integrity.

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.

Administration

President of the College, Dr. Kristin King
Dean of Academics and Faculty, Dr. Allen Bedford
Dean of Students, Kiri Rogers
Dean of the Theological School, Rev. Dr. Andy M.T. Dibb

I. 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.

	U.S. & Canadian Applicants	International Applicants
	Priority Deadline	Deadline
Fall entry	Feb. 1 st	Feb. 1 st
Winter entry	Oct. 1 st	N/A
Spring entry	Jan. 15 th	N/A

Bryn Athyn College has a rolling admissions policy. However, the deadlines listed above allow for priority consideration for admission and scholarships.

To request an application for admission write to:

Admissions Office
 Bryn Athyn College of the New Church
 PO Box 462
 Bryn Athyn, PA 19009-0462 USA
 Telephone: (267) 502-6000
 Fax: (267) 502-2593

An online application is available at: www.brynathyn.edu
 Requests can also be made by email: admissions@brynathyn.edu

APPLICATION REQUIREMENTS

APPLICANTS CURRENTLY RESIDING IN THE UNITED STATES:

- High school diploma or General Educational Development (GED)
- Transcript of courses and grades
- SAT Reasoning Test (SAT) or American College Test (ACT) with Writing Test
- If English is not the applicant's first language, the Test of English as a Foreign Language (TOEFL) may be required in addition to the SAT or ACT
- Secondary School Report or
- Interview may be required

INTERNATIONAL APPLICANTS:

- High school diploma, certificate, or record of examinations
- Transcript of courses, or subjects and grades
- SAT Reasoning Test or ACT with Writing Test
- TOEFL (if English is not the applicant's first language)
- Secondary School Report, or teacher recommendation and/or Counselor recommendation
- Interview may be required

All international students should enter at the beginning of the academic year in the Fall Term. Exceptions may be made for applicants who are native English speakers.

HOMESCHOOLED APPLICANTS:

- Homeschool diploma or GED
- Homeschool transcript with course descriptions (Grades 9-12)
- Graded writing sample with instructor's comments
- SAT Reasoning Test or ACT with Writing Test
- Teacher recommendation
- Interview may be required

TRANSFER APPLICANTS FROM OTHER COLLEGES OR UNIVERSITIES

- Transcripts from high school and all colleges attended
- SAT or ACT
- TOEFL (if English is not applicant's first language)
- College Official's Report
- Interview may be required

Accepted transfer students submit college catalogs with course descriptions to assess transfer credits. Transfer credit is awarded for "C-" or above coursework.

ADMISSION REQUIREMENTS: MINIMUM ACADEMIC PREPARATION STANDARDS (MAPS)

To be admitted as a regular student, applicants must meet the MAPS listed below or, under special circumstances, be deemed qualified by the Admissions Committee. Students must take either the SAT or ACT with the Writing Test.

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)
SAT Reasoning Test	Score must reflect promise of success in college work
ACT with Writing Test	Score must reflect promise of success in college work
TOEFL score	190 (computer) 520 (paper) 70 (internet based)

CLASSIFICATION OF STUDENTS

Regular: 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: 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 meet regularly with their academic advisor, who, along with the dean of academics and faculty, monitors students' academic progress. A provisional student who achieves a cumulative GPA of at least 2.00 and no grade of F 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 may be permitted to continue for a third term, depending on grade trajectory. Students who have not moved to regular status after the first three terms will not be re-admitted for the second year.

Part-time: Students who register for fewer than nine academic credits per term. 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. An instructor gives permission for auditing and determines what the student must do to remain in the class as an auditor.

RENEWAL OF ATTENDANCE

Students renewing attendance after a break of one term or more must complete the appropriate paperwork with the Admissions Office.

TRANSFER CREDIT

The Dean of Academics has the responsibility to evaluate courses and the authority to award transfer credit. The Dean may delegate tasks to heads of areas, divisions, and/or majors. 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 (66 for a Bachelor's; 33 for an Associate's). Courses accepted from institutions operating on a quarter system are transferred at 2/3 (or .667) value.

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. Award of transfer credit for coursework is based on official transcripts (not copies). Award of transfer 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 in as 100-level, a second year course as 200-level). Exceptions to this general rule include a second college writing course which usually transfers in as Writing 202; introductory physics courses which often transfer in as Physics 210/211; and introductory accounting courses which usually transfer in as Business 241/242.

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. 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 of “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

Students requesting a pre-admission transfer credit review or transfer credit must complete a transfer credit request form available on the college website and submit it to the college registrar. A pre-admission transfer credit review does not need to be repeated after admission. The registrar and academic dean will determine course acceptability and credit hour values. 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 an area head 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 an area head regarding specific cases suggests specific equivalence is appropriate:

- Anthropology 110: Intro to Cultural Anthropology
- Business 241: Accounting I
- Business 242: Accounting II
- Comp Science 180: Structured Programming
- 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
- Geography 110: World Regional Geography
- German 101/102: Introductory German I/II
- Greek 110/111: Beginning New Testament Greek I/II
- Hebrew 110/111: Beginning Hebrew I/II
- Latin 110/111: Beginning Latin I/II
- Math 130: Introduction to Statistics
- Math 150: Calculus I
- Math 151: Calculus 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
- Theater 110: Intro to Performing Arts
- Theater 150: Dramatic Performance
- Writing 101: Expository Writing
- Writing 202: Writing About Literature

Students that transfer courses as specific equivalents should note that the credit transfer process does not evaluate transfer courses for fulfilling skill requirements in the Core Program.

DISTRIBUTION CREDIT: Credit counts toward degree and is accepted in a particular discipline. Distribution credit will apply to most courses. Students that 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 degree but is not assigned a particular discipline.

TRANSFER CREDIT AND CORE REQUIREMENTS

Courses from accredited institutions that transfer in with specific equivalent credit or distribution credit generally satisfy core perspective requirements. Courses accepted as a specific equivalent to a Bryn Athyn College course that satisfies a core perspective requirement will also satisfy that particular requirement. Courses accepted for distribution credit in a core perspectives discipline satisfy that perspective requirement as long as the course is at least three credits.

Consideration for core perspective credit will be accomplished as courses are considered for transfer credit. If they are accepted as specific equivalent or distribution credit in a particular discipline, they fulfill the core perspective requirement in that discipline. In order to facilitate progress toward a degree, students who transfer in 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 in at the discretion of the division heads in consultation with the faculty member in charge of the civil, moral, and worldviews perspectives.

Because of the particular criteria in IL, PP, QR, and W courses, skill components are not normally satisfied through transfer, though students who have sufficient documentation of skill components in transfer courses, as well as evidence of skill outcomes, may appeal to the core committee. If successful, the student will get a “pass” rather than a specific score in the skill area. Core requirements in language may be satisfied through evidence of proficiency (transfer courses or qualifying scores in standardized or in-house tests).

Students seeking core skill credit should contact their advisor to get assistance in contacting the appropriate skill area head and completing the Core Skill Transfer Credit Form available from the registrar. The information specified on the form will be considered by the core committee and, if the transfer course meets the core skill criteria, a score of “P” will be recorded and the requirement satisfied. Transfer students may also satisfy core skill requirements through proficiency tests. They should consult with their advisor about proficiency test 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 specific information about AP tests, see the Advanced Placement Credits information at <http://www.brynthyn.edu/academics/catalog/test-credit.html>. For information about IB, contact the college registrar. Bryn Athyn College accepts a maximum combined total of 33 credits from AP, IB, or CLEP tests.

Bryn Athyn College accepts a maximum of 12 CLEP credits which count towards the 33 total. 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
- International language (credit will only be awarded for college coursework)

II. FEES AND ASSISTANCE

EDUCATION AND HOUSING FEES

The actual cost for educating a student per year at Bryn Athyn College is currently three to four times 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 need.

STUDENT FEES

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

1. Tuition Fees
The tuition fee per year of three terms in the College is \$15,712.

2. Comprehensive Fees
The comprehensive fee is intended to help meet the cost of classroom supplies and teaching tools, information technology services, laboratory fees, social activities, athletic supplies, etc. The comprehensive fee per year of three terms in the College is \$1,166.

3. Board and Room Fees
Regular room and board charges for all resident students are \$9,771 per year of three terms.

4. Summary of Fees
The following tabulation summarizes the total fees per year:

	Yearly	Per Term
Comprehensive	\$1,166	\$389
Tuition	\$15,712	\$5,237
Total per Day Student	\$16,878	\$5,626
Room & Board	\$9,771	\$3,257
Total per Resident Student	\$26,649	\$8,883

5. These fees are subject to revision.

SPECIAL FEES

PART-TIME COLLEGE STUDENTS

The tuition fee for a part-time student is \$650 per credit. In addition, all part-time students will pay a comprehensive fee of \$45 per credit hour.

Part-time students aged 55 years and older may apply to the College Office 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 \$260 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 \$130 per credit on a space-available basis.

GRADUATION FEE

The graduation fee for those receiving baccalaureate or associate degrees is \$50 and is due by May 1st. The fee covers cost of diplomas, cap and gown rental, and the graduation dinner. Graduates receive a refund of \$20 after they have returned the cap and gown.

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 May 1st.

All returning students are required to submit a registration deposit of \$100.00 towards the next academic year's tuition. Due by June 30th.

RESIDENT STUDENT HOUSING SECURITY DEPOSIT

All residents are required to submit a housing security deposit of \$250.00 prior to the first time they move into on-campus housing facilities.

MISCELLANEOUS EXPENSES

The above fees do not include the costs of travel, text books, 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 \$1,750.

OVERLOAD CREDITS

Students who take overload credits (above 14.5 per term) are charged the part-time per credit rate for these credits in addition to the standard full time fees. 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 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.

PAYMENT OF FEES

Students are required to make arrangements to pay fees for the academic year by August 15. Initial billing for the payment due will be mailed to the student by July 15. Students starting in the winter or spring terms are required to make payment arrangements by their first day of classes. Failure to make the required payment will delay admission to classes.

An extended payment plan is available from Tuition Management Systems, Inc. whereby students may spread payment of the full year student fees over 3 terms or 10 months starting August 15. There is a nominal application fee of \$55 per student for the ten-month extended payment plan, or \$40 for the three-term extended payment plan. Information about TMS can be obtained via their website, www.afford.com, or by calling 1-800-722-4867.

Students who have an outstanding balance due or are not following a payment plan will not be allowed to register for courses or receive transcripts until the balance is paid. Students having trouble making payments are strongly encouraged to communicate their problem to the Financial Aid Office to get help and avoid punitive action.

REFUNDS

WITHDRAWAL

If a student withdraws for any reason, the payment of those fees which have come due is not subject to cancellation or reduction. However, upon written application, and entirely at the option of Bryn Athyn College, the following refunds may be allowed:

- Withdrawal within 2 weeks—50% of tuition costs for the term.
- Withdrawal within the 3rd week—25% of tuition costs for the term.
- No refund of tuition costs after the 3rd week.
- Comprehensive fee prorated to the end of the term during which the student withdraws.
- All institutional assistance is prorated based upon actual fees charged. Fed-

eral 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.

- 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. Mid-term 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 and room fees prorated to the actual date of withdrawal, 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

If a student changes from full-time to part-time status during the eligible refund period (the first three weeks of the term), the 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 to the end of the term. Changes in status after the end of the eligible refund period (three weeks) will not result in an adjustment to the bill.

FINANCIAL AID

Financial aid is available for those students who need financial 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 the 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.

The Financial Aid Office will consider the financial information of the parent who has legal custody of the student under a separation or divorce agreement. However, we encourage both parents to accept financial responsibility of their child's educational costs.

INDEPENDENT (SELF-SUPPORTING) STUDENTS

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

- was born before January 1, 1989
- is married as of the date he/she applies
- will be a graduate or professional student at the start of the award year
- is currently serving on active duty for purposes other than training
- is a veteran of the U.S. Armed Forces
- has dependents other than a spouse
- 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
- was determined at any time since July 1, 2011, to be 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.fafsa.ed.gov. The Bryn Athyn College school code is 003228.

International students must submit the International Student Certification of Finances 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. The priority deadline to submit an aid application for the fall term is February 15 for incoming students. The priority deadline is March 15 for returning students. The application deadline for students who begin their attendance in the winter or spring terms is one week before the start of classes. Applications for financial aid received after the priority deadlines will be considered, however, institutional funds are limited and may not be available after these dates.

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 any kind of aid whether it is federal, state, or institutional. Students must meet both qualitative and quantitative standards.

QUALITATIVE STANDARD:

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

QUANTITATIVE STANDARDS:

Students must complete a minimum of 27 credits per year (9 credits per term).

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 as follows:

- For those students pursuing an A.A., the maximum amount of time a student has to complete the program (62 credits) is 3 years or 12 terms.

- For students pursuing a B.A., the maximum amount of time a student has to complete the program (130 credits) is 6 years or 18 terms (Note that Bryn Athyn College institutional aid is only available for a maximum of 5 years or 15 terms).
- For part-time students working toward their Bachelor's Degree, 80% of the credits attempted must be successfully completed for the degree program. The maximum time frame for a student to complete the program on a strictly part-time basis is 27 terms.

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.

Withdrawals: Withdrawals or classes dropped before the end of the fifth week will not be included in the academic progress assessment. Classes dropped or withdrawn after the fifth 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 withdraws from one degree program and enters another, all coursework completed up to that point is still included in the SAP assessment up through 130 credits completed. After that, if additional coursework is required to complete the degree program, completed courses that do not count towards the degree program may be dropped from the measurement of cumulative GPA.

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 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).

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL AID

A student who has not met SAP standards is encouraged to consult with his/her advisor and the academic dean 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 make SAP and what has changed that will allow the student to make SAP. The appeal will be considered by the Financial Aid Office in consultation with the academic dean. If the appeal is 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 \$4,995 or less, although final eligibility depends on individual circumstances. Pell Grants do not require repayment. Part-time students are 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 Loans - 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 enters repayment. Unsubsidized Direct Loans are offered to students whose financial need has been met, and interest accrues on the loan while the student is in 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. Direct Loans are reduced by 1% to cover origination and default fees required by the government. Parent PLUS Loans are available for credit-worthy parents. Students must be attending at least half-time to be eligible for Stafford 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 attending at least half-time to be eligible for PA state grants. For more information, visit www.pheaa.org.

BRYN ATHYN COLLEGE MERIT AWARDS/SCHOLARSHIPS

The Admissions Office reviews all college applicants for merit award eligibility. Students who are awarded Bryn Athyn College merit awards must maintain full-time status, good academic standing, and the GPA listed in their award letter.

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

Merit awards are incorporated into need-based financial aid awards (if applicable) and are limited to 4 years of study.

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 International Student 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 Theta Alpha, Sons of the Academy, 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 10 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. Students with work study eligibility are given first priority for jobs on campus. Other students may interview for open positions after those with work study eligibility have secured positions. All positions within the program must be approved by director of the work study program. Students should note that paid internships are not part of the work study program and therefore do not count against the maximum of 10 hours per week of work study.

NEW CHURCH GRANT

A student will be eligible for a New Church Grant, 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 are members 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 annually. These grants may applied only toward tuition. Part-time students are eligible to receive pro-rated New Church grants.

TUITION REMISSION

Tuition-remission eligible students must submit the Tuition Remission Form annually, in addition to completing the FAFSA and pursuing all available government grants before tuition remission will be applied.

FINANCIAL POLICY FOR EDUCATION MAJORS – HOLY FAMILY CONSORTIUM AGREEMENTS

What Bryn Athyn College covers:

Bryn Athyn College pays for any courses students need to take at Holy Family University to qualify for state certification that are not offered at Bryn Athyn College. Students should contact the Education area head for additional information.

What students cover:

When all coursework is completed, students seeking state certification are eligible to do their senior teaching through Holy Family University by taking EDSUN 402/404 (15 credits). A consortium agreement allows Bryn Athyn College students to attend Holy Family on a full-time basis. Students must complete a consortium agreement form, available from Bryn Athyn College's Financial Aid Office, in order to participate. This form must be completed and returned to the Financial Aid Office at least two weeks before the Holy Family tuition fees are due for the term. Bryn Athyn College will submit payment to Holy Family on the student's behalf, and the student will then be billed for the Holy Family fees via their Bryn Athyn College student fee account. Any financial aid for which the student is eligible may be applied to these fees. Students pursuing a senior teaching experience retain their status as full-time students at Bryn Athyn College, even though they are attending Holy Family University.

III. ACADEMIC POLICIES

STUDENT RESPONSIBILITY

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

REGISTRATION

The registrar conducts registration periods prior to the beginning of each term. At these times, students can confirm or change their course selections. In the spring term, the registrar conducts a registration period for the next academic year.

Course registration at Bryn Athyn College is considered a contract binding the student for the entire term. Many commitments are based upon the enrollment anticipated at the beginning of the term.

Full-time first year students are required to register with their academic advisors during registration periods as shown in the calendar for the school year. Students pay a \$100 late fee and have any existing registration removed if they do not register on time. All other students are required to register online during the registration periods or meet with their advisor. Online registration will only be made available during the registration periods. 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 take courses above their year level or take courses without the stated prerequisites only with the permission of both the instructor and the appropriate area head. The students should work through their advisors who will maintain written documentation (email recommended) of the process.

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 Program, 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.

RESIDENCY REQUIREMENTS

Students who do not register for required residency courses (e.g., writing, religion) will not advance to the next academic level and will not be permitted to continue as full-time students unless they register for and complete residency requirements in the next academic term.

QUANTITATIVE REASONING (QR).

All entering students take a QR proficiency test, which determines placement in the QR program. Students must take Mathematics 101 or place out of it prior to taking any QR-designated courses.

RELIGION.

- **Full-Time Students.** First-year students must pass either Religion 101 or Religion 110 and attempt another three credits of religion (retaking Religion 101/110 does not fulfill this requirement). Second-year students attempt six credits of religion courses. Third- or fourth-year students attempt three credits per year. Third or fourth-year students may not take 100-level religion courses, except by the permission of the instructor and the head of the Religion Area.
- **Part-Time Students.** At least six credits in religion must be included within each 33 credits attempted in residence for first- and second-year students. At least three credits must be included within each 33 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 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. In addition, they must pass either Rel101 or Rel110 before they can advance to the next year level.

WRITING

Writing 101 & 202. All full-time students must take Writing 101 in their first year and Writing 202 in their second year. Part-time students seeking a degree must take Writing 101 as part of their first 33 credits. Students for whom English is a second language take Writing 101 and 202 in the second year. (see description of English 100 below.)

English 100. First-year international English Language Learner (ELL) students are automatically enrolled in English 100. Those students who believe they do not belong in English 100 can request a diagnostic essay to demonstrate writing proficiency. The director of the writing program administers and grades the diagnostic essay. After passing the diagnostic essay, students can discuss a waiver with the director of academic support to take Writing 101 in the first year instead of the second year. Because English 100 addresses areas other than writing, students who have passed the diagnostic essay may well benefit from remaining in English 100, though passing the diagnostic essay means that English 100 is no longer a required course.

Residency for degrees. The associate in arts degree requires a total of 62 credits; a minimum of 33 must be Bryn Athyn College credits and the last 27 must be in residence. A bachelor's degree requires at least 130 credits; a minimum of 66 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 eleven credits per term. Fewer than nine academic credits per term places a student on part-time status. Full-time students should register for a total of about thirty-three credits each year in order to complete the minimum 130 credits for graduation. In order to maintain eligibility for financial aid, students must make Satisfactory Academic Progress (SAP) toward a degree. SAP for an academic year entails completing at least 27 credits with a GPA of 2.00 (See Fees and Assistance section). Students receiving Bryn Athyn College scholarships must maintain full time status each term and fulfill the requirements of their award letter.

Students who take an internship at a distance will work with their college internship director to develop a plan ensuring they will accumulate at least 27 credits during the academic year. Once their internship application is approved, they will retain their full-time status with additional approval from the academic dean.

Full-time tuition payment or tuition remission covers 14.5 credits per term. Additional credits, or portions thereof, are billed at the part-time rate. No student may take an overload of more than 2.5 credits (17 total). The cost of overload credits (i.e. above 14.5 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. Individual courses may be dropped (with no record on the transcript) through the fifth week of the term. After the fifth week, and before the ninth week, dropped courses will be recorded as Withdrew Passing (WP) or Withdrew Failing (WF) as determined by the instructor. A “WF” counts as a failure (F) when computing GPA; “WP” has no impact on the GPA. Courses may not be dropped after the eighth week; if a student withdraws from an individual course after the eighth 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).

First-year students must meet with their advisors to add or drop courses. Other students can add and/or drop courses online during the first week of a term; after that, they must see their advisor for any registration changes.

INDEPENDENT STUDIES

The purpose of independent studies 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.

The initiative for an independent study 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: Any student proposing an independent study must have completed at least 33 credits and have a GPA of at least 2.7. Students who undertake independent studies must be able to work independently between meetings with the instructor.

Formal Proposal: A student wanting to do an independent study must submit a proposal to the appropriate area head during the week prior to registration for the term in which the independent study is to occur.

Registration cannot occur without the prior approval of the area head. Academic areas are under no obligation to meet requests for independent studies. 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 College Office).

The student should submit the proposal to the supervising faculty member at the time of registration for the term of the independent study. At this time the student will also submit the independent study card (signed by the area head and instructor) to the College Office.

Syllabus: Before the end of registration, the student will, in consultation with the supervising faculty member, prepare a syllabus for the course for submission to the area head and College 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 and specific learning objectives; material to be covered; graded assignments/returns; preliminary bibliography, where appropriate; schedule of meetings and assignments; performance criteria and method of evaluation.

WITHDRAWAL

If a student wants to leave the college completely before the end of a term, the student must complete the withdrawal process. Dropping courses does not constitute an official withdrawal. To officially withdraw, the student must complete an “Intent to Withdraw” form (available at the College Office) and submit it to the registrar. Once the form is submitted and approved by the academic dean, the student’s courses will be recorded as Withdrew (W). A “W” has no impact on the GPA—no credit or grades are awarded for a term in which the student withdraws. Failure to complete a withdrawal form will result in continued billing. Students absent from the college for at least one term must complete the appropriate renewal of attendance paperwork with the Admissions Office.

Registration at Bryn Athyn College is considered a contract binding the student for the entire term. Many commitments are based upon the enrollment anticipated at the beginning of the term. When a student officially withdraws from all courses, any refund of tuition will be governed by the policy 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 the instructor's permission during a registration period or during the first week of a term. Each instructor sets the course's auditing policy regarding attendance, participation, and returns. After the first week of a term, students may change from credit to audit status only with the permission of the instructor and area head. After the fifth week of the term, students changing from credit to audit status will also receive a grade of WP or WF (see Dropping and Adding Courses section). Students may not change from credit to audit status after the eighth week.

Part-time students wishing to audit a course may do so with permission of the course instructor, area head, and academic dean and they must pay the appropriate fees (see Special Fees section).

COURSE AND GRADE-RELATED POLICIES

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 teacher, not a right of the student. Announced classroom tests or other written work or oral presentations from which a student is absent without excuse 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 area heads 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 fieldtrip.

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 final exams at the time and place scheduled. Instructors may not reschedule exams. Only the academic dean may make exceptions, and generally only for unforeseen personal crises. College-sponsored service trips may require rescheduling of Friday afternoon exams which will be arranged by the faculty leader and the academic dean. Students who have three or more exams scheduled for the same day may petition the academic dean to reschedule the exams so that no more than two are on the same day.

CREDITS

Every course at Bryn Athyn College carries semester credit. Each credit represents approximately eleven 70-minute periods of classroom work per term. Laboratory credit is measured as one-half of lecture credit. Students should expect to spend as much as two hours of study outside of class for every hour in the classroom.

GRADING SYSTEM

Letter		G.P.A.	Letter	G.P.A.
A+, A	=	4.00	D+	= 1.30
A-	=	3.70	D	= 1.00
B+	=	3.30	D-	= 0.70 (lowest passing grade)
B	=	3.00	F	= 0.00 (Failure)
B-	=	2.70	I	= Incomplete (see below)
C+	=	2.30	WP	= Withdrew Passing
C	=	2.00	WF	= Withdrew Failing (0.00 points averaged into students GPA)
C-	=	1.70	P	= Pass (no quality points as signed)
			IP	= In Progress

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.” Granting an incomplete is strictly at the discretion of the academic dean, in consultation with the instructor; all incompletes must be approved by the academic dean. 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 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. 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.

A Pass/Fail option to the regular grading system is offered on a limited basis to encourage registration in a course which the student might otherwise avoid as too difficult. The option thus invites intellectual curiosity and mature response apart from grades. It is open at time of registration to regular students in good standing and is limited to one course in a 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.

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. Courses identified in the course bulletin as “may be repeated for credit” are treated as regular courses (not repeated courses), unless a student chooses to receive credit only once, in which case the highest grade is used.

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	
Writ 101	F	0.00	x 3	= 0.00
Bio 110	B+	3.30	x 4	= 13.20
Ed 128	C-	1.70	x 3	= 5.10
Hist 117	A	4.00	x 3	= 12.00
PE 127	A-	3.70	x 1.5	= 5.55
			14.5	35.85

(Divide total grade points by total number of attempted credits. GPA here would be 35.85 divided by 14.5 = 2.47, and credits earned would be 11.5.)

ACADEMIC HONORS

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 11 academic credits for that term. Courses graded "P" do not count towards Dean's List. Students with any Incompletes will not be eligible for Dean's List for that term.

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.

GRIEVANCE PROCEDURE: GRADES

Bryn Athyn College recognizes that problems or disagreements over grading will occasionally 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. Satisfactory resolution can usually be achieved at that level. If the matter is not resolved to the student's satisfaction, the student may seek further review by submitting a statement of the problem in writing to the appropriate area head. 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 area head within fifteen (15) days of the occurrence of the problem. The area head will then meet with both the student and the faculty member to discuss the grievance. After reviewing all relevant information, the area head 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 area head 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 academic dean. 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 area head's decision. The statement must be presented to the academic dean within five (5) days after the date of the area head's decision. Whether to accept such request and review the grievance is within the sole discretion of the academic dean. If the 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 decision of the academic dean is final, and there is no further appeal following the dean's decision.

ACADEMIC PROGRESS

ADVANCEMENT

Students who attempt 9 academic credits a term are considered full time for the term. Students who earn at least 33 credits each year will meet the minimum 130-credit baccalaureate requirement in four years.

Advancement to second-year status. Students who complete Writing 101 (English 100 for ELL students) and first-year religion residency requirements, and who earn 33 credits, advance to second-year status.

Major Declaration. Students should declare a major by the end of their fifth term. All students must apply to a baccalaureate program by the first April after accumulating 50 credits 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 an Associate in Arts degree are not required to declare a major.

Advancement to third-year status. Second-year students who complete Writing 202 and religion residency requirements, earn 66 credits, and have applied to a baccalaureate program, advance to third-year status.

Advancement to fourth-year status. Third-year students who complete religion residency requirements, earn 99 credits, and are accepted into a baccalaureate program, 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 (cumulative 2.00 GPA) and quantitative (complete 27 credits per year) standards. See the financial aid section for more details.

ACADEMIC DEFICIENCY

Students who experience academic difficulties need both feedback and support. The academic support program is addressed elsewhere in this publication. Bryn Athyn College takes three formal feedback actions based on student academic deficiencies such as low GPA and failed courses. 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 GPA of at least 2.00 each term is considered to be in academic good standing and is eligible for continued enrollment. If a student performs poorly, the academic dean places him/her on Academic Warning, Academic Probation, or Academic Suspension depending on the severity of the problem. 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 warning or probation. Students who are on academic warning, 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

Academic Warning: A student is placed on Academic Warning if their GPA for any term falls below 2.00, or the student receives a grade of "F" in any three- or four-credit course. Students on warning are expected to meet with their advisors to devise a plan for academic improvement that takes advantage of the academic support program. To return to academic good standing, a student on warning should not fail any three- or four-credit courses and raise their cumulative GPA to at least 2.00.

Academic Probation: Academic probation is an indication of serious academic difficulty and applies when a student's GPA for a term falls below 1.5 or after two successive terms requiring academic warning action. Students whose performance warrants academic probation will be notified that they may maintain student status after successfully completing an appeal for probation that includes a commitment to utilizing the academic support program. The form for the appeal is included with the probation notification. The appeal must be completed, with assistance from the student's academic advisor, and submitted to the academic dean before the end of the fifth week of the new term. The student's records are tentatively annotated to reflect probationary status during the appeal process. Failure to complete the appeal results in academic suspension with all fees due per the fees and refunds policies (see Fees and Assistance). Once the academic dean approves a probationary period, the student will be restricted to a course load of no more than 12 credit hours until the student returns to good academic standing by raising their cumulative GPA to at least 2.00. Students who raise their cumulative GPA above 2.00 but fail a course will be placed on academic warning.

Academic Suspension. A student may be placed on academic suspension if that student's cumulative GPA is below the minimum required for continued enrollment (see table below), if the student's performance requires academic probation action for two successive terms, or if the student disengages from the academic life of the college (e.g., a term GPA below 1.0, failure to attend classes, or failure to complete probation paperwork). The period of suspension is six months following a first suspension. Following a second suspension, the period of suspension is one calendar year. In order to re-enroll, a suspended student must show evidence of ability to complete an academic program (e.g., satisfactory performance at another institution or satisfactory performance in employment) and complete the appropriate paperwork with the Admissions Office. A student suspended for a third time will not be considered for re-entry.

Total Credits Attempted (includes all credits attempted plus transfer credits or credits earned by exam, e.g., AP)	Cummulative GPA for Academic Suspension	Minimum GPA required on remaining credits to get to 130 credits with a 2.00
1-27	Less than 1.00	2.26 (assuming a 1.0 GPA & 27 completed credits)
27.5-54.5	Less than 1.50	2.35 (assuming a 1.5 GPA & 54 completed credits)
55-81.5	Less than 1.75	2.41 (assuming a 1.75 GPA & 81 completed credits)
82-108	Less than 1.90	2.49 (assuming a 1.9 GPA & 108 completed credits)
109 or higher	Less than 1.95	2.38 (assuming a 1.95 GPA & 115 completed credits)

All decisions concerning academic standing are made by the academic dean in consultation with area heads, the dean of students, and the chair of the Curriculum and Academic Policy Committee. The academic dean may require a student to sign an academic contract to help ensure sufficient support.

APPEAL PROCEDURE: DEFICIENCY

Any student wishing to appeal an academic deficiency action must notify the academic dean in writing within seven days of receiving his or her official notification of deficiency action. Within seven days of receiving the appeal, the academic dean will convene an appeal panel consisting of the academic dean (non-voting chair), the dean of students, and two selected members of the faculty. The panel follows the procedure below:

- The academic dean explains the student's academic situation to the panel.
- The student making the appeal has the right to explain his/her reasons for appealing the action.
- Panel members may ask questions of either the academic dean or the student making the appeal.
- After all questions have been addressed, the student making the appeal is dismissed.
- The panel members vote whether to affirm or modify the deficiency action.
- The academic dean may or may not accept the panel's counsel.
- The academic dean notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the meeting.
- If the final outcome of the appeal results in the suspension of a student, that student may appeal his/her suspension to the president of the college.

ACADEMIC SUPPORT PROGRAM

The Academic Support Program consists of four academic support centers and a limited peer tutoring program. The four academic support centers provide assistance in math, writing, research, and study habits:

- Math Center. Staffed by qualified math instructors, the Math Center is open a few times each week to help any student with homework or test preparation.
- Writing Center. The Writing Center staff is available on an appointment basis to assist any student with paper assignments and general grammatical questions.
- Research Center. The Research Center staff has regular hours and is also available on an appointment basis to help any students find, evaluate, and cite sources for research papers and projects.
- Academic Career Excellence (ACE) Program. Designed primarily for students

in academic jeopardy (on warning, probation, or admitted provisionally), the ACE program is open to any student in need of academic support. ACE provides students with dedicated study time, the chance to examine their academic strengths and weaknesses, and assistance in developing a plan to improve their academic performance.

A limited, institutionally-funded peer tutoring program is available for students in danger of losing good academic standing status. Students may also request tutoring services at their own expense and the Director of Student Support will assist in locating a tutor.

Students will be referred to the academic support program as follows:

First Term Students. Based on initial feedback from instructors in the 3rd or 4th 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 utilizes the academic support program.

Subsequent Terms. Students placed on Academic Warning are expected to meet with their advisors to devise a plan for improvement that utilizes the academic support program. Students eligible for Academic Probation must submit an appeal for probation that commits to using the academic support program (see Academic Support section).

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.

CATEGORIES

a. 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. Using books, notes, calculators, conversations with others, etc. when their use is restricted or forbidden, constitutes cheating. Similarly, students may not request others (including commercial term paper companies) to conduct research or prepare any work for them. Students 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.

b. 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.

c. 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 footnote 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.

d. 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.

e. **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

All faculty members are required to report every incident of academic misconduct to the academic dean. The academic dean, 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. Minor incidents of academic misconduct (e.g., a misquote or statement not properly cited) result in the student being warned and may jeopardize eligibility for financial aid. Warning status is in effect for at least one term and a record of this warning is maintained as long as the student is enrolled. The record is maintained confidentially and separately from other records and when the student leaves Bryn Athyn College that record is destroyed.

Academic Misconduct Probation. A second minor incident of academic misconduct or a first incident of a more serious nature results in the student being placed on probation for at least one term and reduces eligibility for financial aid for the subsequent term of enrollment. Records of this action are maintained the same as above.

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 academic term and reduces financial aid for the current and the subsequent terms of enrollment. In addition, a major incident of academic misconduct (e.g., an entire paper plagiarized or a cheating scheme executed) can result in immediate suspension. In addition, Bryn Athyn College reserves the right to remove, at any time, students whose conduct it regards as detrimental to themselves or to the institution. Students renewing attendance after suspension must complete the appropriate paperwork with the Admissions Office. Neither Bryn Athyn College, the Academy of the New Church, nor any of its officers or directors shall be under any liability for such removal.

Students who are on misconduct warning, misconduct probation, or misconduct suspension are not in good academic standing. Not being in good standing hampers progress in degree programs, disqualifies students for internships and study abroad. Academic misconduct probation decreases eligibility for financial aid; academic misconduct suspension removes eligibility for financial aid.

Students are notified in writing by the academic dean of any academic misconduct action taken against them and of their right to appeal the action through a grievance procedure.

GRIEVANCE PROCEDURE: MISCONDUCT

Any student wishing to appeal the academic misconduct action must notify the academic dean in writing within seven days of receiving his or her official notification of misconduct action. Once the academic dean receives written notification from a student that he/she wishes to appeal an academic misconduct action, within seven days the dean must convene an appeal panel consisting of the academic dean (non-voting chair), the dean of students, two selected faculty members, and three representatives from student government. The panel follows the procedure below:

- The academic dean calls the meeting to order, reviews the procedures, and stresses the importance of confidentiality in order to protect the student involved.
- The academic dean 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 academic dean 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 academic dean discusses with the panel his/her reasoning for issuing the misconduct action.
- The academic dean recluses 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 of the panel votes to modify the misconduct action, a second vote by written ballot is taken to suggest the modified action. If a majority does not vote to modify the misconduct action, the action stands.
- The academic dean is invited back into the room to be informed of the out-

come of the vote.

- The academic dean may or may not accept the panel's counsel.
- The academic dean notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the meeting.
- If the final outcome of the appeal results in the suspension of a student, that student may appeal his/her suspension to the president of the college.

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, Jacquie McFall, at Jacquie.McFall@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, (<http://www.ed.gov/policy/gen/guid/fpco>). 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.

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 Jacquie.McFall@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 Jacquie.McFall@brynathyn.edu or visit the U. S. Department of Education, Family Policy Compliance Office (FPCO) website at <http://www.ed.gov/policy/gen/guid/fpc>. Four common exceptions follow:

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 writing within 30 calendar days of the date of this notification and must specify the type(s) of directory information that the student does not want disclosed without prior written consent.

TRANSCRIPTS

Requests for transcripts should be submitted to the College Office well in advance of application deadlines. Please note that transcripts include only completed, graded coursework, not coursework in progress. Additional transcripts must be requested upon completion of subsequent terms. Transcript request forms are available at the College Office, may be obtained by mailing written requests to Transcript Requests, Bryn Athyn College, PO Box 717, Bryn Athyn, PA 19009-0717, or by calling the College Office at (267) 502-2400. The cost, payable by cash, check (made out to “Bryn Athyn College”), or charge, is \$5.00 for the first transcript and \$3.00 for additional transcripts. Same-day rush requests are \$10.00 and \$5.00 respectively. Supporting documents (e.g., course bulletins and program descriptions) can be found at the Bryn Athyn College website: www.brynathyn.edu.

SYLLABI

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

IV. STUDENT CONDUCT AND STUDENT LIFE POLICIES

STUDENT RESPONSIBILITY

Students are responsible for familiarizing themselves with all student conduct and student life policies in this document.

REASONABLE ACCOMMODATIONS

Bryn Athyn College makes reasonable accommodations for students with respect to disabilities of which it is aware and which do not impose an undue hardship on the college. If a student believes he or she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, he or she should contact the dean of students, (267-502-2551).

DISCRIMINATION, HARRASSMENT AND RETALIATION

NON-DISCRIMINATION, HARASSMENT AND RETALIATION STATEMENT

Bryn Athyn College is an equal opportunity institution. The college is committed to ensuring equal opportunity in all employment decisions, policies, and practices, and in connection with all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities, housing, and college-sponsored extracurricular activities).

Bryn Athyn College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of race, color, national origin, sex, handicap/disability, or membership in any other group protected under applicable local, state, or federal law.

For information regarding civil rights or grievance procedures, contact the office of human resources (267-502-2632) or the dean of students (267-502-2551). For information regarding services, activities and facilities that are accessible to and usable by a handicapped person, contact Joe Weiss, Office of Human Resources, PO Box 743, Bryn Athyn, PA 19009 or 267-502-2632.

HARASSMENT POLICY

Bryn Athyn College will neither engage in nor tolerate sexual or any other form of unlawful harassment. By way of example only, the following behaviors and/or communications are inappropriate and as such prohibited, regardless of whether they are illegal:

- Requiring sex or the performance of sexual favors by a student as a condition

for satisfying successfully the academic requirements for a course of study or for continued enrollment and participation as a student of the college.

- Requiring sex or the performance of sexual favors by a student as a condition for qualifying for or continuing in a work study program with the college.
- Requiring sex or the performance of sexual favors by a student as a condition for establishing eligibility for or enjoying any term, condition, or benefit associated with any of the college's academic or student services or programs.
- Punishing a student with regard to any term, condition, or benefit associated with any of the college's academic or student services or programs because he or she did not submit to sexual advances or making any academic, disciplinary, or other decision based on a student's submission to or refusal to submit to sexual advances.
- Sexual or suggestive pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, profanity, nicknames, conversations, questions, innuendo (verbal and non-verbal), objects, and symbols; frequent and/or inappropriate comments on appearance; repeated requests for dates; excessive and/or inappropriate touch; and other inappropriate behaviors and/or communications of a sexual, suggestive, or biased nature.
- In educational instruction, there may be times when sexuality is an appropriate topic of conversation. In these situations, the discussions of sexuality and related issues (1) should be limited to educational or other legitimate purpose; (2) should be professional without being excessive in terms of focus or explicitness; and (3) should not include profanity, offensive wording or insinuation or suggestive, explicit or inappropriate humor.
- Pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, epithets, nicknames, conversations, questions, objects, symbols, imitations, and other communications/behaviors which reflect negatively upon, stereotype, or disparage any protected group, e.g., any race, color, sex, national origin, age, or disability.
- Hostile, abusive or demeaning communications or behaviors related to a protected group or directed at someone because of his or her membership in a protected group.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to electronic communications via the college's technology, which includes email and voicemail, Internet communications and searches, and other technology-assisted communications.

The prohibitions on inappropriate behavior set forth above apply not only on the college campus itself but also to all other academic-related settings, such as on-site locations as well as academic-related social functions. It is of no defense to inappropriate behavior

that there was no bad intent, it was only a joke, or that it was not directed at any person. It is also important to keep in mind that these are only some examples of inappropriate behavior.

Any student who violates the college's harassment policy will be subject to the disciplinary actions described in the Disciplinary Action section.

RETALIATION POLICY

Bryn Athyn College will neither engage in nor tolerate unlawful retaliation of any kind against any student who makes a complaint of unlawful discrimination, harassment, or retaliation, serves as a witness, or otherwise participates in the investigatory process. As with all other provisions of this policy, all students are protected by this provision as well as restricted in terms of what they do.

It is no defense to retaliation that the complaint did not have legal merit. Generally speaking, so long as a student acts in good faith in making a complaint alleging unlawful discrimination, harassment, or retaliation, serving as a witness, or otherwise participating in the investigatory process, no adverse action can be taken against him or her because he or she made the complaint, served as a witness, or otherwise participated in the investigatory process.

Any student who violates the college's retaliation policy will be subject to the disciplinary actions described in the Disciplinary Action section.

DISCRIMINATION, RETALIATION, OR HARASSMENT BY EMPLOYEES AND NON-EMPLOYEES

The prohibitions set forth in this policy apply not only to the students of Bryn Athyn College but also to the college's officers, employees (including faculty members, administration, and staff) and to other non-employees with whom students may come in contact and/or interact in connection with their educational experience (such as college contractors, internship employers, and the college's vendors and suppliers). Consequently, if a student feels discriminated against, harassed (sexually or otherwise), or retaliated against by one of the college's officers, employees, or other non-employee in connection with his or her educational experience, he or she should use the grievance procedure set forth below. Conversely, the prohibitions set forth in this policy apply to the student's conduct relative to the college's officers, employees, other students, and other non-employees with whom students may come into contact and/or interact in connection with their educational experience.

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 (267-502-2551). The college also prohibits dating or attempts at dating between a married employee (even if legally separated) and any other person, employee or non-employee.

If a student or employee asks a student, employee, or non-employee with whom he or she has come into contact for a date and the person says “no,” he or she cannot ask him or her again and again. Nor can he or she retaliate against him or her 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.

DISCRIMINATION, HARASSMENT, OR RETALIATION GRIEVANCE PROCEDURE

If a student believes that he or she has been unlawfully discriminated against, harassed, or retaliated against by any student, college officer, employee (including faculty members, administration, and staff) or other non-employee with whom you may come in contact and/or interact in connection with their educational experience (such as college contractors, internship employers, the college’s vendors and suppliers, etc.), he or she should immediately contact the dean of students (267-502-2551) and/or Joe Weiss at the office of human resources, 267-502-2632, PO Box 743, Bryn Athyn, PA 19009. Students should speak with the person with whom he or she feels most comfortable.

Upon receipt of the complaint, Bryn Athyn College will do the following:

- Conduct a prompt and thorough investigation.
- Disclose allegations only to the extent necessary to conduct the investigation and to take corrective action.
- Take corrective action with respect to any student, officer, employee (including a member of the faculty, administration, and staff), graduate, contractor, internship employer, vendor or supplier, or other non-employee who has engaged in illegal and/or inappropriate behavior, including discipline up to and

including termination of his or her relationship with the college.

- Not tolerate any unlawful retaliation against anyone who makes a complaint or serves as a witness, or participates in the college's investigation.

Any student who is not entirely satisfied with how his or her complaint has been handled should contact the president of the college (Office of the President, PO Box 717 – Brickman Center, Bryn Athyn, PA 19009) in writing. Upon receipt of written notice, the president will review the original complaint, the manner in which it was addressed, and the student's concern.

STUDENT CONDUCT AND DISCIPLINARY ACTION

STATEMENT OF VALUES AND STUDENT EXPECTATIONS

TBD for 2012-13.

CHAPEL AND CONVOCATION ATTENDANCE

Chapel is an integral part of campus life, and as such, all full-time students are required to attend either the weekly Wednesday or Friday chapel service (visiting and exchange students from other institutions are expected but not required to attend chapel). Up to three times each term, convocation is held on Wednesday in place of Wednesday and Friday chapel services (on these occasions students are required to attend convocation in place of the weekly Wednesday or Friday chapel service). Students are required to swipe their student ID card upon entering the chapel to verify attendance and to remain in attendance throughout the chapel service or convocation.

Students are permitted to miss up to a combination of three weekly chapel services (Wednesday or Friday) or convocations each term for any reason. Students should note that these permitted absences include those for scheduled appointments and illness as well as those simply at the student's choosing. Missing more than a combination of three chapel services or convocations for any reason in any given term will result in the following disciplinary action (for definitions of types of disciplinary action see the Disciplinary Action section):

More than three chapels in one term will result in disciplinary warning.

More than six chapels in one term will result in disciplinary probation.

More than three chapels in any subsequent term within the same academic year may result in disciplinary suspension.

Example: A student misses a combination of four chapel services and convocations during fall term and is placed on disciplinary warning. The student then misses two more chapel services or convocations during the remainder of fall term (six total) and is placed on disciplinary probation. The student misses a combination of less than three chapel services or convocations during winter term, but misses a combination of more than three chapel services or convocations during the spring

term. The student may face disciplinary suspension.

Students who have a legitimate conflict with both Wednesday and Friday chapel services in a given term (e.g. internship, required observation or practical education training at another school, etc.) must apply to the dean of students in writing for an exemption to this policy.

DRESS CODE (MODESTY STANDARD)

Bryn Athyn College recognizes the need for freedom of personal choice with regard to dress. However, modesty 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 modest. Shirts must be worn at all times in public areas, except when participating in sports or recreational activities.

Shoes must be worn in all campus facilities, with the exception of residence facilities.

CONDUCT BETWEEN STUDENTS

Courteous and appropriate conduct between students is vital in creating a campus community that supports respectful, charitable interaction and honors the ideals of marriage. Students are expected to act appropriately and respectfully with members of the opposite sex, including avoiding behavior or physical contact that draws attention or makes others feel uncomfortable.

SEXUAL BEHAVIOR

TBD for 2012-13.

SEXUAL EXPLOITATION AND SEXUAL VIOLENCE

TBD for 2012-13.

HARASSMENT

TBD for 2012-13.

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, or sexual orientation. This includes posting or sending hate language on the internet and through other forms of electronic communication including but not limited to Facebook, blogs, MySpace, Instant Messenger, 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.

PHYSICAL VIOLENCE

Students are not permitted to physically intimidate, threaten, push, or strike another student.

ALCOHOL AND DRUGS

In compliance with the requirements of the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA), Bryn Athyn College developed and implemented a program to prevent the unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees.

At all times, on and off campus, students are expected to observe the moral and civil principles consistent with the college's statement of values (see Statement of Values section). Students should avoid any conduct that reflects badly on the college or results in legal charges. In line with federal and state law, the college prohibits possession, use, sale, or distribution of any alcohol or unauthorized or illegal drugs. Furthermore:

- Students of any age may not possess, transport, use, sell, distribute or consume alcoholic beverages or unauthorized or illegal drugs either on campus and/or during any off-campus college-sponsored event or activity.
- 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, whether or not they are under the influence of alcohol or unauthorized or illegal drugs.

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.

Employees are similarly prohibited from the possession, use, sale, or distribution of alcohol or unauthorized or illegal drugs while in the scope of their employment or on college property. For more information consult the drug and alcohol policy in the

employee handbook.

Legal Sanctions: The law of the Commonwealth of Pennsylvania states that it is unlawful for a person under the age of 21 to “attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverages.” According to Pennsylvania law, anyone under the age of 21 who is convicted of any of these summary offenses or of possessing a fake ID will have his or her driving privilege suspended. License suspensions for underage drinking are: 90 days for the first offense, 1 year for the second offense, and 2 years for the third and all subsequent offenses. He or she will also be subject to a fine of up to \$500 and imprisonment of up to one year. Adults who buy alcohol for persons under 21 will receive a mandatory fine of up to \$1,000 - \$2,500 for the first offense and \$2,500 for the second or subsequent offenses. As part of Pennsylvania’s “Zero Tolerance” law, anyone under the age of 21 driving with a blood alcohol content of .02 or higher can be charged with DUI and will face a license suspension of up to one year, fines up to \$500 for the first offense, and a possible 48 hours in jail. He or she may be required to complete an alcohol highway safety program and will likely assume court costs and higher auto insurance rates (supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, <http://www.lcb.state.pa.us>). Furthermore under federal law, 21 U.S.C. 844(a) the sanctions for illegal possession of a controlled substance are as follows: up to 1 year imprisonment and \$1,000 - \$100,000 fine; second conviction: 15 days - 2 years in prison, and \$2,500 - \$250,000, or both; three conviction: 90 days to 3 years in prison, a fine of \$5,000 - \$250,000, or both. However possession of cocaine based substances mandates 5 - 20 years in prison, and up to \$250,000, in fines or both, depending on the number of prior convictions and amount possessed. More information on federal law can be found at <http://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm>.

Health Risks: There are significant health risks that accompany the use of alcohol or unauthorized or illegal drugs. 1,700 U.S. College students die annually in alcohol-related incidents. Alcohol affects coordination and impairs judgment even in small doses, at times leading to decisions that are later regretted. Even moderate consumption can damage the liver. All the body’s organs are affected by alcohol and persistent heavy use can cause brain damage, chronic liver disease, and high blood pressure. Binge drinking can lead to stroke, heart disease, and cardiac death. Alcohol also impairs digestion of vital nutrients and can irritate the stomach causing ulcers, inflammation, and bleeding. There are also greater risks for depression, sleep disorders, STDs from unsafe sex, and cancer. Alcohol also exacerbates existing health problems and can decrease fertility and impair sexual functioning. Drinking during pregnancy can damage the unborn child. Heavy drinking can impair the functioning of the nervous system in relation to breathing resulting in a fatal condition, respiratory depression. Excessive drinking can cause unconsciousness, vomiting, and asphyxiation by inhaling fluids. Dependence on alcohol can develop – some individuals becoming very rapidly dependent. Alcohol use disorders affect 18 million people in the US. Once dependence is established, withdrawal can be life-threatening.

The use of drugs also carries severe health risks including sudden death, paranoia, fatigue, confusion, anxiety, depression, irritability, hallucinations, flashbacks, psychiatric illness including schizophrenia, coma, seizures, respiratory difficulty and failure, malnutrition, cancer, HIV, other blood-borne diseases, addiction, and death by withdrawal. Specifically, the following drugs can have a variety of hazardous health effects:

- Cocaine in any form can cause sudden death from cardiac arrest. It can affect blood pressure, heart rate, breathing rate, and body temperature. Injecting cocaine with shared needles can lead to HIV infection and hepatitis.
- Marijuana increases heart rate, affects memory and comprehension, and makes it more difficult to perform tasks requiring concentration and coordination, such as driving a car.
- Methamphetamines can increase heart rate, raise blood pressure, and decrease appetite. High doses can cause tremors, delusions, paranoia, and death.
- Abuse of prescription medications including OxyContin, Ritalin, Adderal, Vicodin, and Percocet can cause very high blood pressure, irregular heart rate, and high body temperature.
- Anabolic steroid users can suffer side effects ranging from acne to liver cancer. In males, use can cause withered testicles, sterility, and impotence. Some side effects, such as heart attack and stroke, may occur years after use.
- Heroin can cause lung problems, blockages in blood vessels due to combination with impure substances. Fatal overdose can result from inability to ascertain how much pure heroin is being taken.

For more information, visit the following websites at:

<http://www.collegedrinkingprevention.gov>

<http://rethinkingdrinking.niaaa.nih.gov>

<http://www.drugabuse.gov>

<http://www.nida.nih.gov/Infofacts>

Resources: The state and community offer a variety of resources. The Pennsylvania Department of Health refers people to the Network of Drug and Alcohol Single County Authorities (SCA), which is responsible for coordinating all alcohol and other drug prevention, intervention, and treatment efforts. The Montgomery County SCA gives the following contact information for people seeking treatment for drug and alcohol abuse: Montgomery County Drug & Alcohol Treatment, 610-278-3642. There are also a number of 12 Step programs that meet in Bryn Athyn.

If a student believes he or she may have a drug and/or alcohol problem, he or she is encouraged to contact the dean of students, the chaplain, and/or one of the professional counselors provided by Bryn Athyn College.

CONDUCT ON COLLEGE-SPONSORED TRIPS AND OFF-CAMPUS EVENTS

Students are expected to abide by all student conduct policies including but not limited to those regarding moral conduct, sexual behavior, alcohol, and drug use during college-sponsored trips and off-campus events.

THEFT, VANDALISM, AND CARE OF COLLEGE PROPERTY

Students are prohibited from any act involving the taking or unauthorized usage of 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 to Bryn Athyn College property will be charged a fee for replacement or repair.

USE OF CAMPUS FACILITIES

Students are welcome to use campus facilities during their hours of operation. Students are not permitted in campus facilities outside the established hours of operation unless supervised by a faculty member or an approved institutional representative. Students are permitted, however, to use the Brickman Center great room and dining room for study purposes outside of the building's hours of operation provided they act responsibly and follow all student conduct policies. Students are expected to keep these areas free of trash and are not permitted to bring food into the Brickman Center great room. These rooms are patrolled by campus security, who will report violations of conduct policy to the dean of students.

Events scheduled in campus facilities after normal school hours must be approved and a building permit must be submitted to Jody Maddock, director of campus services (PO Box 711 – Pitcairn Hall), two weeks in advance of the event.

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. This includes providing each student with a campus computer network account. Use of the campus network and computer systems is subject, however, to college policy as well as local, state, and federal laws. All students are required to sign an acceptable use agreement form that provides specific guidelines and restrictions for proper use of the campus network. This form is reviewed during new student orientation and is available from the dean of students and the IT department. In general, acceptable use is charitable, ethical, reflects academic honesty, shows restraint in the consumption of shared resources, and demonstrates respect for intellectual property, ownership of data, system

security mechanisms, and individuals' right to privacy and freedom from intimidation and harassment. Any violation of the specific guidelines and restrictions outlined in the acceptable use agreement form or any additional behavior that compromises campus network use will be subject to disciplinary action. Such behavior includes but is not limited to:

- Any attempt to break into or illegally access other networks.
- Any attempt to access the private files or email of any other user of the campus network.
- Uploading to a website or other internet resource any material that is offensive to the Bryn Athyn College community.
- Accessing or downloading any material that is offensive to the Bryn Athyn College community.

In addition, Bryn Athyn College reserves the right to copy and examine any files or information resident on college systems related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations.

SMOKING AND OTHER TOBACCO PRODUCTS

Smoking and other use of tobacco products is prohibited in all campus buildings and immediately outside of public entrance areas, including all entrance areas to Brickman Center, Pendleton Hall, Doering Center, Swedenborg Library, Childs Hall, Grant Hall, suites, and cottages. 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 and the Academy Dining Hall.

LETHAL WEAPONS AND SAFETY HAZARDS

The possession of firearms, lethal weapons, explosives, fireworks, hazardous chemicals, or other potential safety hazards on campus is strictly prohibited.

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.

OTHER

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.

DISCIPLINARY ACTION

TYPES OF DISCIPLINARY ACTION

Bryn Athyn College uses three formal levels of disciplinary action: disciplinary warning, disciplinary probation, and disciplinary suspension.

Disciplinary Warning. A specified period of time during which further violation of student conduct policies may lead to disciplinary probation.

Disciplinary Probation. A specified period of time during which further violation of student conduct policies may lead to disciplinary suspension.

Disciplinary Suspension. A specified period of time during which the student is removed from the College.

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 officers or directors shall be under any liability for such removal.

Students who are on disciplinary warning, disciplinary probation, or disciplinary suspension are not in good standing with the institution.

DISCIPLINARY ACTION PROCEDURE

Incidents involving student misconduct are handled by the dean of students. The dean of students discusses the incident with the student and explains the ramifications of the appropriate disciplinary action(s). Students are notified in writing by the dean of students 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.

DISCIPLINARY ACTION GRIEVANCE PROCEDURE

Any student wishing to appeal the disciplinary action must notify the dean of students in writing within seven 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 seven days the dean of students must convene a disciplinary appeal panel consisting of the dean of students (non-voting chair), the dean of academics and faculty, the chair of the faculty council student life committee, 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 stresses 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 recluses 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 clear and convincing 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.

PAYMENT OF FEES AND ACCOUNT BALANCE POLICY

Students are responsible for maintaining all payment arrangements. Students will be able to register for classes, send transcripts, and receive diplomas only when all tuition and fees, late fees, library fines, health insurance fees, book store fees, and other fines have been paid or arrangements have been agreed upon.

LATE PAYMENT POLICY

A late payment charge of \$35.00 will be assessed for each month after the payment due date for each term. If sufficient payment is not made throughout a term a student may be withheld from attending classes in successive terms.

STUDENT IDENTIFICATION CARD POLICY

All students must obtain a photo student identification (ID) card and possess a student ID card throughout the year. This ID will be required for checking out materials from the Swedenborg Library and for resident students to enter the dining hall, and may be required as identification on campus. All buildings, including the residence halls, have swipe card access only. Student photo identification cards are available from the campus safety and security department (267-502-2509). Students are required to report lost or missing ID cards to security immediately. Replacement ID cards are available for \$10.

HEALTH, IMMUNIZATION, AND HEALTH INSURANCE POLICIES

A health form, including a sports physical form, is mailed to all students upon their acceptance. This health form must be completed and submitted by June 30th. A student is not permitted to move onto campus or take part in any campus activity (including orientation, athletics, registration, or social events) until his or her medical form has been reviewed and cleared by the student health center. All students must comply with all immunizations as specified on the health form. Students requesting a waiver of this immunization requirement for religious or philosophical reasons must contact the student health center prior to arrival on campus.

Returning students are required to complete and submit a tuberculosis screening questionnaire and health insurance plan update form by August 1st. Students who fail to submit a health insurance plan update form may be automatically enrolled in Bryn Athyn College's health insurance plan at the student's expense. Returning students wishing to participate in athletics must complete and submit a sports participation (sports physical) form by August 1st. A student athlete is not permitted to participate in any athletic or team function until his or her sports participation form has been cleared by the student health center.

All full-time students are required to carry personal health insurance. Students from the United States who are not covered by their parents' medical insurance are required to purchase individual policies covering the academic school year. All international students are automatically enrolled in the college-sponsored health insurance upon

arrival onto campus. The fee for this health insurance will be automatically charged to the student's college financial account. All athletes must be covered by health insurance to participate in athletics.

STUDENT MAILBOX AND EMAIL ACCOUNT POLICY

Mailboxes are provided for all students in the Pendleton Hall student lounge. Students are required to have an email account on the campus network, which is set up upon arrival on campus by the IT department. Students are responsible for checking their mailboxes and campus email accounts daily and for responding promptly to messages from faculty and staff. Tampering with other students' email or mailboxes is a federal crime.

BULLETIN BOARD AND NOTICE POLICY

Students, faculty, and staff are expected to post advertisements and general information on the appropriate bulletin boards provided in Brickman Center, Pendleton Hall, and Doering Center. Advertisements and fliers are not permitted on doors, windows, or walls. Members of the general public wishing to post advertisements must submit them to the College Office for approval, and all advertisements must be dated.

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 president of the college.

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.

VEHICLES AND PARKING REGULATIONS

Students are permitted to own and operate cars and motorcycles on campus, provided that they are registered with the safety and security department and display the appropriate parking decal. Vehicle registration can be found at www.brynthyn.edu/student-life/safety.

Students are permitted to park in the following parking lots: Childs Hall, Grant Hall, Pendleton Hall, Mitchell Performing Arts Center, Pitcairn Hall, Asplundh Field House, Pavilion, Glencairn, and Cairnwood. Students may also park in the parking spaces along College Drive. Students are not permitted to park in the Brickman Center or Doering Center parking lots or around Benade Circle. Spaces marked in yellow

paint or otherwise indicated are reserved for faculty and staff and may not be used by students. Students may not park in 'visitor' parking spaces or in handicapped spaces without displaying the proper license plate or window placard. Fire lanes, especially in the Childs Hall and Grant Hall lots, 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 safety and security department and the Bryn Athyn police and are subject to change.

Operating a car or motorcycle on campus is a privilege and subject to suspension if abused. The dean of students, in consultation with the safety and security manager, 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.

BYCYCLE, SKATEBOARD, AND ROLLERBLADE POLICY

The use of skateboards and roller blades are strictly prohibited on the Bryn Athyn College campus. Bicycles and non-motorized scooters are permitted on paths for commuting purposes only. Riders are strongly encouraged to wear a helmet.

SUPERVISION OF SOCIAL EVENTS AND COLLEGE TRIPS

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

ON-CAMPUS SOCIAL EVENTS

On-campus social events (e.g. band parties, coffee houses, open mic nights, movie nights, etc.) must be under the direct supervision of an institutional representative (see Institutional Representative section). The student organizer (in most cases a member of the social committee) is responsible for inviting the institutional representative and relaying his/her name to the director of student activities. If Academy Secondary School students are invited, Secondary School-approved chaperones must be provided. The institutional representative should be confirmed at least two weeks in advance of the event so that the building permit can be issued. The institutional representative receives from the director of student activities both a written procedural guide for supervising an event and a guide to emergency procedures with a list of contact numbers. It should be noted that for any event taking place in the residence halls, a residence life staff member is also on duty in the building.

OFF-CAMPUS TRIPS

All college-sponsored off-campus events (i.e. events organized by the College, using college vans or funds, or featured on the college social calendar) must be under the direct supervision of an institutional representative (see Institutional Representative section). For co-ed overnight trips, there must be both a male and female institutional representative. The institutional representative receives from the director of student activities both a written procedural guide for supervising an off-campus trip and a guide to emergency procedures with a list of contact numbers. The institutional representative must be a college-approved driver (see van drive section below) or be accompanied by a college-approved driver. The institutional representative must have a cell phone and is expected to collect cell phone numbers from the trip participants to maintain communication and contact them in case of emergency. All college-sponsored trips must be sanctioned by the outing club advisor, the director of student activities, and/or the dean of students.

INSTITUTIONAL REPRESENTATIVES

Any member of the Bryn Athyn College faculty or staff may serve as an institutional representative. Faculty and staff wishing to serve as institutional representatives should receive training regarding their specific responsibilities by the director of student activities and must be approved by the dean of students. Resident assistants (RAs) interested in serving as institutional representatives for on-campus social events and non-overnight off-campus trips will receive additional guidance as part of their RA training. RAs may not serve as institutional representatives on co-ed overnight trips.

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 his or her driving record by the campus safety and security department.
- Have his or her driving record cleared by the campus safety and security department.
- Successfully complete van driving and safety training from the campus safety and security department.
- Submit a copy of his or her driver's license to the business office for insurance purposes.

V. RESIDENCE LIFE POLICIES

INTRODUCTION

Each resident student is a member of our residence life community. Life in this community is based on trust and mutual respect between residents, resident assistants, and directors. Our goal is to provide each resident with a high quality living-learning environment and to meet his or her individual needs to the best of our ability while ensuring the health and welfare of the entire residence community. Our residence staff seeks to meet the needs of a diverse group of residents. Students attending Bryn Athyn College cover a wide range of ages and are from countries all over the world. We hope each resident will embrace the opportunities and excitement that come from getting to know people from different backgrounds and cultures, yet who share common values.

Residence life is often a lot of fun, is not always easy, and is always educational.

Being a member of a community affords each resident a variety of opportunities and responsibilities. We hope each resident experiences a year of positive challenge, personal growth, excitement and opportunity to form long-lasting friendships.

HOUSING SECURITY DEPOSIT

All residents are required to submit a housing security deposit of \$250.00 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. If no damage or other charges are applied to this deposit when a student no longer intends to live on campus (upon graduation, withdrawal, or change of resident status), this deposit will be refunded in full to the student. If charges have been applied, the remaining amount (if any) will be refunded to the student.

RESIDENCY POLICY

First-year students under the age of 20 and whose parents' homes are too far away from Bryn Athyn to permit reasonable daily commuting are expected to live on campus. After three terms, these students may elect to reside off-campus. All students living on campus must be enrolled as full-time students (minimum of 9 credits per term).

On-campus housing is designed for individual students. Bryn Athyn College does not provide married-student or family housing to undergraduate students. Likewise, the college is not prepared to and will not support or provide for the on-campus living and health needs of pregnant students.

GENERAL RESPONSIBILITIES

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

1. Consider the needs of others as well as her/his own needs. Living in close proximity to other residents necessitates that each resident respects the rights of others to study, sleep, and be safe and secure.
2. Communicate with staff and other residents and to ask for help when needed. If a resident needs assistance, the residence staff and other professionals are eager to assist, whether it is with an academic problem or a personal situation. Others may not always be able to tell, however, when a resident needs help. Ask for help. Effective communication is an important personal and community responsibility.

ity.

3. Demonstrate a commitment to community. We encourage all residents to get involved to ensure that they benefit as much as possible from living on campus. Attending required residence meetings and taking part in regular cleaning is expected of all residents as members of the campus community. We expect residents to get to know the other residents on their floor and in their residence hall, and to take part in residence life social activities.
4. 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 campus security. Each student shares the responsibility for maintaining a safe and secure campus.

ROOM ASSIGNMENTS

All residents should expect to have a roommate. Every attempt is made to match each resident with a compatible roommate based on information provided on the roommate request form, which is mailed to every new resident. Roommate assignments are sent out in mid-July for the next academic year. Students enrolling mid-year can expect to receive their assignments on a case by case basis depending on time of admission. Returning students participate in a room selection process during the previous spring.

If a resident is placed in a double room without a roommate, he or she is 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.

ROOM POLICIES

GENERAL ROOM POLICIES

Each individual residence room is considered the responsibility of the resident to whom it is assigned. We urge residents to make a habit of locking their doors whenever they leave their room. Any damage or inappropriate behavior occurring in a residence room is assumed to be the responsibility of the current resident.

Residents should be aware that residence staff and members of the college administration may enter residence rooms for any reason, including for purposes of inspection, maintenance, and/or consultation, and to ensure compliance with student conduct policies as well as the health and safety of the resident.

ROOM FURNISHINGS

At the time that a resident first occupies a room, it will be clean and properly organized with appropriate furnishings. The college provides furniture for residents' use which may not be dismantled or removed from the room. Lounge furniture is for the use of the entire residence hall and is not to be removed and/or put in an individual's room. Residents are welcome to bring smaller items such as lamps, cushions, night stands, small coffee tables, bean bag chairs, small bookcases (those which do not necessitate attachment to the wall), rugs, and electronics (and their accompanying stands). Residents are not allowed to bring larger furniture such as couches, armchairs, office chairs, or tables for use in their room. Please note that since all residence rooms have tile floors, residents may want to bring an area rug.

Space heaters and cooking appliances (hot plates, toaster ovens, microwaves, etc.) are not permitted in residence rooms. All cooking must be confined to the kitchen in each residence facility. Coffeemakers (provided they have an automatic shut off) and personal refrigerators (provided that they do not exceed 3 feet in height) are permitted in residence rooms.

ROOM DECORATIONS

Residents are permitted to decorate their residence rooms to reflect personal tastes and interests, provided that they do not violate the moral principles of Bryn Athyn College, create a fire or safety hazard, damage college property, or prevent periodic maintenance. 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. Room decorations, including posters and pictures, may not be lewd or promote the use of alcohol or drugs, and alcohol bottle collections are not permitted. Burning candles or incense is also not permitted.

CAMPUS COMPUTER NETWORK AND TELEPHONE ACCESS

Each residence room has an Ethernet jack as well as wireless access to the campus computer network and a phone jack. Email is available via any internet browser, and all students have individual email accounts through the campus network. Each resident is given an individual mailbox, which he or she is required to check on a regular basis. Telephones, however, are not provided. Standard residential analog phones are compatible with the campus phone system.

MOVE OUT POLICY

When the time comes to vacate rooms, each resident will be responsible for removing all personal items, (including personal furnishings and decorations) and returning the room to clean, move-in condition. Each room will be inspected and residents will be charged for any damage to the room or the college-provided furnishings in the room. All damage to a residence room will be assumed to be the responsibility of the current resident unless the staff was properly notified at the time of the incident.

Residents can expect a charge to their security deposit for not following move-out procedures outlined by the residence life staff. This includes removal of all personal items as well as properly cleaning the space. Residents will also be charged if their room key is not returned to residence life staff or campus security.

CLEANING

Residence life has a proud tradition of service to the institution through resident cleaning of the residence halls. This tradition not only supports Bryn Athyn College's mission of service, but it reinforces the value the college places on the formation of personal responsibility. As one resident put it, "We all live together and share the same environment, just like a home. Our home gets dirty and messy just because we live in it. It's nobody's fault; yet it's everyone's responsibility to care for our home."

Each resident is expected to give up to one hour each week to help keep their residence hall clean. Each residence director develops a cleaning system that best fits her /his residence hall. Residents are expected to follow the cleaning system and to fulfill the cleaning responsibilities as established by their residence director.

PETS

No pets of any kind (including fish) are permitted in the residence halls.

VISITING HOURS

Students of the opposite sex are permitted to visit in the public areas of all residence halls during the posted visiting hours of each building. Public areas include lobbies, lounges (Childs Hall and Grant Hall), living rooms (suites and cottages), and kitchens. Students of the opposite sex are not permitted in residence rooms or hallways leading to residence rooms. If a resident wishes to have an immediate family member of the opposite sex visit his or her room, special arrangements must be made with the residence staff member on duty. Faculty and staff are permitted in the residence halls at any time, but faculty and staff members of the opposite sex must remain in public areas within the residence halls. Residents are also required to keep at least one light on while hosting a visitor of the opposite sex.

Childs and Grant Hall	Sunday-Thursday	7:00 pm – 12:00 am
	Friday-Saturday	7:00 pm – 2:00 am
Suites	Monday-Thursday	7:00 pm – 12:00 am
	Friday	7:00 pm – 2:00 am
	Saturday	1:00 pm – 5:30 pm;
		7:00 pm – 2:00 am
Sunday	1:00 pm – 5:30 pm;	
		7:00 pm – 12:00 am
Cottages	Sunday-Thursday	12:00 pm – 12:00 am
	Friday-Saturday	12:00 pm – 2:00 am

CURFEW

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 in the case of a particular event that ends after curfew, but extended curfew is a privilege and is up to the discretion of the residence staff. All other residents, including new and first-year residents over the age of 20 may set their own hours, and are expected to use good judgment in doing so.

OVERNIGHT SIGNOUT

First year residents under the age of 20 must sign out and provide necessary contact information before leaving the residence hall overnight. Residents over the age of 20 with no curfew are encouraged to sign out overnight and/or to let a residence life staff member know when they will be out of the building overnight, especially for an extended period of time. This allows the staff to contact the resident in case of emergency. Residents are not permitted to sign out overnight to the residence of a member of the opposite sex, unless it is part of an approved college trip with an institutional representative (see Institutional Representative section).

OVERNIGHT GUESTS

Residents are welcome to host same-sex overnight visitors provided that the resident receives permission from her/his roommate and her/his guest checks in with a member of the residence staff. The host resident is responsible for making sure that her/his guest is aware that she/he is subject to all residence life policies and rules. A guest may be asked to leave campus housing for violating residence life policies and the resident host is responsible for any fines that her/his guest may incur. A guest may not stay in campus housing for more than three consecutive nights or more than nine nights per academic term.

EXTENDED OVERNIGHT GUESTS

Residents who wish to host a same-sex guest for more than three consecutive nights must submit an extended overnight visitor application to the director of residence life at least two weeks prior to the guest's expected date of arrival and must have the application approved by the director of residence life. Approved guests must pay \$100 for each full or partial week (beyond the three consecutive night maximum for guests described above). Guests will receive a key-fob providing access to the residence hall upon receipt of a \$20 deposit, refunded upon return of the fob. The host resident is responsible for making sure that her/his extended overnight guest is aware that she/he is subject to all residence life policies and rules. A guest may be asked to leave campus housing for violating residence life policies and the resident host is responsible for any fines that her/his guest may incur.

ENFORCEMENT OF RESIDENCE LIFE POLICIES

All residence life policies are supported by a system of fines and warnings. A fine or a warning is administered to a resident when a policy is broken. Specific fines and warning systems vary by residence hall.

The residence life staff supervises the administration of the fines and warnings system that is appropriate to their building. Additional disciplinary action may also apply at the discretion of the director, director of residence life and/or the dean of students.

HOUSING WHEN SCHOOL IS NOT IN SESSION

Room and board fees cover residence only while school is in session. Therefore, all residence halls are closed over mid-year and summer breaks. Students are expected to have alternate living and eating arrangements during Thanksgiving, Christmas, spring, and summer breaks.

The exact dates and times that the residence halls will open and close for an upcoming break are communicated to the student body via email from the Director of Residence Life about two weeks in advance.

HOUSING DURING MID-YEAR BREAKS

Residents may apply to live in campus housing during Thanksgiving, Christmas, and spring breaks by submitting an application to their residence hall director prior to the beginning of the break. To be eligible for approval, a resident must meet the following criteria:

- She/he must be in good academic and disciplinary standing with the college.
- She/he must be registered for classes and/or an internship immediately following the break for which she/he is applying for housing.
- She /he must either: 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 during the break.

The fee for any portion of a mid-year break is \$100. Residents approved to live in campus housing over a mid-year break must sign a contract by which they agree to a method of payment for the housing fee and to abide by the residence life policies in effect during the break.

SUMMER HOUSING

Residents may apply for on-campus summer housing by submitting an application to the director of residence life. To be eligible for summer housings, a resident must meet the following criteria:

- She/he must be in good academic and disciplinary standing with the college.
- She/he must be registered for fall term classes immediately following the summer break.
- She/he must either be:
 - a. an international student for whom the college administration has determined it is a financial hardship to travel home.
 - b. officially considered a self-supporting student as defined by the college for financial aid purposes and be verified as such by the college financial office.
- She/he must have secured on-campus summer employment.

International students for whom it is a financial hardship to travel home, but who have not been able to secure on-campus summer employment may be considered for an exception on a case by case basis, but approval for summer housing is not guaranteed.

Residents who have graduated are not eligible for summer housing.

The fee for summer housing is \$500 from graduation until July 1 and \$1,000 for any portion of the summer beyond July 1. Residents approved for summer housing will be housed in residential suites dedicated for summer housing and should expect to have a roommate. Summer residents must sign a contract by which they agree to a method of

payment for the housing fee and to abide by the residence life policies in effect during the summer break.

RESIDENCE LIFE STAFF

The residence life staff is made up of Resident Assistants (RAs), Resident Directors, and the Director of Residence Life.

RAs live in the residence halls with their fellow students and help provide a welcoming and friendly atmosphere. They also provide supervision of residents by maintaining and sharing duty hours as well as administering fines and warnings when appropriate.

Resident Directors are adult staff members who live on campus and oversee the function of one residence hall or complex. Resident Directors supervise a staff of RAs and ensures that residence life policies are upheld at all times. Directors also function as a support for residents who may need consultation and ensures the health and well-being of every resident while promoting a supportive learning community.

The Director of Residence Life is responsible for overseeing all aspects of residence hall life. This includes oversight of all housing assignments, management of residence hall facilities, enforcing policy and promoting an atmosphere of learning and support through out the residence life program.

VI. RELIGIOUS AND COMMUNITY LIFE

SACRED SPACE AND CHAPEL PROGRAM

The Bryn Athyn College chaplain's office strives to promote spiritual consciousness among students, faculty and administrators in accordance with the teachings for the

New Church. Toward this end, it administers programs that are designed to provide an atmosphere in which spiritual inquiry may be fearlessly pursued, moral restraint religiously practiced, and charitable actions generously performed.

The chaplain's office provides students and faculty with opportunities to worship as a community in a variety of ways so that there is ample opportunity for prayer, mutual reflection, and religious instruction. The following sacred space program offerings provide an opportunity for members of the college community to support each other in focusing on the spiritual dimension of their lives:

Monday. Support Groups and Spiritual Practices (various locations). Bible study, spiritual growth programs, twelve step recovery programs, meditation, etc. (not required)

Tuesday. Devotional Chapel (Pendleton Hall Chapel). Meditative music and readings from the Sacred Scriptures. Readings are given by clergy and theological school students. (not required)

Wednesday. Traditional Chapel Service (Pendleton Hall Chapel). Special music, the opening of the Word, prayer, hymns, readings from the Sacred Scriptures, a talk, benediction, and the closing of the Word. (full-time students are required to attend either this service or the Friday praise and testimony service).

Thursday. Devotional Chapel (Pendleton Hall Chapel). Meditative music and readings from the Sacred Scriptures. Readings are given by clergy and theological school students. (not required)

Friday. Praise and Testimony (Pendleton Hall Chapel). Contemporary praise music and the testimony of individuals who would like to share their spiritual journey and spiritual experiences with the Bryn Athyn College community. (full-time students are required to attend either this event or the Wednesday chapel service).

CONVOCATION

Convocation is held up to three times per term for the purpose of having the entire college community come together for worship and community building. Convocations are held on Wednesday in place of both the Wednesday chapel service and the Friday praise and testimony service. Convocations combine features of both the Wednesday and Friday formats, and may feature a guest speaker.

AWARENESS PROGRAMS

Several times each term awareness programs are offered immediately following either the Wednesday or Friday service and announcements. These programs are designed to educate the student body on a variety of important issues, including diversity, health and sex education, sexual violence, AIDS, alcohol and drugs, personal finances, time

management, study skills, and career education. Attendance at awareness programs is expected of new and first-year students and strongly encouraged for all students.

VII. STUDENT SERVICES

ACADEMIC SUPPORT

Students experiencing academic difficulties or who desire academic support are encouraged to contact their academic advisor and the director of academic support. Academic assistance is available to students through the Academic Support Program.

The Academic Support Program consists of a limited tutoring program and four academic support centers. The peer tutoring program has a limited budget to match students needing specific assistance with peer tutors. The four academic support centers

provide assistance in math, writing, research, and study habits:

- Math Center. Staffed by qualified math instructors, the Math Center is open several times each week for help with homework or test preparation.
- Writing Center. The Writing Center staff is available on an appointment basis to assist with paper assignments and general grammatical questions.
- Research Center. The Research Center staff has regular hours and is also available on an appointment basis to help students find, evaluate, and cite sources for research papers and projects.
- Academic Career Excellence (ACE) Program. Designed primarily for students in academic jeopardy (on warning, probation, or admitted provisionally), the ACE program is open to any student in need of academic support. ACE provides students with dedicated study time, the chance to examine their strengths and weaknesses, and assistance in developing a plan to improve their academic performance.

CAREER SERVICES

Resource materials designed to assist students in investigating various career choices or graduate school are available through the career services office located in the Brickman Center. Career counseling assists students in clarifying their interests and abilities in order to make effective career choices. Individualized counseling, interest and personality inventories, workshops and graduate school assistance, as well as professional contacts are provided. For more information, contact Laura C. Nash, Career Counselor (267-502-2412 or laura.nash@brynathyn.edu).

PERSONAL COUNSELING

SEXUAL HARASSMENT SUPPORT

Bryn Athyn College provides confidential support and help for students concerned about possible sexual harassment. If a student has a serious concern about possible sexual harassment, it is important to talk to one of the deans and/or a member of the human resource office. These individuals can coach students on how to handle these situations so they will stop or help students with a formal reporting process if they choose (see Discrimination, Harassment, or Retaliation Grievance Procedure section). It is our goal to promote a hostile-free environment in which people of both genders

respect each other as colleagues.

For complete information on Bryn Athyn College's Sexual Harassment Policy or to obtain the current list of members of the Sexual Harassment Committee, students should contact the human resource office (267-502-2632).

PERSONAL COUNSELING

Professional, confidential counseling is available to students on campus. Contact the dean of students for more information.

Initial consultations and the first three counseling sessions are free of charge to students; referrals and additional counseling sessions are at the student's own expense.

In addition to professional counseling services, the college chaplain is available for religious counseling.

STUDENT HEALTH CENTER

The Student Health Center is located at the Doering Health Clinic on the Academy of the New Church Secondary School campus (located on the lower level of the Academy Dining Hall) Monday through Thursday 7:30 am – 9:00 pm or on Fridays 7:30 am – 5:00 pm. Students can also reach the on-call nurse after hours and on weekends at 267-502-4882. A physician is available at the Doering Health Clinic Tuesdays and Thursdays from 7:30 am – 8:00 am.

All students are eligible for routine care for illness or injury through the student health center. The health center works closely with a broad network of nearby hospitals and specialists to help students obtain care that is outside of the realm of the health center services.

Full-time students are required to have health insurance while enrolled at Bryn Athyn College. Students from outside the immediate area are urged to contact their insurance benefits administrator to learn about their insurance coverage while they are away at college. The college offers a policy underwritten by United Health Care that can be purchased through the Student Health Center (267-502-4582) to satisfy this requirement. International students are automatically enrolled in the college-sponsored insurance plan. International students are given support for a variety of health care needs, but are urged to obtain as many services as possible prior to arrival in order to avoid incurring additional expenses.

FURTHER INFORMATION

Additional information on mental health services, addiction issues, physical health, and/or personal counseling is available from the director of the student health center,

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. Getting help for a problem before it becomes a bigger problem is one way students can be active in their own health.

CAMPUS SECURITY

Campus security is overseen by the Academy of the New Church Safety and Security Department, located in the Consolidated Plant Operation (CPO) building on the Academy of the New Church Secondary School campus. Specific policies and procedures, as well as full crime statistics, are available from the Safety and Security Department (www.brynathyn.edu/student-life/safety). An on-call security 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/safety.

INTERNATIONAL STUDENT SUPPORT

An international student advisor is available to assist international students in making adjustments to life in this country and on campus, including assisting them with visa information, obtaining a social security number, facilitating work study on campus, etc. International students seeking personal support are encouraged to meet with the international student advisor or the professional counseling services provided by the college (see Personal Counseling section).

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 available at the Information Technology Department (located on the ground floor of Pitcairn Hall) Monday through Friday 8:30 am – 4:30 pm. After hours tech support is available Monday through Thursday 7:00 pm – 10:30 pm and Sundays 3:00 pm – 9:00 pm. Students may go to the Information Technology Department, call (267-502-2680), or email (helpdesk@brynathyn.edu) for assistance.

All students are required to have a laptop for academic purposes. Public computers are also available in the Swedenborg Library and Pendleton Hall student lounge. Public printers are also available for student use.

SWEDENBORG LIBRARY

Swedenborg Library, with more than 90,000 volumes available for study and research in a wide variety of fields, is an important resource center in the academic life of our students. A student ID card is required for checking out all books, periodicals, and audiovisual materials. The privilege of borrowing books and other materials from

Swedenborg Library may be withdrawn if fines for overdue or lost materials are not paid upon notification. Students are expected to abide by all posted library rules.

FOOD SERVICE

Food is served in the Brickman Center dining room Monday breakfast through Friday lunch. Meals from Friday dinner through Sunday dinner are served at the Academy Dining Hall on the Academy of the New Church campus.

Food service is provided by Sodexo. All resident students are required to purchase a full meal plan. Each meal offers a hot option, as well as salad bar, deli station, and pizza and/or grill stations. Students with special dietary needs due to diagnosed medical conditions may contact the food service manager (267-502-2645) or student health center (267-502-4582) to see whether arrangements can be made to meet those special needs.

Students must show their ID card at the door to verify that they are on the meal plan. Guests are welcome in both dining facilities provided that they pay for their meal. Meal prices are posted in both facilities and can be paid directly to the Sodexo staff member on duty at the check-in station.

Students are responsible for maintaining appropriate behavior, language, and dress while in both dining facilities and for following all regulations as posted. Dining Hall staff members have the authority to refuse admittance or dismiss any student whose dress or behavior does not conform to dining regulations.

ORDERING FOOD FOR CAMPUS EVENTS OR COLLEGE TRIPS

Student groups ordering food for trips or on-campus events must submit a food order to the Sodexo manager two weeks prior to the event. Sample takeout menus are available from the Sodexo manager. All food orders must be accompanied with a list of resident student names. All non-resident students will be charged per meal.

BOOKSTORE

The college bookstore, located on the second floor of Pendleton Hall, is available for students to purchase academic supplies, course textbooks and reading packets, and Bryn Athyn College apparel. Students may contact the bookstore manager (267-502-2612) with questions regarding textbook or other academic supplies.

VIII. 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 director 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 Spring Silverman, director of student activities (267-502-6087 or spring.silverman@brynathyn.edu).

CARE (COMMUNITY SERVICE)

CARE 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. CARE offers numerous on- and off-campus service opportunities throughout the year, including a service day during fall term orientation. Students interested in joining CARE should contact the student CARE president or vice president. Questions about CARE can be directed to either the CARE president or the CARE advisor, Laura Nash (267-502-2412 or laura.nash@brynathyn.edu)

BEACON (STUDENT NEWSPAPER)

The Bryn Athyn College BEACON is a student-run newspaper that shares news, features, opinion pieces, short fiction, poetry, and art with the student body. A staff of student writers, photographers, artists, proofreaders and editors work together to produce two issues per term. The BEACON's goal is to provide its contributors with a flexible, intellectually open medium for sharing experiences, opinions, and ideas and to add a creative flavor and informative texture to the life of the College. Students

interested in contributing to the BEACON or serving on the BEACON staff should contact the student editors. Questions about the BEACON can be directed to either the student editors or the BEACON advisor, Dr. Sylvia Shaw (267-502-6087 or sylvia.shaw@brynthyn.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. Questions about Active Minds can be directed to the advisor of the Bryn Athyn College chapter of Active Minds, Rev. Grant Schnarr (grant.schnarr@brynthyn.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 international 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, Sean Lawing (267-502-2798 or sean.lawing@brynthyn.edu).

OUTING CLUB

The Outing Club consists of students who are interested in outdoor recreation such as camping, backpacking, rafting, and bike trips. Representatives from the Outing Club meet regularly with the Social Council to help plan, organize and lead outdoor recreational activities and trips. Students interested in participating in the Outing Club should contact the student Outing club president. Questions about the Outing Club can be directed to either the student Outing Club president or the Outing Club advisor, Robin Cooper (267-502-2411 or robin.cooper@brynthyn.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, Abraham Joseph (267-502-6083 or abraham.joseph@brynathyn.edu).

THE NEVER B FLATS

The Never B Flats is a group of Bryn Athyn College women devoted to providing a cappella entertainment for the college and for its outside community. Their mission states: “We aim to make use of the talents that the Lord had provided us with and are dedicated to service.” For more information about the Never B Flats and to hear recordings of past concerts, visit their website, www.reverbnation.com/theneverbbs.

IX. CAMPUS FACILITIES AND HOURS OF OPERATION

* Unless otherwise noted, all hours of operation are Monday – Friday

ASPLUNDH FIELD HOUSE

The Asplundh Field House, which underwent extensive renovation and addition in the late 1990s, is home of the Lions soccer, volleyball and lacrosse teams as well as housing a fitness center, training room, two gymnasiums and a dance studio.

Hours of Operation:	Athletics Office	8:30 am – 4:30 pm
	Fitness Center	5:00 am – 11:00 pm

BRICKMAN CENTER

The Theodore and Sally Brickman Center for Student Life and Admissions, which opened in 2009, houses the president's office, admissions and financial aid offices, marketing department, alumni relations office, dining facilities, student health center, and a large great room for studying and student activities. Meals are served in the Brickman Center dining room between Monday breakfast and Friday lunch. Meals from Friday dinner through Sunday dinner are served at the Academy Dining Hall on the Academy of the New Church Secondary Schools campus.

Hours of Operation:

President's Office	8:30 am – 4:30 pm
Admissions and Financial Aid	8:30 am – 4:30 pm
Brickman Center Dining Room	
Hot Breakfast (Monday-Friday)	7:30 am – 9:00 am
Continental Breakfast (Mon-Fri)	9:00 am – 10:30 am
Lunch (Monday – Friday)	12:00 pm – 1:00 pm
Dinner (Monday – Thursday)	5:30 pm – 6:30 pm
*ANC Dining Hall (weekend meals)	
Saturday Breakfast (continental)	8:00 am – 10:00 am
Sunday Breakfast (continental)	9:00 am – 10:30 am
Lunch (Saturday – Sunday)	12:00 pm – 1:00 pm
Dinner (Friday—Sunday)	5:30 pm – 6:30 pm

Students see the student health staff at the Doering Health Clinic on the Academy of the New Church Secondary Schools campus Monday – Thursday 7:30 am – 9:00 pm and Friday 7:30 am – 5:00 pm. Resident students can reach the on-call nurse after hours at 267-502-4882. Students can see the college physician at the Doering Health Clinic on the secondary school campus Tuesday and Thursday mornings 7:30 am – 8:00 am or by appointment through the student health center staff.

CAIRNWOOD ESTATE

Cairnwood Estate is an educational, cultural, and hospitality center serving Bryn Athyn College, the Academy of the New Church Secondary Schools, the Bryn Athyn community, and the surrounding area. Designed in the Beaux Arts style by the renowned architectural firm Carrère and Hastings, Cairnwood Estate was the home of John Pitcairn, founder of the Pittsburgh Plate Glass Company, from its completion in 1895 until his death in 1916. After the Pitcairn family donated the house to the Academy of the New Church in 1980, Cairnwood stood vacant until its renovation in 1994. Students have the opportunity to serve as interns and interpreters at Cairnwood Estate

Hours of Operation: Weekday Tours 11:00 am

DOERING CENTER

The Grant R. Doering Center for Science and Research houses science laboratories that facilitate undergraduate research projects as well as classrooms and faculty offices. Designed and constructed to the silver standard of the United States Green Building Council's LEED (Leadership in Energy and Environmental Design) Rating System for new construction, the 39,000 square-foot Doering Center opened in 2009.

Hours of Operation: During class hours (see course schedule)

FINE ARTS CENTER

The Fine Arts Center houses laboratory facilities for ceramics, drawing and painting, jewelry and metalwork, and photography, as well as classrooms, music rehearsal rooms, and a gallery.

Hours of Operation: During class hours (see course schedule)

GLENCAIRN MUSEUM

Glencairn Museum serves Bryn Athyn College, the Academy of the New Church Secondary Schools, the Bryn Athyn Community, and the broader public through educating visitors about the history of religion through the art and artifacts in its world-renowned collections. Glencairn's Ancient Near East, Egyptian, Greek, Roman, and Medieval collections provide an unparalleled educational resource for Bryn Athyn College art history, history, and religion students, many of whom will find their classes held in the museum's classroom and galleries. Bryn Athyn students also have the opportunity to serve as museum interns and interpreters at Glencairn. Built in the medieval Romanesque style by Raymond Pitcairn, Glencairn served as a family home from its completion in 1939 until 1980, when Glencairn was given to the Academy of the New Church. Raymond Pitcairn's impressive collection of religious art then combined with the Academy Museum collections to form Glencairn Museum.

Hours of Operation:

Front Desk	8:00 am-5:00 pm
Weekday Tours(Mon, Wed, Fri)	2:30 pm
Weekend Tours(Saturday)	1:00, 1:30, 2:30, 3:00 pm
Saturday Great Hall (free)	1:00 pm – 4:30 pm

JUNGE PAVILION

The James F. Jungé Ice Rink and Pavilion is home of the Lions men's ice hockey team. The pavilion also serves as the home rink for the Academy of the New Church Secondary Schools and Bryn Athyn Youth Hockey as well as serving the Bryn Athyn community.

Hours of Operation: See ice hockey schedule for practice times and games

MITCHELL PERFORMING ARTS CENTER (MPAC)

Built as the school's original gymnasium and community meeting facility in the early 20th century, the 439 seat Mitchell Performing Arts Center was renovated in 1999 and provides modern facilities for staging a variety of theatrical, musical, and other performances.

Hours of Operation: During class hours (see course schedule) and during theatrical practices.
See College calendar for events.

PENDLETON HALL

Pendleton Hall houses the main college office, the deans offices, the chaplain's office, faculty offices, the college's chapel, the college's theological school, newly renovated classrooms, and the college bookstore.

Hours of Operation:

College Office	8:00 am – 4:30 pm
Theological School Office	8:30 am – 4:30 pm (Mon – Thurs)
College Bookstore	10:00 am – 2:00 pm

PITCAIRN HALL

Pitcairn Hall houses a number of administrative and campus services offices, including the vice chancellor, treasurer, development office, information technology department, and director of campus services.

Hours of Operation:

Information Technology Department	8:30 am – 4:30 pm
After Hours Tech Support	3:00 pm – 9:00 pm (Sunday)

Other Offices	7:00 pm – 10:30 pm (Mon – Thurs)
	8:30 am – 4:30 pm

RESIDENCE FACILITIES

Childs Hall

Childs Hall, a traditional-style men’s residence hall, houses primarily freshmen in 24 double rooms and is staffed by a resident director and four resident assistants (RAs). Childs Hall includes five lounges, a kitchen, and coin-operated laundry facilities. Recent renovations to three of the lounges provide an attractive space for student social events. Just outside, basketball and volleyball courts and a student-built gazebo form a center for residence life.

Visiting Hours:	Sunday – Thursday	7:00 pm – 12:00 am
	Friday – Saturday	7:00 pm – 2:00 am

Grant Hall

Grant Hall, a traditional-style women’s residence hall, houses primarily freshmen in a combination of 13 double and 13 single rooms and is staffed by a resident director and four resident assistants (RAs). Grant Hall has four lounges, including one quiet study lounge and two TV lounges, a kitchen, and coin-operated laundry facilities.

Visiting Hours:	Sunday – Thursday	7:00 pm – 12:00 am
	Friday – Saturday	7:00 pm – 2:00 am

Residence Suites

The three suite buildings, which opened in 2010, provide 18 apartment-style suites for second, third, and fourth-year residents. Each suite houses five residents in two doublerooms and one single room, and has a private bathroom and kitchen-living space. Each of the three suite buildings has a coin-operated laundry facility. The suites are staffed by a resident director and six resident assistants (RAs).

Visiting Hours:	
Monday – Thursday	7:00 pm – 12:00 am
Friday	7:00 pm – 2:00 am
Saturday	1:00 pm – 5:30 pm; 7:00 pm – 2:00 am
Sunday	1:00 pm – 5:30 pm; 7:00 pm – 12:00 am

Student Cottages

Four cottages, which opened in 2008, provide house-style living for third and fourth-year residents. Each cottage houses ten residents in three double and four single rooms, and has an open-style kitchen and spacious living room. Each cottage has a coin-operated laundry facility. The cottages are staffed by a resident director and four resident assistants (RAs).

Visiting Hours:

Sunday – Thursday	12:00 pm – 12:00 am
Friday – Saturday	12:00 pm – 2:00 am

SOCIAL CENTER

Originally built as a garage for the historic Cairnwood Estate, the social center hosts college events such as karaoke, dance parties, and small-stage events, and also provides an informal space for students to watch movies and play games.

Hours of Operation: See college social calendar for events

SWEDENBORG LIBRARY AND CAFE

The Swedenborg Library houses 130,000 books, periodicals, and special collections as well as computers for student use and College Grounds Café. The Swedenborg Library is a center for New Church research, housing the world’s largest collection of Swedenborg’s works, among other rare collections. College Grounds Café (serving Starbucks drinks) is a popular place for students and faculty to study, socialize, or meet in small groups.

Hours of Operation:

Swedenborg Library

Monday – Thursday	7:30 am – 6:00 pm; 7:30 pm – 10:30 pm
Friday	7:30 am – 5:00 pm
Sunday	7:30 pm – 10:30 pm

College Grounds Cafe

Monday – Thursday	7:30 am – 5:00 pm; 7:30 pm – 10:30 pm
Friday	7:30 am – 4:30 pm
Sunday	7:30 pm – 10:30 pm;

VIII. APPENDICES

IMPORTANT PHONE NUMBERS AND EMAIL ADDRESSES

EMERGENCY 911

Safety and Security Department267-502-2509

 On-duty Security Officer267-502-2424

 Non-emergency business267-502-2550
 security@brynathyn.edu

 Anonymous Tip Line.....267-502-4523

 Chief, R. Scott Cooper267-502-2681
 rscott.cooper@anc-gc.org

College Office267-502-2400

 Registrar/Director of Administrative Staff, Jacqueline McFall267-502-4828
 jacqueline.mcfall@brynathyn.edu

 Administrative Assistant, Casey Schauder267-502-2401
 casey.schauder@brynathyn.edu

 Administrative Assistant, Elaine Knight267-502-6084
 elaine.knight@brynathyn.edu

College Administration

 Bryn Athyn College President, Dr. Kristin King267-502-2410
 kristin.king@brynathyn.edu

 Dean of Academics & Faculty, Dr. Allen J. Bedford.....267-502-2567
 allen.bedford@brynathyn.edu

 Dean of Students, Kiri Rogers267-502-2551
 kiri.rogers@brynathyn.edu

 Dean of Theological School, Rev. Dr. Andrew M. T. Dibb267-502-2582

Admissions and Financial Aid

 Chief Admissions Officer, Dr. Charles W. Lindsay.....267-502-2549
 charles.lindsay@brynathyn.edu

 Interim Director of Admissions, Allen Linnell267-502-6031
 allen.linnell@brynathyn.edu

 Financial Aid Coordinator, Carole Eiben267-502-6034
 carole.eiben@brynathyn.edu

 Bursar, Dale Zecher.267-502-2630
 bursar@brynathyn.edu

College Chaplain

 Rev. Dr. Thane Glenn.....267-502-4844
 thane.glenn@brynathyn.edu

Academic and Student Services

 Bryn Athyn College Bookstore267-502-1612

 Director of Academic Advising, Nina Phillips267-502-2518
 nina.phillips@brynathyn.edu

 Director of Academic Support, Nina Phillips.....267-502-2518
 nina.phillips@brynathyn.edu

 Academic Career Excellence ACE, Suzanne Bernhardt267-508-2588

<i>suzanne.bernhardt@brynathyn.edu</i>	
International Student Coordinator, Sean Lawing.....	267-502-2798
<i>sean.lawing@brynathyn.edu</i>	
Internship Coordinator, Laura Nash.....	267-502-2412
<i>laura.nash@brynathyn.edu</i>	
Career Counselor, Laura Nash.....	267-502-2412
<i>laura.nash@brynathyn.edu</i>	
Coordinator of Orientation, Spring Silverman.....	267-502-6087
<i>spring.silverman@brynathyn.edu</i>	
Director of Student Activities, tba	tba

Residence Life

Director of Residence Life, Jennifer Lindsay	267-502-2794
<i>jennifer.lindsay@brynathyn.edu</i>	
Childs Hall (Men's Housing)	
Director of Childs Hall, Fredrik Bryntesson	267-502-2685
<i>fredrik.bryntesson@brynathyn.edu</i>	
Grant Hall (Women's Housing)	
Director of Grant Hall, Jennifer Lindsay	267-502-2794
<i>jennifer.lindsay@brynathyn.edu</i>	
Suites and Cottages	
Director of Suites and Cottages, Cheryl Cooper	267-502-2480
<i>cheryl.cooper@brynathyn.edu</i>	

Student Health Clinic267-502-4582

Director of Student Health, Allyn Simons	
<i>allyn.simons@anc-gc.org</i>	
School Nurse, Jenny Blair	
<i>jenny.blair@anc-gc.org</i>	

Confidential Counseling: Contact Dean of Students for more information

Athletics and Student Organizations

Director of Athletics, Matthew Kennedy	267-502-4566
<i>matthew.kennedy@brynathyn.edu</i>	
CARE, Laura Nash.....	267-502-2412
<i>laura.nash@brynathyn.edu</i>	
International Student Organization, Sean Lawing	267-502-2798
<i>sean.lawing@brynathyn.edu</i>	
Outing Club, Robin Cooper	267-502-2411
<i>robin.cooper@brynathyn.edu</i>	
Student Government, Kiri Rogers	267-502-2551
<i>kiri.rogers@brynathyn.edu</i>	

Dining Hall and Food Service

Sodexho Food Service Director, Jimmy Feckelman	267-502-2645
<i>jimmy.fekelman@anc-gc.org</i>	

BRYN ATHYN COLLEGE CALENDAR FOR ACADEMIC YEAR 2012-2013
ONE HUNDRED and THIRTY-SIXTH ACADEMIC YEAR

			2012
June	16	Sat	Orientation Part One: Course registration and orientation session for new students
	29	Fri	Orientation Part One: Course registration and orientation session for new students
August	17	Fri	Orientation Part One: Course registration and orientation session for new students
	18-21	Sat-Tues	RA training
	20	Mon	Faculty retreat
	21	Tues	Administration and Faculty meetings
	22	Wed	PAC members arrive on campus
	23	Thurs	10:00 pm – 5:00 pm: New Students (US and International) arrive on campus
	24-26	Fri-Sun	Orientation Part Two: for new students
	26	Sun	12:00 pm - 6:00 pm: Returning students (US and International) return to campus
	27	Mon	8:00 am - 5:00 pm: Open advising period for all students
	28	Tues	Service Day
			7:00 pm: President's Welcome (dessert) for all students (Glencairn) - informal attire
	29	Wed	8:10 am: Fall Term classes begin
September	3	Mon	Labor Day holiday
October	12	Fri	Charter Day
	29-2	Mon-Fri	Registration for Winter Term
November	9	Fri	Fall Term classes end
	12	Mon	Reading day
	13	Tue	Exams begin
	16	Fri	Fall Term ends after exams
	25	Sun	Resident students return
	26	Mon	Winter Term classes begin
December	21	Fri	Christmas vacation begins following afternoon classes
			2013
January	1	Tues	New Years Day holiday
	6	Sun	Resident students return
	7	Mon	Classes resume
	21	Mon	Martin Luther King, Jr.- holiday
	28 -1	Mon-Fri	Registration for Spring Term
February	15	Fri	Winter Term classes end
	18	Mon	President's Day holiday-Reading day
	19	Tue	Exams begin
	22	Fri	Winter Term ends after exams
March	10	Sun	Resident students return
	11	Mon	Spring Term classes begin
	29	Fri	Good Friday holiday
April	8-12	Mon-Fri	Pre-registration for declared majors
	22-26	Mon-Fri	Pre-registration for undeclared majors
May	17	Fri	Spring Term classes end
	20	Mon	Exams begin
	23	Thu	Last day of exams
	24	Fri	6:30 pm: Graduation Dinner (Brickman Center)
	25	Sat	10:00 am: Graduation (MPAC)

2965 College Drive, PO Box 717

Bryn Athyn, PA 19009-0717

267-502-2400

www.brynathyn.edu

Bryn Athyn College of the New Church is an institution
of The Academy of the New Church, chartered in 1877.