

BRYN ATHYN COLLEGE

Student Handbook  
2018-2019

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# Bryn Athyn College of the New Church

## **Organization**

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

## **Accreditation**

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



## **Administration**

President, Brian G. Blair

Dean of Academics, Wendy E. Closterman

Associate Dean of Academic Affairs, Robin Cooper

Acting Dean of Faculty, Wendy E. Closterman

Dean of Students, Suzanne A. Nelson

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

Vice President of Operations & Business Development, Matthew Kennedy

Director of Admissions & Enrollment Management, Roberta D. Nolan

Chaplain, Rev. Grant R. Schnarr

Chief Financial Officer, Daniel T. Allen

Swedenborg Library Director, Carol Traveny

Faculty Council Chair, Martha Gyllenhaal

Faculty Council Immediate Past Chair, Caira B. Bongers

## **Mission Statement**

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

This mission is achieved by:

- Educating and training priests for service in the General Church.
- Offering undergraduate and graduate liberal arts and science programs that integrate academic and New Church spiritual perspectives.
- Preparing education students to be successful teachers in public, private, or New Church schools.
- Supporting research that advances secular and New Church thought.
- Providing library services to support the academic programs and New Church collections and archives for use throughout the world.
- Enriching students' physical, social, and spiritual lives by providing purposeful, student-centered programs and services guided by New Church principles.
- Recruiting and retaining students who can contribute to and benefit from the institution's mission.
- Ensuring fiscal stability and resource stewardship to support the mission of the College.
- Engaging friends and alumni, inspiring philanthropic support, and advancing the transformative mission of Bryn Athyn College.
- Developing and maintaining facilities, infrastructure, and grounds to serve the educational, aesthetic, and spiritual values of the institution.

## Admission to Bryn Athyn College

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

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

Bryn Athyn College has a rolling admissions policy. However, 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 19009-0717 USA  
Telephone: (267) 502-6000  
Fax: (267) 502-2593

An online application is available at: <https://apply.brynthyn.edu/apply/>

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

## Application Requirements

### Applicants currently residing in the United States:

- Application form (online or paper application)
- High school diploma or General Educational Development (GED)
- Official high school transcripts college transcripts (required for high school students and transfers with less than 30 credits)
- Official college transcripts (for transfers only).
- SAT Reasoning Test (SAT) or American College Test (ACT) with Writing Test (writing test optional)
- If English is not the applicant's first language, the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) may be required in addition to the SAT or ACT
- Letter of Recommendation

### 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 (writing test optional)
- TOEFL (if English is not the applicant's first language) or the International English Language Testing System (IELTS)
- Letter of Recommendation
- International student certification of finances
- 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 (writing test optional)
- Letter of Recommendation
- Interview may be required

### Transfer applicants from other colleges or universities:

- Transcripts from all colleges attended (even if no credits were earned).
- High school transcripts as well as SAT or ACT scores will be required of all transfers with less than 30 earned credits
- TOEFL (if English is not applicant's first language)
- Letter of Recommendation
- Interview may be required
- Transfer credit may be 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 (writing test optional).

- 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
- (Non-native English speakers) TOEFL score 190 (computer) 520 (paper) 70 (internet based) or IELTS score of 6

## Classification of Students

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

**Provisional Admit:** Students whose academic background indicates that they may have difficulty meeting standard requirements. These students may register for nine or ten academic credits maximum per term. Students admitted provisionally meet regularly with their academic advisor, who, along with the Associate Dean of Academic Affairs, monitors students' academic progress. A provisional student who achieves a cumulative GPA of at least 2.00 for the first two terms will be moved to regular status. Provisional students who do not qualify for regular status after their first two terms 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. Students with a cumulative GPA below 1.0 after the first term may be dismissed.

**Full-time:** Students who register more than nine academic credits per term for a maximum of 14.5 credits.

**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. Part time students who wish to audit a course must first receive permission from the department chair and Dean of Academics. Full time students who wish to audit a course must first receive permission from the department chair. The course instructor determines what the student must do to remain in the class as an auditor.

## Renewal of Attendance

Students renewing attendance after a break of one term or more must complete the appropriate paperwork with the Admissions Office. A renewal student who is a student returning to Bryn Athyn College after an absence of no more than one year and who has not earned additional college credit from another institution on the interim.

## Transfer Credit

The Dean of Academics have the responsibility to evaluate courses and the authority to award transfer credit. The dean may delegate these tasks. In general, the awarding of transfer credit depends on the accreditation of the institutional source, the level and nature of the coursework, and the satisfactory performance of the student. There is no limit on the number of transfer credits but there are a minimum number of Bryn Athyn College credits that must be earned before a degree is granted (62 for a Bachelor's; 31 for an Associate's). Courses accepted from institutions operating on a quarter system are transferred at 2/3 (or .667) value.

All international transcripts must be evaluated, course by course, by an approved third-party evaluation service. The student is responsible for paying any fees associated with this service.

- Recommended: World Education Services, <http://www.wes.org/>

### Accreditation

Coursework from both collegiate and non-collegiate institutions may be considered but all institutions must be accredited by a recognized national, regional, or professional accrediting body. 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 introductory, calculus-based physics courses which often transfer in as Physics 210/211.

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

### Academic Performance

Credits for college-level courses must be completed with a grade of “C-” (1.7) or higher. 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

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

### Specific Equivalent Credit

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

Anthropology 110: Intro to Cultural Anthropology

Business 141: Accounting I

Business 142: Accounting II

Chemistry 110/111: General Chemistry I/II

Comp Science 180: Structured Programming

Communication 105: Public Speaking (satisfies PP requirement)

Economics 131: Macroeconomics

Economics 132: Microeconomics

Fine Arts 120/220: Metal Work I & II

Fine Arts 125: Photography

Fine Arts 130/230: Ceramics I & II

French 101/102: Introductory French I/II (102 satisfies foreign language requirement)

Geography 110: World Regional Geography  
German 101/102: Introductory German I/II (102 satisfies foreign language requirement)  
Greek 110/111: Beginning New Testament Greek I/II (111 satisfies foreign language requirement)  
Hebrew 110/111: Beginning Hebrew I/II (111 satisfies foreign language requirement)  
Latin 110/111: Beginning Latin I/II (111 satisfies foreign language requirement)  
Math 130: Introduction to Statistics (satisfies one QR requirement)  
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 (102 satisfies foreign language requirement)  
Theater 110: Intro to Performing Arts  
Theater 150: Dramatic Performance  
Writing 101: Expository Writing (satisfies W requirement for Writing 101)

### Distribution Credit

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

### Elective Credit

Credit counts toward 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.

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



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 registrar in consultation with the faculty member in charge of the civil, moral, and worldviews perspectives.

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

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

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

### Test Credit

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

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

AP COURSE	MIN. SCORE	CREDITS	TRANSFER COURSE IN SONISWEB	REMARKS
Biology	4	3	Bio1xx	Places out of Bio122. Does not fulfill Core science requirement.
Calculus AB	3	3	Math14x	Places out of Math 140. No AP Calc credit if Math150 is taken
	4	4	Math15x	Places out of Math150.
Calculus BC	3	4	Math15x	Places out of Math150.
	4	8	Math15x/1	Places out of Math150 and Math151.
Chemistry	4	4	Chem1xx	Places out of Chem110. Fulfills Core science requirement.
	5	8	Chem1xx	Places out of Chem110 and Chem111. Fulfills Core science requirement.
Government & Politics (Comparative)	4	3	PSci1xx	Fulfills Core social science requirement.
Government & Politics (US)	4	3	Psci1xx	Fulfills Core social science requirement.
English Language/Composition	4	3	Eng1xx	Writ101 still required.
English Literature/Composition	4	3	Eng1xx	Writ101 still required.
English Language/Composition	5	3	Writ101	Gives credit for Writ101. Fulfills Core Writing 101 requirement.
English Literature/Composition	5	3	Writ101	Gives credit for Writ101. Fulfills Core Writing 101 requirement.
Music Theory/Music History	4	3	Mus1xx	Places out of Mus113. Fulfills Core aesthetic requirement.
Music (Choral)	3	3	Mus1xx	Fulfills Core aesthetic requirement.
Art (Studio Courses)	3	3	FA1xx	Fulfills Core aesthetic requirement.
Art (Art History)	3	3	FA1xx	Fulfills Core aesthetic requirement.
History (US, European, and World)	4	3	Hist1xx	Fulfills Core history requirement.
Psychology	4	3	Psyc1xx	Fulfills Core social science requirement.
Human Geography	4	3	Geog1xx	Fulfills Core social science requirement.
Modern Languages (Chinese, French, German, Italian, Japanese, Spanish)	3	3	Lang1xx, Fren102, Germ102, Span102	Gives credit for Lang1xx, Fren102, Germ102, or Span102. Fulfills Core language/programming requirement.
Economics (Macro)	4	3	Econ1xx	Places out of Econ131. Fulfills Core social science requirement.
Economics (Micro)	4	3	Econ1xx	Places out of Econ132. Fulfills Core social science requirement.
Physics B	4	6	Phys1xx	Places out of Phys210. Fulfills Core science requirement.
Physics C (Mechanics)	4	3	Phys1xx	Places out of Phys210. Does not fulfill Core science requirement.

Physics C (Electric and Magnetic)	4	3	Phys1xx	Places out of Phys211. Does not fulfill Core science requirement.
Statistics	4	3	Math130	Gives credit for Math130. Fulfills one Core QR requirement.

“Places out of xxx” indicates the listed course may not be taken for credit (double credit is not allowed). Some AP courses fulfill Core requirements as noted in the remarks section. Students may still take courses for credit in perspectives areas. Regardless of AP credit or placement, students need permission of area head and instructor in order to take any course above their year level.

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

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

*The following CLEP areas are not accepted:*

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

## Fees and Assistance

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

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

### Student Fees\*

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

#### 1. Tuition

The tuition fee per year of three terms in the College is \$21,360.

#### 2. Fees

Fees are intended to help meet the cost of classroom supplies and teaching tools, information technology services, social activities, athletic supplies, etc. The fee per year of three terms in the College is \$1,500.

#### 3. Board and Room Fees

Regular room and board charges for all resident students are \$11,886 per year of three terms. Students who request and are approved for a single room will be charged an additional \$1,000 per year of three terms.

Requests must be made to and approved by the Residence Life Director.

#### 4. Summary of Fees

The following tabulation summarizes the total fees per year:

	<b>Yearly</b>	<b>Per Term</b>
Fees	\$1,500	\$500
Tuition	\$21,360	\$7,120
Total per Day Student	\$22,860	\$7,620
Room	\$5,943	\$1,981
Board	\$5,943	\$1,981
*Single Room	\$1,000	\$333.33
Total per Resident Student	\$34,746	\$11,582
Total Per Single Rm. Res. Student	\$35,746	\$11,915.33

\*These fees are subject to revision.

## Special Fees

### Part-Time College Students

The tuition fee for a part-time student is \$822 per credit. In addition, all part-time students will pay a comprehensive fee of \$58 per credit hour. The total per credit fee is \$880.

Part-time students aged 55 years and older may apply to the bursar for a reduction in fees. A 50% discount on the tuition fee may be granted. The discount does not apply to the comprehensive fee.

### Auditors

The tuition fee per term for an auditor is \$329 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 \$165 per credit on a space-available basis.

### Graduation Fee

The graduation fee is charged to students receiving baccalaureate or associate degrees. The fee covers cost of diplomas, purchase of cap and gown, and the graduation dinner. The cost is \$120 for Bachelor recipients and \$75 for Associate degrees. Those who receive a Bachelor degree will receive a refund of \$10 after they have returned their graduation hood. If a student does not plan to participate in graduation activities the cost of a diploma is \$30.

### 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 2<sup>nd</sup>.

All returning students are required to submit a non-refundable registration deposit of \$100.00 towards the next academic year's tuition in order to be eligible to preregister for the next year's courses.

### 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. This deposit will be refunded to the student when they are finished attendance at Bryn Athyn College, as long as they have no charges for damages to their room, and no outstanding balance due on their student account.

### Lab Fees

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

### Miscellaneous Expenses

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

### 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 July 31. Initial billing for the payment due will be mailed to the student by July 6. Payments for the Fall Term are due the first day of classes, August 22. Failure to make the required payment will delay or preclude admission to classes.

Due dates for fall, winter, spring, and summer bills are published by the bursar's office on the Bryn Athyn College website ([www.brynathyn.edu](http://www.brynathyn.edu)).

An extended payment plan is available from Tuition Management Systems, Inc. whereby the parents or student may spread payment for the full year of student fees over the course of twelve months (starting May 2018), eleven months (starting June 2018), ten months (starting July 2017), nine months (starting August 2018), or eight months (starting September 2018). All extended payment plans start on the 1<sup>st</sup> or the 25<sup>th</sup> of each month and end in April 2019. Single term payment plans are also available for students who start in winter and spring. There is a nominal fee of \$70 for the extended plans, and \$50 for single term plans. Information about TMS can be obtained via their website, [brynathyn.afford.com](http://brynathyn.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.

## Bookstore Voucher Policy

Students may apply for a bookstore voucher for a given term up to the amount of \$300 if their financial aid exceeds their tuition and fee charges for that term, so that they may purchase books in advance of their actual financial aid disbursement (which occurs 3 weeks into each term).

### Eligibility Requirements:

- All necessary financial aid documents must be completed with the Financial Aid Office
- Student has no outstanding balance due to Bryn Athyn College
- Student has filed the FAFSA and is a Title IV recipient with sufficient federal aid, state aid, institutional aid, scholarships, and/or certified loans that exceed their tuition and fee charges for the term they are requesting the voucher for. Additionally, if a Parent Plus Loan has been utilized the student will need permission from the parent borrower.
- Student is registered for classes and is enrolled as a full-time student.

### How to Apply:

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

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

### How it Works:

If a student is approved by the Bursar's Office for a bookstore voucher, the amount that they are approved for will be loaded on their Campus Cash card within two days after the request is approved by the Bursar's Office. They will then be able to swipe their Campus Cash card for books and educational supply purchases at the bookstore.

### Additional Important Information:

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

### Conditions:

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

## Refunds

### Withdrawal:

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 the 1st week —75% of tuition and room costs for the term.
- Withdrawal within the 2nd week—50% of tuition and room costs for the term.
- Withdrawal within the 3rd week—25% of tuition and room costs for the term.
- No refund of tuition or room costs after the 3rd week.

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

All institutional assistance is prorated based upon actual fees charged.

Federal financial assistance is adjusted based on the conditions and timing of the student's withdrawal, according to the regulations of the U.S. Department of Education. All unearned funds are required by law to be returned. 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 fees prorated to the end of the board week in which the student withdraws, plus an overhead charge made by the food service organization.

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

**Moving to Part-time:**

If a student changes from full-time to part-time status during the eligible refund period (the first three weeks of the term), the tuition bill will be prorated such that the student is charged the full-time rate up to the date of the change, and the part-time rate from the date of the change through to the end of the term, this may involve a change to financial aid. Changes in status after the end of the eligible refund period (third week) will not result in an adjustment to the tuition bill.

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



## Financial Aid

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

Financial aid is based on a three-point philosophy:

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

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

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

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

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

- was born before January 1, 1995.
- is married as of the date he/she completes the FAFSA
- will be a graduate or professional student at the start of the award year
- is currently serving on military active duty for purposes other than training
- is a veteran of the U.S. Armed Forces
- has dependents other than a spouse and provide over 50% of financial support
- was an orphan, foster child, or ward/dependent of the court at any time since the age of 13
- is an emancipated minor or in legal guardianship or was when he/she reached the age of majority in his/her state
- was determined at any time on or after July 1, 2017, 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](http://www.fafsa.ed.gov). The Bryn Athyn College school code is 003228.

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

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

## **Financial Aid Special Circumstances Appeals:**

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

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

## **Financial Aid Eligibility:**

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

## **Satisfactory Academic Progress:**

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

### **Qualitative Standard**

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

### **Quantitative Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

### Re-Establishing Eligibility for Financial Aid:

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

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

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

### SAP Appeals:

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

## Financial Aid Awards

### Federal Financial Aid– Title IV Funding

**Pell Grants** – Pell Grants provide need-based grant aid, and are generally available to students whose Expected Family Contribution on the FAFSA is \$5,486 or less, although final eligibility depends on individual circumstances. Pell Grants do not require repayment. Students enrolled less than full time may still be eligible for Pell grants.

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

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

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

### Pennsylvania State Financial Aid

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

### Bryn Athyn College Merit Awards/Scholarships

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

Bryn Athyn College Performance Award - students who did not qualify for a merit scholarship upon admission may be eligible for a \$4,000 annual merit scholarship if they have a cumulative 3.25 GPA or higher after 3 completed terms. The student must maintain full-time status, good academic standing, and a minimum 2.5 GPA to retain the scholarship in subsequent academic years.

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

### Outside Scholarships

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

### Bryn Athyn College Need-Based Grants

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

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

### Work Study Program

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

### New Church Grant

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

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

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

### New Church Housing Grant

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

### New Church Sibling Grant

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

### Faith Education Award

An annual award of \$2,100, available to students who are graduates of a faith-based secondary school and have been admitted into the college after the 2016-17 academic year. Students receiving other merit scholarships from Bryn Athyn College are not eligible for this grant.

### Tuition Remission

Tuition-remission eligible students must submit the Tuition Remission Form annually. Submission of the FAFSA is not required to receive tuition remission. However, to be considered for need-based institutional or government aid, including optional student loans, students must complete the 2018-19 FAFSA.

### Financial Aid Disbursements and Credit Balances

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

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

# Academic Policies

## Student Responsibility

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

## 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. A tuition deposit of \$100 is required prior to registering for classes for the upcoming academic year.

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

Students may not take courses above their year level or take courses without the stated prerequisites without the permission of the department chair. Students seeking permission to take a course above their year level should work through their academic advisor to obtain permission.

## 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

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



## Religion

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

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

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

- **Part-Time Students.** At least six credits in religion must be included within each 31 credits attempted in residence for first- and second-year students. At least three credits must be included within each 31 credits attempted in the third and fourth years.
- **Study Abroad Students.** Bryn Athyn College students attending other universities for one or two terms during an academic year must attempt at least three credits of religion courses in the term(s) they are in-residence at Bryn Athyn College.
- **Transfer Students.** Incoming students must pass either Religion 101 or 110. Incoming students who transfer more than 10 credits beyond the minimum for their year level must attempt at least three religion credits in the year they arrive, as follows:

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

### Writing

Writing 101 & 202. All full-time students must take Writing 101 in their first year and Writing 202 by the end of their second year. Freshmen are permitted to take Writing 202 if they passed out of Writing 101 with an AP English score of 5, or if they earn at least an A- in Writing 101.

Provisionally admitted students, students with SAT Reading and Writing section scores below 450, and ELL students are automatically enrolled in Writing 100 and must pass Writing 100 before taking Writing 101.

Those students who believe they do not benefit from taking Writing 100 can request a diagnostic essay to demonstrate writing proficiency. The head of the writing area evaluates the diagnostic essay. Students who pass out of Writing 100 via the diagnostic essay may then take Writing 101 at their earliest convenience.

### Residency for Degrees

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

## Course Load

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

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

First-year students must meet with their advisors to add or drop courses. Other students may add and/or drop courses through the registrar or through their advisor. Students are responsible for knowing whether a dropped or added course affects their progress through degree requirements.

## 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 31 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 department chair 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 department chair and the Dean of Academics. Academic departments 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 form (available at the College Office). Guidelines for independent study proposals are 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 form (signed by the department chair and instructor) to the College Office. Independent studies must be approved by the Dean of Academics before they are offered.

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

## **Internships**

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

We expect our interns to represent Bryn Athyn College with integrity and professionalism. Students are eligible for internships once they have completed two full terms at Bryn Athyn College, have earned a cumulative GPA of 2.70 or better, and are in good standing (i.e., not on probation for academic deficiency, academic misconduct, or disciplinary reasons). Students may apply for a GPA waiver to the Dean of Academics if they have not met the GPA criteria. The waiver must be supported by the academic advisor.

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

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

## Internship Variants and Related Policies

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

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

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

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

## Withdrawal from School

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 either the Dean of Academics or the Associate Dean of Academic Affairs, the student’s courses will be recorded as Withdrew (W). A “W” has no impact on the GPA—no credit or grades are awarded for a term in which the student withdraws. Note that courses with a grade of “W” do not count in the SAP calculation of percent of attempted credits that are passed. See the Fees and Assistance section on Satisfactory Academic Progress (SAP) for more information. Failure to complete a withdrawal form will result in grades being recorded for that term’s courses and continued billing. Students who have withdrawn or who have been 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.

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

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

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

## **Auditing Courses**

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

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

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

### **Credits**

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

### **Attendance**

In general, instructors set their own policies for student attendance in courses. However, fall term 100-level courses require that students not miss more than 10% of classes without incurring a penalty in the course. All

students registered or waitlisted for a course are expected to attend the first class since over-enrolled courses will drop registered students in favor of waitlisted students who attend the first class. Deans do not give permission for students to miss classes, though at times deans may inform instructors of unusual circumstances leading to absences.

### Rendering Assignments

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

### Field Trips

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

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

The hours spent on a field trip should be acknowledged through some release from lecture/lab time, including homework time. For an approximate example, 4-6 hours of fieldtrip time might be swapped for 70 minutes of lecture (plus the 140 minutes of homework attached to the lecture) in order to respect students’ workload by removing something in order to offset the 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 Dean of Academics may make exceptions, and generally only for unforeseen personal crises. Students who have three or more exams scheduled for the same day may petition the Dean of Academics to reschedule the exams so that no more than two are on the same day. Students petitioning to reschedule an exam must submit the reschedule petition to the Dean of Academics at least two weeks before the exam week begins.

## Grading System

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

### Incomplete

When for reasons beyond their control, such as serious illness, students do not complete a course as scheduled, their work may be marked Incomplete (“I”). This work must be completed by the end of the fourth week following the term in which the “I” is given; otherwise the “I” will automatically be changed to “F.” All incompletes are at the discretion of and must be approved by the Dean of Academics, who may delegate the decision to the Associate Dean of Academic Affairs in consultation with the instructor. Coursework required to complete a course and move from an “I” to a grade is entirely the student’s responsibility. Instructors are not expected to set up extra meeting times for students with an Incomplete.

### Failure

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

### Pass/Fail Option

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



### Repeating Courses

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

### Grade Point Average (GPA)

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

Course	Grade	Points	Credits	Total Points
Writ101	F	0.00	x 3	= 0.00
Bio110	B+	3.30	x 4	= 13.20
Ed128	C-	1.70	x 3	= 5.10
Hist117	A	4.00	x 3	= 12.00
PE127	A-	3.70	x 1.5	= 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.

## Disruptive Behavior

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

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

Bryn Athyn College recognizes that problems or disagreements over grading or dismissal from class for disruptive behavior occasionally will arise. It is usually in the best interest of both the institution and the student to resolve such problems as soon as possible at the lowest possible administrative level. In order that students may be assured fairness in the consideration of such problems, a process of appeal and review to higher levels of authority has been established. The objectives of this process are to ensure that students have the opportunity to present grievances regarding academic actions or inactions by members of the faculty, and that the college has a consistent way of resolving those grievances in a fair and just manner.

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

If the decision of the department chair does not resolve the matter to the student's satisfaction, the student may request further review by submitting a statement of the problem in writing to the Associate Dean of Academic Affairs. The statement should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the student, and a description of the desired resolution, along with a copy of the department chair's decision. The statement must be presented to the Associate Dean of Academic Affairs within five (5) days after the date of the department chair's decision. Whether to accept such request and review the grievance is within the sole discretion of the Associate Dean. If the Associate Dean accepts the request, she/he will inform the student in writing of her/his decision regarding the grievance within ten (10) working days after receiving the statement. The Associate Dean may

choose to consult with or redirect the grievance to the Dean of Students if the issue is behavioral in nature. The decision of the Associate Dean of Academic Affairs is final, and there is no further appeal following the Associate Dean's decision.

## Academic Progress

### Advancement

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

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

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

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

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

### Satisfactory Academic Progress

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

### Academic Deficiency

Students who experience academic difficulties need both feedback and support (See the section on Academic Support Program: ACE below). 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 term GPA of at least 1.50 and a cumulative GPA of at least 2.00 is considered to be in academic good standing. If a student does not meet those thresholds, the Associate Dean of Academic Affairs places him/her on Academic Probation or Academic Suspension, depending on the severity of the problem (see below). These actions are noted on the student's transcript and remain part of the student's academic record. Transcripts also note when students move off probation. Students who are on academic probation or academic suspension are not in good academic standing. Not being in good standing hampers progress in degree programs, disqualifies students for internships and study abroad, and affects eligibility for financial aid.

## **Actions for Academic Deficiency**

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

**Academic Alert:** Students are given an Academic Alert if their cumulative GPA is between 2.0 and 2.30. Students with an Academic Alert are expected to meet with their advisors to devise a plan for improving their cumulative GPA, including possible remedies such as retaking courses with low grades, using the academic support program, improving study habits, and adjusting workload and other demands on their time. Students move off of academic alert when the cumulative GPA rises to 2.30 or better. Academic Alert status is not noted on the transcript.

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

**Academic Suspension:** A student is placed on academic suspension if that student's cumulative GPA is below the minimum required for continued enrollment (see table below), if the student has not achieved good standing after two successive terms of being on academic probation, or if the student earns a term GPA below 1.0.

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

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

The period of suspension is at least 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 may be required to show evidence of one or more of the following: satisfactory academic performance at another institution, a positive recommendation from an employer, or other documentation as stipulated by the Associate Dean of Academic Affairs or by the Dean of Students. Specific parameters for re-enrollment are determined by the Associate Dean and/or the Dean of Students. Any student wishing to re-enroll must complete the appropriate paperwork with the Admissions Office. A student suspended for a third time will not be considered for re-entry.

All decisions concerning academic standing are made by the Dean of Academics, who may delegate the decision to the Associate Dean of Academic Affairs. Official notification of suspension comes from the Associate Dean of Academic Affairs' office and occurs usually within one week of when term grades are due. Suspension notices are sent at the earliest opportunity by email and then by regular mail. Students are responsible for checking their email over breaks. Notice of suspension also may occur during the term.

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

A student wishing to appeal an academic deficiency suspension must send a written appeal to the Associate Dean of Academic Affairs by the due date stipulated in the suspension letter. When a suspension occurs after the fall term or winter term, the appeal deadline is typically no later than four days prior to the start of the following term if the student wishes to be considered for immediate probation. When suspension occurs after the spring term, the appeal deadline is typically four weeks prior to the start of the fall term. Students who anticipate being suspended after the current term may file a written appeal prior to receiving the suspension notice, which allows the student's appeal to be submitted prior to the deadline. The appeal should state why academic probation in the subsequent term would be a more appropriate action than suspension. The appeal should include an analysis of what caused the academic deficiency and what the student has done or will do to correct the situation. The Associate Dean of Academic Affairs will forward the appeal to the Dean of Academics, who will convene an appeal panel consisting of him/herself, the Associate Dean, and two core faculty members and/or senior administrators. The panel will provide counsel for the Dean of Academics' final decision, which will be communicated to the student as soon as possible within two weeks of the written

appeal being received or before the completion of the first week of classes of the new term. (The Dean of Academics may modify the schedule for the panel when the college is not in session such as during the summer.) Students whose appeals cannot be completed before the beginning of the next term's classes will be temporarily disenrolled so as not to incur tuition charges. However, remaining in residences halls during the appeal process will incur room and board charges.

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

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

## Academic Success Center (ASC)

The Academic Success Center uses trained student tutors, some grad students, and some faculty tutors to provide some walk-in sessions and also many one-on-one tutoring opportunities for any student who is struggling. On the College website a student can find our calendar of appointments and schedule a meeting. Students can also walk in at any time we are open (10am to 8pm M, T, W, Th) and speak to the person at the desk, or simply use the spaces for quiet study on their own. Our tutoring offerings change each term depending on what subjects are currently being taught. All services are free. The Center is located on the second floor of the Swedenborg Library and most tutoring happens there. Students can also arrange for the tutor (in some cases) to meet with them at the study center set up in Childs Hall dormitory.

- **Math Center.** We typically offer two weekly walk-in math support sessions in the Swedenborg Library. If additional support is needed, we can set up one-on-one math tutoring.
- **Writing Center.** Students seeking help with learning how to write for their college classes can contact the Center to be set up with a writing tutor. The calendar of appointments can also be viewed on the BAC website under Academics at BAC/Academic Support Center. After making an appointment, students will meet face to face with the tutor and get help with any phase of any writing assignment for any class.
- **Science Center.** We have both faculty and student tutors ready to assist with the sciences, including Biology, Chemistry and their labs. On the website students can see when the walk-in times for science support are offered. If another time is needed, students can contact the Center and ask.
- **Support for Student Athletes.** Any students is welcome to come and use the quiet spaces and tables that are part of the Center for study on their own. (There are also some glassed-in spaces where small groups can study together without disturbing others.) When a tutor or monitor is available, the student can come to the desk and ask short questions. This quiet study area is valuable for student athletes who can sign in at the Center desk (when a monitor is present) and have their study hours recorded in order to fulfill the study time requirements of their athletic program. During the term, the Center's desk is monitored from 10am to 8pm.
- **Research Help.** Students can obtain assistance with research questions from the library staff. By inquiring at the front desk in the Library, a student will be helped with using the search engines or with other research-related questions by a trained staff person.

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 includes using the academic support program.
- **Subsequent Terms.** Students given an Academic Alert are expected to meet with their advisors to devise a plan for improvement that makes use of 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).

- **An Early Alert System** is used to identify students experiencing difficulties with academics as soon as possible. The Early Alert Committee reviews these alerts to determine a suggested course of action and support for students identified through these alerts.

## 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

- **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 tutors, editors, and commercial term paper companies—to conduct research, prepare work for them, or revise the student's material to the point that it substantially misrepresents the student's abilities. Students also may not submit identical work, or portions thereof, for credit more than once without prior approval of the instructor to whom the work is being submitted for the second or subsequent time.
- **Fabrication.** Fabrication is the falsification or invention of any information or citation in an academic work. "Invented" information may not be used in any laboratory report or other academic work without authorization from the instructor. It is improper, for example, to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses. Students must also acknowledge the actual source from which cited information was obtained. A student should not, for example, reproduce a quotation from a book review and claim that the quotation was obtained from the book itself.
- **Plagiarism.** Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be cited properly according to the accepted format for the particular discipline or the teacher's instructions. Acknowledgment is also required when material from any source is paraphrased or summarized in whole or in part in one's own words. A citation acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be cited; in addition to materials specifically cited in the text, other materials that contribute substantially to one's understanding of the subject should be acknowledged as Works Consulted. Sometimes plagiarism can be a subtle issue. Students are encouraged to discuss any questions about what constitutes plagiarism with the faculty member teaching the course.



- **Denying others access to information or material.** It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student or scholar. Examples of violations of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals; deliberately misplacing or destroying reserve materials; and altering someone else's computer files.
- **Facilitating Violations of Academic Integrity.** It is a violation of academic integrity for a student to aid others in violating academic integrity. A student who knowingly or negligently facilitates a violation of academic integrity is as culpable as the student who receives the impermissible aid, even if the former student does not benefit from the violation.

### Actions for Academic Integrity Violations

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

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

For courses that stipulate misconduct can lead to an F for the course, the F can be made official immediately upon the Associate Dean's confirmation of misconduct with the instructor of the course. Students may choose not to attend further class sessions in the course, but the course will remain on the transcript with a failing grade and will affect GPA.

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

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

### **Grievance Procedure: Misconduct**

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

The panel follows the procedure below:

- The Dean of Academics calls the meeting to order, reviews the procedures, and stresses the importance of confidentiality in order to protect the student involved.
- The Dean of Academics or the Associate Dean of Academic Affairs presents the facts of the case to the panel.
- The student making the appeal has the right to explain his/her actions and reasons for appealing the action.
- Panel members may ask questions of either the Associate Dean of Academic Affairs or the student making the appeal for the purpose of clarification regarding the facts of the case.
- After all questions have been addressed, the student making the appeal is dismissed.
- The Associate Dean of Academic Affairs discusses with the panel his/her reasoning for issuing the misconduct action.
- The Associate Dean of Academic Affairs recuses him/herself so that the members of the panel can deliberate on the appropriateness of the misconduct action.
- The panel members vote by written ballot whether to affirm or modify the misconduct action. A decision to modify the misconduct action should be based on clear and convincing evidence that the action was inappropriate given the facts of the case.
- If a majority 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 Associate Dean of Academic Affairs is invited back into the room to be informed of the outcome of the vote.
- The Dean of Academics may or may not accept the panel's counsel.

- The Dean of Academics notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the meeting.

## Records

### Privacy

Bryn Athyn College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and hereby makes public notification of the law. Students with questions about this notice or about FERPA should contact the registrar, Casey Schauder at [casey.schauder@brynathyn.edu](mailto:casey.schauder@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/fpc/>). 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 [casey.schauder@brynathyn.edu](mailto:casey.schauder@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 [casey.schauder@brynathyn.edu](mailto:casey.schauder@brynathyn.edu) or visit the U. S. Department of Education, Family Policy Compliance Office (FPCO) website at <http://www.ed.gov/policy/gen/guid/fpco>.

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

### Transcripts

Requests for transcripts should be submitted to the College Office well in advance of application deadlines. Additional transcripts must be requested upon completion of subsequent terms. Transcript request forms are available at the College Office, on the College's website, or may be obtained by mailing written requests to: Transcript Requests, Bryn Athyn College, PO Box 717, Bryn Athyn, PA 19009, or by calling the College Office at (267) 502-2474. The cost, payable by cash, check (made out to "Bryn Athyn College"), or credit card, is \$5.00. Same-day rush requests are \$10.00. Supporting documents (e.g., course bulletins and course descriptions) can be found at the Bryn Athyn College website: [www.brynathyn.edu](http://www.brynathyn.edu).

### Syllabi

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

# Student Conduct and Student Life Policies

## **Student Responsibility**

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

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

As a general rule, violations of policies and Code of Conduct and the disciplinary actions that may be imposed will not be routinely reported to parents. However, in the case of serious violations of Federal, State, or Local law, including alcohol and other drugs violations, or when instances of medical/psychological emergencies come to the College's attention, the College may notify parents in cases where it is believed the student might benefit.

The College retains the right to instate additional policies and regulations or to modify existing ones as needs may dictate. Updated policies and regulations can be found under the Student Life section of the BAC Website: <http://www.brynathyn.edu/student-life>

## **Student Conduct and Disciplinary Action**

Bryn Athyn College strives to create a campus community founded on and consistent with Christian morals. Enrollment at Bryn Athyn College is a voluntary decision, and students are expected to respect the mission and values of Bryn Athyn College and to behave in accordance with its conduct policies. Any student who violates the student conduct policies described below will be subject to the disciplinary actions described in this handbook.

## **Official Directives**

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

## Chapel and Convocation Attendance

Chapel attendance is an institutional requirement for all full-time resident and commuter students and is designed to foster personal spiritual growth and development. Students are required to attend one approved chapel service per week each term (11 in fall and spring and 10 in winter, which includes special convocations). Students are free to choose which chapel service they will participate in to fulfill the requirement.

### Chapel Attendance and Expectations

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

### Alternative Arrangements to Meet Chapel Requirement

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

These students may complete a self-study course (journey program) in place of chapel attendance. Chapel self-study request forms are located in the college office. Completed forms should be submitted to the Dean of Students within two (2) weeks of the start of each semester for approval.

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

### Consequence for Non-compliance

Students are required to sign a contract that they will adhere to this policy. Missing more than three chapel services/convocations for any reason, in any given term, will result in a warning that the student has surpassed the allotted allowable absences. Missing another chapel that term will result in a notation on the student's transcript that reads: Spiritual Practice Contract: *Breached*. (In the circumstance that a student refuses to sign the contract and does not attend chapel, a note will appear on the student's transcript that reads: Spiritual Practice Contract: *Non-compliance*.)

## Conduct between Students, Faculty and/or Staff

### Respect for Others

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 others, including avoiding behavior or physical contact that draws attention or makes others feel uncomfortable.

**Physical Violence:** Physical assault is defined as any physical contact with another person that causes that person harm, intends to cause that person harm, is harassing, or can reasonably be viewed by the person as a source of harm, regardless of whether the behavior was deliberate or whether the potential outcome was intended. Physical assault can be direct (for example, striking, shoving, or kicking another) or indirect (for example, hitting a person with anything thrown or propelled, including objects thrown from a window or structure).

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

**Dangerous conditions:** No student shall create a condition that endangers or threatens the safety or well-being of themselves or others. This includes but is not limited to the misuse of devices such as box cutters, laser pointers, paint ball guns, and compromising fire and security systems. All wheeled modes of transportation or motor vehicles, except for handicapped service equipment, are prohibited within the confines of any College facility.

**Lethal Weapons and Safety Hazards:** No student shall use with intent to injure, or threaten another with any instrument, device, or object capable of inflicting physical harm or death. The possession of firearms, lethal weapons, explosives, fireworks, hazardous chemicals, or other potential safety hazards on campus is strictly prohibited.

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

**Interference:** No student shall interfere with the right of any person to go where they have a right to go or remain where they have a right to remain on College property. No student shall intentionally



prevent any person from doing anything they have a right to do, or require any person to do anything they have a right to refrain from doing.

### **Inappropriate Advocacy**

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

### **Disruption of College Activities**

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

### **Dress Code**

Bryn Athyn College recognizes the need for freedom of personal choice regarding dress. However, 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. At all times, shirts must be worn in public areas, except when participating in sports or recreational activities. Shoes must be worn in all campus facilities, except for within residence facilities.

## **Discrimination, Harassment 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 some characteristic including but not limited to race, gender, ethnicity, nationality, religion, or sexual orientation, 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 (267-502-6038) or the Dean of Students (267-502-2482). For information regarding services, activities and facilities that are accessible, contact the Dean of Students.

### **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 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.

### 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 they 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 (267-502-2482) and/or Renée Rosenfeld at the office of Human Resources, 267-502-6038, PO Box 717, Bryn Athyn, PA 19009.

- 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 462 – 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.

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

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

If a student or employee asks a student, employee, or non-employee with whom he or she has come into contact for a date and the person says "no," he or she cannot ask him or her repeatedly. 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.

## **Sexual Behavior**

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

## **Sexual Misconduct Policy**

### **Statement of Values**

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

While sexual misconduct includes nonconsensual sexual contact, it also includes threatening speech that is sufficiently severe or pervasive which constitutes sexual harassment as mentioned above. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without

consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct. Both men and women are protected from sexual misconduct, and sexual misconduct is prohibited regardless of the sex of the harasser.

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

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

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

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

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

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

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

### **Definitions and Examples**

#### **Complainant**

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

#### **Respondent**

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

## Sexual Harassment

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

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

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

Sexual harassment can take many forms. Sexual harassment:

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

## Sexual Assault

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

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

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

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

## Sexual Exploitation

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

Examples of sexual exploitation include:

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

## Physical Assault

Physical assault is a purposeful action meant to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting. When these acts occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Procedures for Review, Investigation, and Resolution of Discrimination, Harassment, Retaliation, and Sexual Misconduct Complaints.

## Bullying and Intimidation

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

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

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

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

## Stalking

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

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

Examples of stalking include:

- Unwelcome and repeated visual or physical proximity to a person
- Repeated oral or written threats
- Extortion of money or valuables
- Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, messages on online bulletin boards, and any social media platforms
- Unwelcome/unsolicited communications about a person, their family, friends, or coworkers
- Sending/posting unwelcome/ unsolicited messages with an assumed identity
- Implicitly threatening physical contact
- Any combination of these behaviors directed toward an individual person



### Intimate Partner Violence

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

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

### Indecent Exposure

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

### Retaliation

Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a sexual assault or harassment allegation. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Any individual or group of individuals, not just a complainant, or respondent, can engage in retaliation.

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

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

#### Guidance for Consent

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.
- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed, both parties should stop and clarify verbally the other’s willingness to continue before continuing such activity.
- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once

withdrawal of consent has been expressed, sexual activity must cease. • Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity. • Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise her/his own free will to choose whether or not to have sexual contact.

### Force

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

### Coercion

*Coercion* is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

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

## Incapacitation

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

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

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

## Alcohol or Other Drugs

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

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

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

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

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

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

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

Director of Human Resources (HR)/Title IX Coordinator, Bryn Athyn College, who can be reached at 267-502-6038 or [renee.rosenfeld@brynathyn.edu](mailto:renee.rosenfeld@brynathyn.edu)

### **Procedures for Review, Investigation, and Resolution of Discrimination, Harassment, Retaliation, and Sexual Misconduct Complaints**

#### **Summary of Procedure**

This procedure for review, investigation and resolution of discrimination, harassment, retaliation or sexual misconduct complaints (“Procedure”) provides information applicable to students, faculty, staff, administration, visitors and others who may be on the College premises regarding the process for resolving complaints of discrimination, harassment, retaliation or sexual misconduct. If you have any questions regarding this policy, call or email the Director of Human Resources/Title IX Coordinator at 267-502-6038 or [renee.rosenfeld@brynathyn.edu](mailto:renee.rosenfeld@brynathyn.edu). The Policy is comprised of the following components:

- Complaints of possible violations of the Policy may be made to the Director of Human Resources/Title IX Coordinator, the Dean of Students or the Safety Department by Completing a College Incident Report Form
- An Advisor is assigned to a complainant and respondent only in instances of complaints of sexual misconduct. Advisors are assigned only to students and not employees
- An initial assessment of the complaint is made by the Director of Human Resources/Title IX Coordinator or designee within five (5) business days of receipt of the complaints
- A full investigation follows if there is sufficient evidence of a pattern of violation of this Policy
- An investigation is completed within approximately sixty (60) days, subject to reasonable delays (for example, end of term breaks or holidays)
- The investigative report will assist the Director of Human Resources/Title IX Coordinator to determine if the matter should proceed to a hearing for judicial resolution
- The College cannot insure the confidentiality of any complaint but will engage in best efforts to comply with the wishes of a complainant. Additionally, College counselors, pastors and others listed in this Policy are required by law to maintain confidentiality
- Following receipt of a complaint, the Director of Human Resources/Title IX Coordinator will determine whether interim measures are appropriate while the investigation is ongoing

- Interim measures may also be used where the investigation of a complaint concludes that interim measures are proper to resolve the complaint
- An investigative report is reviewed by the College Conduct Hearing Panel, the Title IX Coordinator, the Title IX Deputy Coordinator, and/or the Dean of Students (if students of the College are involved) to determine if there is sufficient information upon which a hearing panel might find a violation of the policy
- Depending on the allegations involved, judicial resolutions of Policy violations may be achieved without a hearing or via an informal hearing
- Only formal hearings involve the College Conduct Hearing Panel
- When a formal hearing process is necessary, there are pre-hearing procedures and prehearing review of documents
- The formal hearing procedures are set forth in the policy
- Following deliberation and decision of the external adjudicator or the formal hearing panel, the notice of outcome and sanctions are sent to both the complainant and respondent
- A complainant or respondent may desire to withdraw from the College prior to completion of the investigation and hearing process. If a complainant withdraws, depending on an assessment of the fact involved, the College may continue with the investigation and hearing process. If a respondent withdraws prior to completion of the investigation and hearing process, the process will proceed. Transcripts may be held and notated if a withdrawal occurs.
- An appeal to the President is permitted.

### **Complete Outline of Procedure**

While a report may emerge through many sources, the College is committed to ensuring that all discrimination, harassment, retaliation, or sexual misconduct reports are brought to the College's Director of Human Resources/Title IX Coordinator.

The Director of Human Resource/Title IX Coordinator ("Coordinator") oversees consistent application of its procedure to all faculty, staff, administrators, students, and campus visitors and allows the College to respond promptly and equitably to eliminate the misconduct, prevent its recurrence and address its effects. He/she coordinates the review, investigation, resolution of the report and the implementation of all appropriate interim measures.

College policy requires that any employee who receives a report of discrimination, harassment, retaliation, or sexual misconduct bring the report to the Coordinator or a member of the Title IX team. The Title IX team consists of the Coordinator and Deputy Coordinator.

### **Filing a Complaint**

An individual who wishes to make a report of discrimination, harassment, retaliation, or sexual misconduct is encouraged to make a report directly to the Coordinator, the Dean of Students Office, or Safety Department. Only the College's Chaplain and Counselors in the Student Health Service Center are

confidential, all other college employees are deemed as mandated reporters to the Title IX Coordinator for investigation.

To make an **official non-confidential complaint**, the complainant must complete a College Incident Report Form.

- Following receipt of a complaint and incident form, the Coordinator will, assign a College Conduct Hearing Panel Member to work as an advisor to the student who reports a sexual misconduct complaint. The advisor's purpose is to provide guidance regarding the policies and procedures of a sexual misconduct complaint to any student who officially files a report. The advisor serves in an impartial role and will not serve as a voting member of hearing panel for the case in which he/she is advising.

To make an **confidential complaint**, you should contact the College's confidential counselors, who will be able to explain various options you may take and the implications for each option and direct you to other on- or off-campus resources as appropriate.

- On campus, these professionals include the counselors at the Student Health Service Center: Paula Cortes (telephone 267-502-2949, or by email at [paula.cortes@brynathyn.edu](mailto:paula.cortes@brynathyn.edu)) and Kevin Roth (telephone (267) 502-2737 or by email at [kevin.roth@brynathyn.edu](mailto:kevin.roth@brynathyn.edu))
- College's chaplain, Grant Schnarr (telephone (267) 502-6075 or by email at [Grant.Schnarr@brynathyn.edu](mailto:Grant.Schnarr@brynathyn.edu)).
- Information shared with these confidential resources will not be shared with the College without consent, unless there are circumstances posing an imminent risk of harm to self or others. Title IX requires the College to balance the needs of the individual reporting an incident who may request confidentiality with its obligation to end the conduct and consider the wellbeing of the community at large. Depending on the facts of the alleged incident, further action may be necessary, such as a timely warning campus security alert. The alert, however, would never contain any information identifying the individual who brought the complaint. If the misconduct is reported to the Title IX Coordinator, the College must respond appropriately.

**Please note that the Title IX Coordinator and Deputy Title IX Coordinator are not confidential resources**

Complaints of discrimination, harassment, or retaliation that are of a non-sexual nature, will not have an advisor assigned to the complainant. Advisors are only assigned to students making a sexual misconduct complaint and are not assigned to employees.

Normally, within five business days of receipt of the complaint, an initial assessment is made by the Coordinator or designee whether a Policy violation may have occurred and/or whether a judicial resolution might be appropriate. If the complaint does not appear to allege a Policy violation or if judicial resolution is not desired by the complainant, and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation.

If a complaint be made against the Coordinator or the Coordinator is otherwise unavailable or unable to fulfill his/her duties, the Coordinator may designate another person to oversee the process below.

An investigation will be pursued if there is evidence of a pattern of discrimination, harassment, retaliation, or sexual misconduct or a perceived threat of further harm to the college community. The College aims to complete all investigations within a 60-business-day time period, which can be extended as necessary for reasonable cause by the Coordinator with notice to the parties. Delays may occur when the College is closed or during academic breaks.

In every report of discrimination, harassment, retaliation, or sexual misconduct, the College, through the coordinated efforts of the Office of Director of Human Resources, Dean of Students, and/or the College Conduct Hearing Panel will conduct an initial assessment. At the conclusion of the assessment, the report will be referred to the Coordinator for an investigation to determine if there is sufficient information to proceed with judicial resolution. Judicial resolution is a sanctions-based approach that may involve discipline up to and including expulsion or termination of employment.

### **Request for Confidentiality**

All College investigations will respect individual privacy concerns. Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Information gathered during the investigation will be used to evaluate the responsibility of the respondent, provide for the safety of the individual and the College campus community, and impose reasonable remedies to address the effects of the alleged conduct. The investigative report will serve as the foundation for all related resolution processes.

If a complainant requests that his/her identity remain confidential or that the College not pursue an investigation, the College must balance this request in the context of its responsibility to provide a safe and non-discriminatory environment for all College community members. The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to investigate may be limited by the request for confidentiality. Under these circumstances, the College will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment, any potential threats to community safety, the respective ages and positions of the complainant and the respondent, previous history of harassment complaints against the respondent, and the respondent’s right to receive information under applicable law.

At all times, the College will seek to respect the request of the complainant, and where it cannot do so, the College will consult with the complainant and keep him/her/them informed about the chosen course of action.

If a complainant prefers confidentiality, he/she may speak with one or more of the following confidential references: on-campus counselors, college health service providers, off-campus local rape crisis counselors, domestic violence resources, private agencies, and or members of the clergy/chaplains all of whom will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Students may confidentially access the college counselors in College Health Services Center. These resources are available free of charge and can be seen on an emergency basis during normal business hours. See Privacy and Confidentiality - Appendix C or Campus and Community Resources-Appendix E for detailed information.

### **Non-Confidential Requests**

Complainants are encouraged to speak to designated College officials, including the Director of Human Resources/Title IX Coordinator, the Dean of Students, Campus Safety, any responsible employee which include all faculty, staff members, and the Bryn Athyn Police Department to make reports of incidents of sexual misconduct. Only a limited group of officials who need to know will be told of an incident. Information will be shared as necessary with investigators, witnesses and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

### **Federal Timely Warning and/or Emergency Notification Obligations**

Complainants of sexual misconduct should be aware that College administrators must issue timely warnings and/or emergency notifications for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the college community. When reporting, complainants may request that personally identifiable information be withheld. The College will make every effort to ensure that a complainant's name and other personally identifying information is not disclosed, while still providing enough information for community members to make decisions in light of the potential danger.

### **Initial Assessment**

Upon receipt of a discrimination, harassment, retaliation, or sexual misconduct report, the College, will conduct an initial assessment. The first step of the assessment will usually be a preliminary meeting with the complainant and the Coordinator and a designee (Title IX team member or hearing panel member). The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report; it is not intended to be a full forensic interview. At this meeting, the complainant will be provided with information about resources, procedural options, and interim remedies.

This initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the assessment may continue depending on a variety of factors, such as the complainant's wish to pursue disciplinary action, the risk posed to any individual or the college community by not proceeding, and the nature of the allegation.

In the course of this assessment, the College will consider the interest of the complainant and the complainant's expressed preference for the manner of resolution. Where possible and as warranted by an



assessment of the facts and circumstances, the College will seek action consistent with the complainant's request.

As part of the initial assessment of the facts, the Coordinator and a designee will:

- Assess the nature and circumstances of the allegation
- Address immediate physical safety and emotional well-being of the complainant
- Notify the complainant of the right to contact law enforcement and seek medical treatment
- Notify the complainant of the importance of preservation of evidence
- Assess the reported conduct for the need of a timely warning and/or emergency notification under the Clery Act
- Provide the complainant with information about on- and off-campus resources
- Notify the complainant of the range of interim accommodations and remedies
- Provide the complainant with an explanation of the procedural options, including judicial resolution
- Identify an advisor, advocate, and/or support person for the complainant and the respondent
- Assess for pattern evidence or other similar conduct by respondent
- Discuss the complainant's expressed preference for the manner of resolution and any barriers to proceeding
- Explain the College's policy prohibiting retaliation

Where a complainant requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, the College will balance this request with its dual obligations to provide a safe and non-discriminatory environment for all College community members and to afford a respondent fundamental fairness by providing notice and an opportunity to respond before action is taken against a respondent.

### **Conclusion of Title IX Assessment**

Title IX team will determine appropriate manner of resolution and if appropriate, refer report for remedies-based resolution or investigation to determine if there is sufficient information to pursue judicial resolutions.

The determination as to how to proceed will be communicated to the complainant in writing. Depending on the circumstances and requested resolution, the respondent may or may not be notified of the report or resolution. A respondent will be notified when the College seeks action that would impact a respondent, such as protective measures that restrict the respondent's movement on campus, the initiation of an investigation or the decision to involve the respondent in remedies-based resolution.

Even if judicial resolution is not pursued, the College will have the discretion to require the respondent to participate in remedial measures that ensure sufficient education and counseling of the College's policies.

### **Interim Measures**

Upon receipt of a discrimination, harassment, retaliation, or sexual misconduct report, the College will provide interim support and reasonable protective measures to prevent further acts of misconduct, and to

provide a safe educational and work environment. The College will determine the necessity and scope of any interim measures. Even when a complainant or respondent does not specifically request that protective action be taken, the College may choose to impose interim measures on the respondent at its discretion to ensure the safety of any individual, the broader College community or the integrity of the review process.

Employees and/or students seeking such assistance should speak with the Director of Human Resources/the Coordinator, who will coordinate such requests on the behalf of the individual. The College will maintain contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure.

The College may impose any remedy that can be tailored to the involved parties to achieve the goals of this policy, even if not specifically listed here. The range of interim measures may include:

1. No Contact Order: A complainant or respondent may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications. In some cases, an individual may also wish to consider an Abuse Prevention Order or a Harassment Prevention Order from the local courts. This is a civil proceeding independent of the College. If a court order is issued, the College will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order. The College may also limit an individual access to certain College facilities or activities as part of the no contact order.
2. Academic, Employment, or Residence Modifications : A complainant or respondent may request, or the College may impose, an academic or employment accommodation or a change in residence after a report of sexual misconduct. An individual who requests assistance in changing their academic or living situation after an incident of sexual misconduct will receive appropriate and reasonably available accommodations.
3. Academic Accommodations: Accommodations would include a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via Skype or other alternative means, providing an academic tutor, or extending deadlines for assignments. Other accommodations would include:
4. Restriction of visitation to other party's residence
5. Change in work assignment or schedule
6. Providing an escort to ensure safe movement between classes and activities
7. Emotional Support: The College will provide counseling services through the Counseling Center and will assist in providing a referral to off campus agencies as detailed in the Campus and Community Resources section of this policy. Counseling and emotional support is available to any member of the campus community.

8. **Interim Separation:** If either the President or the Dean of Students decides at any point that the well-being of an employee or student is at stake, an interim suspension may be imposed on either the employee or student who is suspected of violating the Professional Conduct for employees or Student Code of Conduct (as outlined in the Student Handbook), any rules, regulations, or procedures of the College, or otherwise poses a risk of safety to the campus, until the time judicial resolution, disciplinary action, or a hearing can be completed. This action assumes no determination of guilt and the hearing will be held as soon as possible.

### **Conducting an Investigation**

Based upon the initial assessment, the Coordinator and a designee may determine if an investigation of the alleged discrimination, harassment, retaliation, or sexual misconduct report is necessary. This determination is based on a variety of factors, such as the complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

If found necessary, the investigation will proceed with the gathering of information from the complainant, the respondent, and any other individuals who may have information relevant to the determination. The investigator will also gather any available physical or medical evidence, including but not limited to, documents, communications between the parties, and other electronic records as appropriate. The investigator may also consider prior allegations of, or findings of responsibility for, sexual misconduct by the respondent.

Information gathered during the investigation will be used to evaluate the allegations of the complainant, provide for the safety of the individual and the college community, and impose interim remedies as necessary to address the effects of the alleged conduct. Any investigative report will serve as the foundation for all related resolution processes.

The complainant and respondent will have an equal opportunity to be heard, to submit evidence, and to identify witnesses who may have relevant information.

The College Conduct Hearing Panel, the Title IX team and/or the Dean of Students in consultation with the Coordinator, will review the investigation report and make a threshold determination as to whether the allegations, if proven, would provide sufficient information upon which the hearing panel could find a violation of this Policy. If the Coordinator or Dean of Students (for student complaints only) determines that this threshold has been reached, a notice of charge will be issued to begin the judicial resolution process.

If the Coordinator decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) collected by the investigator/Coordinator does not support a finding of a Policy violation, then the process will end unless the Coordinator is convinced by new evidence to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Coordinator. If there is reasonable cause to believe the Policy has been violated, the Coordinator will direct the investigation to continue, or if there is evidence of a preponderance of a violation, then the Coordinator may recommend judicial resolution, a resolution without a hearing or a formal hearing, based on the below criteria.

The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect.

As described in the Privacy and Confidentiality-Appendix C, all College investigations will respect individual privacy concerns.

At the conclusion of the investigation, the investigator/Coordinator will prepare a report setting forth the facts gathered. The report will be factual in nature and will not make a finding of responsibility or an assessment of credibility. The complainant and respondent will have the opportunity to file a written response to the investigation report to the Coordinator.

### **Timeframe for Investigation**

The investigation and resolution will usually be completed within 60 business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements.

Circumstances for extensions may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

At the request of law enforcement, the College may agree to defer its fact-gathering until after the initial stages of a criminal investigation. The College will nevertheless communicate with the complainant regarding Title IX rights, procedural options, and the implementation of interim measures to ensure safety and well-being. The College will promptly resume its fact-gathering as soon as law enforcement has completed its initial investigation.

### **Hearing and Resolution Options**

If warranted by the investigator's report, resolution will occur through the use of a judicial resolution, a conduct panel hearing or external adjudicator.

Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well.

Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under these procedural guidelines.

Disciplinary action against a respondent may only be taken through a judicial resolution procedure, through a formal conduct panel hearing or an external adjudicator.

The investigative report will serve as the primary evidence in making a determination of responsibility. Both parties must have notice, the opportunity to review the investigative report in advance, and the opportunity to present relevant information to the Coordinator or designee and or the College Conduct Hearing Panel.

Hearing and or judicial resolutions should occur within 60 days of the completion of the investigation. Extenuating circumstances may pose a delay and will be communicated to all parties should more time be required.

## **Judicial Resolutions**

### Without a Hearing

A judicial resolution without a hearing is particularly appropriate when the respondent has admitted to the harassment or misconduct and there is no discernible dispute in the relevant facts of the investigation report; however, at the discretion of the Coordinator, it may also be used when the facts are in dispute. In reaching a determination as to whether this policy has been violated, the Coordinator will reach a determination by a preponderance of the evidence— that is, whether the conduct was more likely than not to have occurred as alleged.

Resolution without a hearing can be pursued for any behavior that falls within the Non-Discrimination, Non-Harassment, and Non-Retaliation Policies, at any time during the process. The accused may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Coordinator will render a finding that the individual is in violation of College policy for the admitted conduct, and may or may not proceed to convene a formal hearing on any remaining disputed violations. A formal hearing will only be convened if the violation is one of gross misconduct to include sexual misconduct or violent behavior. Resolutions for other less offensive violations will be determined by the Coordinator only.

For admitted violations, the Coordinator and/or designee will recommend an appropriate sanction or disciplinary action. If the sanction/disciplinary action is accepted by both the complainant and respondent, the Coordinator will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the complainant and the college community. If either party rejects the sanction/disciplinary action, a College Conduct Panel hearing will be held on the sanction/disciplinary action only, according to the College Conduct Panel hearing procedures below, based on the results of the investigation.

### Informal Hearing

A judicial resolution informal hearing process is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Coordinator and designee will determine if judicial resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to judicial resolution.

A complaint under the informal hearing process is typically resolved by the Coordinator in consultation with the Title IX Deputy Coordinator or a member of the College Conduct Panel. A complainant or respondent, may request resolution through an informal hearing, in which the Coordinator and the Title IX Deputy Coordinator or a member of College Conduct Panel will meet with the complainant and

respondent to determine responsibility and render a decision as to what sanctions, if applicable, may be implemented.

Both parties must agree to the resolution determined by the informal hearing process. If the parties cannot agree to an informal resolution, the Coordinator will refer the case to the formal Hearing Panel.

Depending upon the nature and severity of the allegations, the Coordinator may decline to handle the matter as an informal hearing and refer the case to a Hearing Panel at any time.

#### Formal Hearing

Formal hearing processes are **NOT** a form of judicial resolution. Such hearings are initiated by the Coordinator and the Dean of Students (for student reports only) for those complaints that are not appropriate for a judicial resolution and require a hearing. Formal hearings are conducted by the College Conduct Hearing Panel procedures as outlined below.

#### College Conduct Hearing Panel

A College Conduct Hearing Panel (which will be referred to here as Hearing Panel) is a factfinding committee comprised of trained faculty, staff, and administrators. The Hearing Panel will have a minimum of three (3) panelists. The individuals who serve as panelists are chosen from a pool of eligible faculty, staff, and administrative members recommended by the Coordinator and the administration and are approved by their respective supervisors/department chairs and the President. No member of the panel may be a practicing attorney.

The panel will meet at times determined by the Coordinator or the Dean of Students. The College legal counsel may serve as a consultant throughout the process, but may not be present at a hearing.

The Hearing Panel is overseen and supported by the Coordinator; however, the Dean of Students will serve as the convener and the observer for all student-related cases, while the Coordinator or designee will serve as the convener and the observer for all employee-related cases. The Dean of Students and the Coordinator or designee will be present at Hearing Panel meetings, respectively as it applies to students and employees, but neither will serve as a voting member of the panel.

The Coordinator and the Dean of Students or designee may/will be present during the hearing to serve as a resource for the Hearing Panel on issues of policy and procedure, and to see that policy and procedures are appropriately followed throughout the hearing.

All Hearing Panelists must participate in annual Title IX training. The training will be coordinated by the Coordinator in conjunction with campus and external partners.

#### Role of College

Conduct Hearing Panel Members of the College Conduct Hearing Panel will be recommended by the Coordinator and administration and approved by their respective supervisors and the President. They will be notified accordingly. Members of the College Conduct Hearing Panel are trained in Title IX, Title VII, and all

aspects of the grievance process, and can serve in any of the following roles, at the direction of the Coordinator:

- To assist in investigation of complaints
- To serve as substitute hearing adjudicator
- To provide sensitive intake and initial counseling of complaints
- To serve in a mediation role in judicial resolution
- To act as advisors to those involved in complaints

## **Hazing**

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

- To serve on Hearing Panels for complaints
- To serve on appeal panels for complaints

### **Definition**

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

### **Consent**

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

### **Examples**

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

- Encouraging the use of alcohol or illegal drugs
- Shaving, tattooing, piercing or branding

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

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

### Accountability

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

### Policy Violation Review Process

#### Authority

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

#### Reporting

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

#### Process

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

#### Additional Policy Violations

Regardless of the outcome of a review for violations of the hazing policy, incidents may be reviewed by the judicial affairs officer for other violations of College policy.



### **Referral to Law Enforcement**

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

## **Health and Safety**

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

### **Compromising Community Security**

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

### **Guest Responsibility**

When a student has a guest on campus, the student assumes responsibility for the conduct of that guest. Guests shall adhere to all campus policies including, but not limited to the student handbook, alcohol and drug policies, building/facility guest policies, and motor vehicle/parking regulations. Guests must be escorted by their host at all times. Guest privileges may be denied to any guest not following these instructions.

### **Fire Safety**

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

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

- Students of any age may not possess, transport, use, sell, distribute or consume alcoholic beverages or unauthorized substances as defined by Pennsylvania State or Federal Law as being illegal either on campus and/or during any off-campus college-sponsored event or activity.
- No student shall possess controlled substances as defined by Pennsylvania State and/or Federal Law, unless they are personally prescribed medications by a licensed health care provider. No student shall introduce to the campus or possess drug paraphernalia including, but not limited to: scales,

bongs, water pipes, roach clips, blunts, hookahs, or hypodermic needles (unless specifically for prescribed medications by a licensed health care provider).

- Students may not be under the influence of alcoholic beverages or unauthorized or illegal drugs either on campus and/or during any off-campus college sponsored event or activity.
- Students may not cause or contribute to a disturbance on campus and/or during any off-campus college-sponsored event or activity, whether or not they are under the influence of alcohol or unauthorized or illegal drugs.
- Decorations and paraphernalia that encourage excessive consumption of alcohol or illegal drug usage, including but not limited to funnels, beer helmets, beer pong tables, are prohibited.

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

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

### Good Samaritan Law/Medical Amnesty

In 2011, Pennsylvania passed the Good Samaritan Law/Medical Amnesty for underage drinking that creates protection from prosecution for a person under the age of 21 for the possession or consumption of alcoholic beverages if he/she can establish the following:

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

This law is designed to encourage students to seek help in an alcohol or drug emergency without hesitating because of worry about receiving disciplinary action from the College. This policy also applies to someone who has been a crime or assault victim, who also may be intoxicated and therefore reluctant to report the crime or assault.

Although amnesty does NOT apply to the person who needs medical assistance – It applies only to the caller if the conditions above are met. However, that is not a reason to take a chance in a potential life threatening situation. The bottom line is that the health and well-being of a person is the overwhelming priority, and nothing should deter you from getting someone immediate medical help.

Students are encouraged to immediately seek medical assistance by calling 911 or Campus Security for students at medical risk due to the overconsumption of alcohol and/or drugs. Taking responsibility for helping a student in need will always be viewed positively in any post-incident follow-up, including those incidents where the “Good Samaritan” and/or the person needing emergency assistance may have violated the College’s alcohol and other drugs policy.

In other words, students involved in responding to a life-threatening situation will follow up with residence life or other college staff for a review of the incident, but this meeting will not result in disciplinary action from the College, nor will the incident be noted on the student’s conduct record as a policy violation.

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

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

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

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

### **Use of Campus Facilities**

Students are welcome to use campus facilities during their hours of operation. 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 clean and orderly. These rooms are patrolled by campus security, who will report violations of conduct policy to the Residence Life Director or the Dean of Students.

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

Unauthorized keys or access: No student shall transfer, duplicate, use or possess any I.D. Badge/Proximity Card, key card or combination to a building that they are not specifically authorized to use or possess. Restricted areas: No student shall enter any restricted area; nor shall any student assist or make possible the unauthorized entry of any person into any restricted area. Restricted areas include but are not limited to roofs, fountains, posted or enclosed construction sites and secured utility areas.

Illegal entrance or unauthorized presence: No student shall break into, or enter without authorization, any building, room or facility; nor shall any student enter, or remain, in any private room or office of any student,

faculty member, administrative officer, or other person on College or Academy property; nor shall any student assist or make possible the illegal entrance or unauthorized presence of any person.

### **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.

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

Bryn Athyn College promotes access to a wide range of information and computer services for academic, instructional, administrative, and research purposes. All access to Bryn Athyn College network and computer systems is granted subject to college policies as written in the student handbook, and local, state, and federal laws.

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

### **Guidelines:**

In making acceptable use of resources you must:

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

In making acceptable use of resources you must *not*:

- Use the college's system or networks for purposes of academic misconduct.
- Use another person's system, user ID, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to college data.
- Use college systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.

- Make or use illegal copies of copyrighted materials or software, store such copies on college systems, or transmit them over college networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the college's systems or networks for personal gain; for example, by selling access to your user ID or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
- Engage in any other activity that does not comply with the General Principles presented above.

**Enforcement:**

Bryn Athyn College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action. Offenders also may be prosecuted under applicable local, state, and federal laws.

**Information Disclaimer:**

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

**Smoking and Other Tobacco Products**

Smoking and other use of tobacco products is prohibited in all campus buildings and immediately outside of public entrance areas, including all entrance areas to Brickman Center, Pendleton Hall, Doering Center, Swedenborg Library, and Residence Halls. 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.

**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.

**Commercial Activities and Solicitation**

The College prohibits the operation of commercial enterprises on campus. Exceptions are made for specific, controlled enterprises that contribute to the convenience and well-being of College members and that

conform to established regulations. No student may engage in commercial activities/solicitation without clearance from the Dean of Students.

## **Student Identification Card Policy**

All students must obtain a photo student identification (ID) card, possess and present it when requested to do so by authorized College Officials.

This ID will be required for checking out materials from the Swedenborg Library. All buildings, including the dining and residence hall(s), have swipe card access only. Student photo identification cards are available from the Campus Safety department (267-502-2509). Students are required to report lost or missing ID cards to security immediately. Please contact Traci Gray (267.502.2604) during business hours and to security on-duty (267.502.2424) after hours if you lose your ID Card. Replacement ID cards are available for \$10.

### **Integrity of Transactions and Records**

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

- False identification: No student shall materially alter or forge any identification card or other document evidencing identification, including identification presented to show proof of age. A violation of this section shall result in a confiscation of such identification card and referral to the appropriate issuing agency or governmental authority.
- False information: No student shall give false or misleading information during any part of a discipline process or when completing documents issued by or used by the College.
- Functions or activities: No student shall give false or misleading information that could damage or discredit another person.
- False testimony: No person shall give false testimony in matters related to student conduct. Violations of this regulation will result in disciplinary action up to and including suspension from the College for students, and appropriate disciplinary action for non-students.
- Misrepresentation: No student shall represent him/herself falsely, in writing or otherwise, nor shall a student assist another in doing so.
- Misuse of records: No student shall access, search, copy, steal, forge, or alter College records, documents or other materials or possess such altered, forged or stolen College records, documents or other materials without authorization.
- Unauthorized use of services: No student shall take or use any services without authorization.
- False transactions: No student shall use any forged or altered item to conduct a fraudulent transaction.

## **Student Mailbox and Email Account Policy**

Locked mailboxes are provided for all resident 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.

## **Posting, and Advertising of Events Policies**

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

### **Project Display Policy**

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

## **Supervision of Social Events and College Trips**

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

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

Students are expected to abide by all student 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.

### **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 staff member. For co-ed overnight trips, there must be both male and female staff members present. The staff member receives from the Coordinator 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 staff member must be a college-approved driver (see van drive section below) or be accompanied by a college-approved driver. The staff member 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 Coordinator of Student Activities, and/or the Dean of Students.

### **Van Drivers**

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

- Be 21 years of age or older.
- Have five years driving experience.
- Give permission for a review of 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.

## **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.

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

### **New and Transfer Students:**

A Student Health Information Packet which includes a physical examination, and NCAA sports participation packet (if applicable), will be distributed to incoming students in their admissions packets. Forms can also be found on the student health center web page <https://brynathyn.edu/student-life/student-health-services>. Student Health Information Packets must be completed and submitted by July 1 for fall incoming students or four weeks before the start of a term for incoming winter and spring term students. A student is not permitted to move onto campus or take part in any campus activity until his or her medical form has been reviewed and cleared by the student health center. 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**

Returning students are required to complete and submit a tuberculosis screening questionnaire form yearly. Forms can also be found on the student health center web page <https://brynathyn.edu/student-life/studenthealth-services>. Students are also required to submit a health insurance update form to the health center yearly to assist the Student Health Center in managing their care. Health insurance update forms can be found on the Student Health Center web page <https://brynathyn.edu/student-life/student-health-services>.

### **Health Insurance**

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



one of many international student health care plans. If you have any other questions please feel free to contact health services directly. <http://www.internationalstudentinsurance.com/student-health-insurance/>

### **International Student Health Insurance Requirement**

Bryn Athyn College no longer offers a student health insurance plan. International students on an F1 visa **do not** have any government related health insurance requirements to meet when studying in the USA. With this in mind, and because having adequate health insurance is so important, we highly recommend that international students seek out adequate health care coverage. Please remember that purchasing appropriate insurance is the only way to protect against unforeseen medical bills.

The following is a link to one of many international student health care plans. If you have any other questions please feel free to contact health services directly. <http://www.internationalstudentinsurance.com/student-health-insurance/>

### **Student Athlete Forms**

**New and Transfer Student Athletes:** are required to have one entrance pre-participation physical exam which is found in the health information packet. They are also required to complete the NCAA Sports participation form which can be found on the Student Health Center web page <https://brynathyn.edu/studentlife/student-health-services> or the Sports Medicine web page on the athletics website <http://www.brynathynathletics.com/information/sportsmedicine>. Student Athletes are also required to complete an on-line **ImPACT®** (Immediate Post-Concussion Assessment and Cognitive Testing) which is located on the Sports Medicine web page (<http://www.brynathynathletics.com/information/sportsmedicine>.)

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

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

## Residence Life Policies

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 residence life staff. Our goal is to provide each resident with a high-quality living learning environment that promotes academic success, spiritual and personal wellness, safety, and social engagement within the halls.

Our residence life 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.

### General Responsibilities

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

- Consider the needs of others as well as her/his own needs. Living near other residents necessitates that each resident respects the rights of others to study, sleep, and be safe and secure.
- Communicate with staff and other residents and to ask for help when needed. If a resident needs assistance, the residence life 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.
- 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 hall 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.
- 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.

### Residence Hall Eligibility

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

- Any change in student status (i.e. from full-time student to part-time student, from student to non-student) may result in termination of on-campus housing.

- Residents who terminate enrollment for any reason, including graduation, must vacate their assignment within 72 hours of the date their enrollment terminates. It is the resident's responsibility to plan checkout prior to their status change.

### 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).

### Room Assignments

All Residence Halls are designated as single sex buildings. The College does not have co-ed, married, or family student housing.

- Upon paying a security deposit, residents will be assigned a space and a date to move in (pending space availability). Roommate assignments are sent to new students 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 residents participate in the room selection process every spring and assignment confirmations are sent by mid-July.
- All residents should expect to have a roommate (except those living in single rooms). Every attempt is made to match each new resident with a compatible roommate based on information provided on the roommate questionnaire form.
  - If a resident is placed in a double room without a roommate, they are expected to keep their belongings only on their assigned side of the room. A resident in a double room who does not have a roommate should also note that this assignment is subject to change at any time.
- Bryn Athyn College reserves the right to change room selection as a result in changes in enrollment and facilities issues.

### Room Assignment Hold

Housing assignments will be held until 5:00 pm of the first day of classes or of the day an assignment is given, whichever is later. Late check-ins may be requested through the Director of Residence Life. Failure to obtain approval for a late check in will result in the forfeiture of assignment and bill for days space was held.

### Room Selection and Withdrawal of Housing Contract

- A continuing resident will be allowed to renew their housing agreement on a space available basis, according to published policies at the time of the room selection process that occurs during Spring term.
- Should a resident move out or does not participate in housing renewal process, there is no guarantee that accommodations will be available should a student re-apply for housing.
- If the continued presence of a student would constitute a danger to the student, or to the safety of persons, or to the property in the residence halls, or would pose a threat of disruptive interference with the normal conduct of residence hall activities and functions, or if otherwise warranted due to

the seriousness of a student's behavior, the College may suspend the student's privilege of on-campus housing.

### **Arriving to and Leaving Campus Housing**

#### Arriving to Campus Housing and Moving In

- Billing begins on the first day of the housing agreement, regardless of whether physical occupancy of the space is also taken at the same time. Billing continues until the student properly checks out of the space, which includes returning the key to the space, or until the College determines that the space has been vacated.
- Students must check in with a Residence Life Staff member according to published guidelines and communications provided by the department. Early arrivals must get approval from the Director of Residence Life. Violations will result in housing fees assessed and/or disciplinary action.
- Upon occupancy of a room, the resident(s) should make an initial inspection of the premises and furnishings. Within three days of occupancy, a staff member will contact residents about their Room Condition Report. Residents are responsible for reviewing this document for accuracy. The report shall be the basis for determining damage, cleaning, and billing if there are discrepancies during the checkout process.

#### Leaving Campus Housing and Moving Out

- When the time comes to vacate rooms, each resident is expected to check out by the date and time specified by residence life staff.
- To properly check out, a student must remove all personal items, (including personal furnishings and decorations) and return the room to clean, move-in condition. They must also return the key to a Residence Life staff member or be charged a fee for its replacement.
- Upon leaving, any resident who fails to check out through either of the above procedures shall be billed fees for failure to return room key and not following move-out procedures outlined by the residence life staff. The student is responsible for any fees and rental charges accrued through the date the College determines the space has been vacated.
- Each room will be inspected, and residents will be charged for any damage and cleaning to the room or the college-provided furnishings in the room. This includes removal of all personal items and properly cleaning the space. All damage to a residence room will be assumed to be the responsibility of the current resident(s) unless the staff was properly notified at the time of the incident.

### **Housing During Mid-Year Breaks and When School is Not in Session**

Room and board fees cover. Housing costs only while school is in session. Therefore, all residence halls are closed over mid-year and summer breaks. Residents approved to live in the residence halls for any portion of a mid-year break will be charged \$100 per break.

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

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

Resident students will not have access to their residence halls over any break unless given written permission from a Residence Hall Manager or Director of Residence Life. When leaving for a break, students should plan not to return until residence halls reopen and take all necessary personal belongings with them. Should an emergency occur in which a resident needs access to their residence hall, they must receive permission.

- Any student remaining in the residence halls when they are closed or beyond dates they are authorized to stay will be immediately removed from the residence halls, subject to a fine and disciplinary action. The student's ID and room key will also be confiscated for the remainder of the break.

### **Early Move-Ins**

- Residents wishing to move in prior to the published move-in day for new or returning students must be a part of a college sponsored activity approved by the Director of Residence life (such as athletics or PAC). No other early move-ins will be permitted. Any violation will result in immediate removal from the residence halls until the break ends.
- Residents who move in early are not permitted to have overnight guests.

### **Room Change Requests**

- Room change requests are not accepted until two weeks into the start of the fall term and during the month of May.
- Residents may request a room change through the form available on the Residence Life website. Requests are then approved by the Director of Residence Life or designee via email with instructions of the room change process.
- In accordance with our non-discrimination policy, any reason that is based on a lack of tolerance for others, will not be considered or approved.
- If a room change is requested because of a roommate dispute, residents may be required to first try a mediation with the Area Coordinator and/or Resident Assistant before the room change is requested. Exception to that is for emergency situations in cases of, but not limited to: harassment, sexual misconduct, serious illness, or situations in which one or more residents are in danger.
- Residents who move without prior approval will be directed to return to their assigned space, will lose their room change privileges and will be subject to disciplinary action and/or billing for occupying an additional space.

### **Consolidation**

- The College reserves the right to consolidate residents upon notice or prior to arrival to campus. Residents who live in a room/suite/cottage building that is not filled to design capacity may be relocated.

### **Financial Obligations**

#### **Payment of Housing Charges/Billing**

- Housing fees in Residence Halls are billed by the term. Rates are available on the Residence Life and Financial Aid websites.
- Only residents in good financial standing will be permitted to participate in the annual room selection process.

#### **Utilities and Meal Plans**

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

#### **Security Deposit**

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

#### **Rate Changes**

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

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

- Each resident will be held responsible for any damage beyond normal wear and tear to their assigned room, the furniture, fixtures, equipment, structural components contained therein, and for any damage caused by them or their guest to any other part of the residence halls or surrounding property. Fees will be charged for damage to any residential space.
- In the event that two or more persons occupy the same residence hall space and it cannot be determined which student is responsible for the damage, the charge will be broken up evenly among all residents.

- The room condition will be determined by the Room Condition Report. The Assistant Director or Director of Residence Life will do a final inspection to determine if damage requires the student to be billed.
- Personal property should be insured under a family, homeowner's or other policy. Bryn Athyn College is not responsible for the loss, damage, or theft of students' personal property in the residence facilities or elsewhere on campus.

### Voluntary Housing Cancellation Policy

#### Rent Liability for Termination of Housing Agreement

- Rent Liability is broken down according to the Liability Schedule in the Financial Aid Section of the Student Handbook.

#### Cancellation prior to First Day of Housing Agreement

- All requests for cancellation of on-campus housing must be made in writing to the Director of Residence Life. Students may be liable for housing charges depending on cancellation date.

### Room Policies

Each individual residence hall 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.

#### Access by College Personnel

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

#### Security and Keys

- Residents are always required to carry their room key and College ID card with them, to lock bedroom and suite/cottage exterior doors whenever exiting, and to report lost or missing keys or access cards immediately.
- No person shall use or possess any key to a residence hall that they are not specifically authorized to use or possess.
- No person shall enter any residence hall area that is not intended for the use of residents or their guests (i.e. unoccupied residential rooms/spaces, attics, storage areas, roofs, equipment rooms, etc.) Nor shall any person assist the unauthorized entry of any person into any restricted area.

- No person shall attempt to deny other residents the use of furnishings or facilities intended to be available in or assigned for the use and benefit of those residents.
- When asked by a college official or student employee such as a Resident Assistant, all persons must provide their College identification card to confirm their identity.

### **Lockout Procedure**

- All lockouts will be responded to in a timely manner by the Resident Assistant (RA) on duty or Campus Safety staff. However, if there is another more critical or serious emergency, the RA on duty or Campus Safety staff is obligated to respond to that emergency first.
- From 8:30 am through 7:00 PM, Monday through Friday, all lockouts should go through Campus Safety by calling 267-502-2424. Between 7:00 PM and 8:30 AM the next morning, Monday through Friday, and on weekends, the RA on duty will respond to lockouts and other emergencies. All residents are required to attempt to regain access into their room/suite/apartment in the following order:
  - Knock on the entrance door of your room/suite/cottage building, so that a fellow resident can give you access
  - Contact the Resident Assistant on duty, or Manager on Call or Campus Safety.

### **Minimum Cleaning Standards**

- All residence hall spaces must be kept clean and free from dirt, grease, garbage, and trash. Proper care, cleaning, and use of community areas and facilities (i.e. stairs, stairwells, laundry rooms, grounds, etc.) are a resident's responsibility.
  - NOTE: All residents are responsible for meeting the standard of cleanliness. The provided cleaning service of lounges, public areas, corridor style bathrooms exists to ensure basic acceptable hygiene.
- The following must be kept clean and will be inspected by residence hall staff: living room, dining room, kitchen area, bathroom(s), bedroom(s), and garbage/recycling receptacle(s).
- Cooper and Goodenough bathrooms are cleaned daily. Bathrooms in the Suites and Cottages buildings are the responsibility of residents. Residents of all communities are expected to maintain a standard of cleanliness in between cleanings by custodial staff.
- Kitchens must be kept clean and free from dirt, grease, garbage, and trash. Range hoods, cooking tables, and adjacent surfaces must be kept free of grease. Residents must dispose of grease properly and not in bathroom, hall, or public sinks. Hot grease must not be discarded in waste receptacles.
- Failure to comply with cleanliness standards will result in disciplinary referral and/or assessment of cleaning fees.
  - NOTE: The entire residence hall floor or building can be charged for damages or extra cleaning needed due to behavioral issues.



## **Cooking**

- Cooking may occur only in kitchens areas. Students must be attentive and present while cooking.
- Fire alarms activated by unattended cooking will be subject to disciplinary action.

## **Prohibited Appliances**

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

## **Authorized Appliances**

- Community Kitchens: Residents who reside in halls with a community kitchen may only use pots and pans for food preparation. Pots and pans must be stored in rooms when not in use and kept clean.
- Suites/Cottages: Residents may use slotted toasters, pots, pans, rice cookers, and crock pots in designated kitchens. Storage of all appliances must be cooled down and stored in the kitchen area.
- Single cup coffee brewers (i.e. Keurig) with automatic shut-off and electric kettles with automatic shut-off are permitted for use in bedrooms and common areas.
- Humidifiers: Residents may use a single/small room humidifier with an automatic shut-off.
- Dehumidifiers: Residents may use a single/small room dehumidifier with an automatic shut-off. Dehumidifiers must have an internal collection bin.
- Refrigerators: Only refrigerators with a maximum of 1.5 amps and five cubic feet will be allowed per person. All refrigerators must be plugged directly into wall outlets.

## **Decorations & Furniture**

### 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.
- Decorations, including posters and pictures, may not be lewd or promote the use of alcohol or drugs, and alcohol bottle collections are not permitted.

- Alterations to physical facilities are not permitted including dismantling furniture and removing or installing window treatments and blinds.

### **Room Furnishings**

- Telephones are not provided. Standard residential analog phones are compatible with the campus phone system.
- Any additional furniture and/or mattresses that are not provided by the College are not permitted including, but not limited to: large furniture (such as couches, tables, or desks), upholstered furniture, mattresses and air mattresses.
- EXCEPTIONS:
  - Furniture approved by the Dean of Students for needed accommodations.
  - Small area rugs, storage containers, lamps and bookshelves that do not need to be attached to the wall are permitted.
- College-owned furniture or property may not be dismantled or removed from the room.
- College-owned furniture or property that is placed in public areas (including, but not limited to: lounges, recreation rooms, and study/computer areas cannot be removed from these spaces and are prohibited in any residential room/suite/cottage building.
- No furniture, which includes refrigerators, can be stacked on top of another piece of furniture that exceeds total height of four feet.

### **Quiet Hours Policy**

- Courtesy Hours: Courtesy hours are in effect 24 hours a day. Residents must make reasonable efforts to avoid disturbing other residents and comply with reasonable requests to cease any disruptive activity.
- General Quiet Hours: Quiet hours are between the hours of 11:00 pm and 8:00 am, Sunday evening through Friday morning, and between the hours of 2:00 am and 10:00 am, Friday evening through Sunday morning. During quiet hours, residents are prohibited from producing noise that can be heard beyond one's bedroom or suite or cottage.
  - Extension of Quiet Hours: During finals week, a 24-Hour quiet hours policy will be extended to all on-campus housing to begin at 4:00 pm on the last day of classes until the end of the examination period. Violation of quiet hours during this period may result in the student being asked to leave on-campus housing immediately, even if they are not done with final exams.
- If a resident has a problem with noise, their first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, the complaint should be taken to the Resident Assistant on call.

### **Visiting Hours & Guest Policies**

Residents hosting guest(s) assume full responsibility for the actions of their guest(s), regardless of whether the guest has been formally registered, and regardless of duration of visit. This may include liability for the cost of property damage caused by a guest and/or any disciplinary action instituted as a result of guest behavior.

- The College reserves the right to terminate an individual's visitor and guest privileges.
- If a resident wishes to have an immediate family member of the opposite sex visit their room, a guest form must be filled out with the Resident Assistant or Manager on call.

### **Visiting Hours**

- The intent of visitor privileges is to allow for reasonable visitation by a resident's friends, not long-term or live-in guests. All non-resident visitors must follow sign in and out procedures of the residence hall they are visiting.
- All residence halls - Students of the opposite sex, or anyone with whom the resident is romantically involved are permitted to visit in the public areas of all residence halls during hours of operation. Visitors of the opposite sex are not permitted in resident rooms or hallways leading to resident rooms.
  - Public areas include lobbies, lounges (Community Center, Childs Hall, and Grant Hall).  
Public Spaces Hours of Operation: 8:00am to 11:00pm every day.
- Visiting hours are:
  - Copper and Goodenough Halls: Sunday-Thursday 7:00 pm – 12:00 am & Friday-Saturday 7:00 pm – 2:00 am
  - Suites: Sunday-Thursday 1:00 pm – 12:00 am & Friday-Saturday 1:00 pm – 2:00 am
  - Cottages: Sunday-Thursday 1:00 pm – 12:00 am & Friday-Saturday 1:00 pm – 2:00 am
- First-year Residence Halls - During RA duty hours, residents of the first-year residence halls are permitted to host visitors of the opposite sex and anyone with whom they are romantically involved in individual rooms.
- Cottages and Suites: Guests of the opposite gender are permitted in living rooms and kitchens during visiting hours.
- While hosting in individual rooms (First Year Halls) or Kitchens and Living Rooms (Cottages and Suites), residents are responsible for:
  - keeping the door fully open
  - leaving the doorway free from all obstructions (no flags, curtains, etc.)
  - having overhead lights on
  - ensuring that all behavior is appropriate according to the college's policies and moral beliefs

### **Overnight Guest Policy**

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

- A guest may not occupy a residence hall bedroom or suite/cottage common area in the absence of the assigned occupants of the room.
- An overnight guest is any persons or person remaining in the residential community between the hours of 11:00 am and 9:00 pm.
- A guest may not stay in campus housing for more than three (3) nights in any seven (7) day period, and a maximum of six (6) nights in any thirty (30) day period.
- Permitted guests may not become another resident's guest as a means of extending their visit. Guest frequency may not be used as a means of obtaining on-campus housing without paying housing fees. Residents may be denied guest privileges, face disciplinary action, and/or be billed restitution for the cost of the period of unauthorized residency.

### **Extended Overnight Guests**

- Residents who wish to host a non-romantic 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.

### **Minors Visiting in the Residence Halls**

Bryn Athyn College welcomes minors (children ages 16 and over) to visit in residence halls. Minors under the age of 16 should be accompanied at all times by a parent or guardian. Minors must vacate the residence halls by 10:00 pm. Childcare in the residence halls not permitted. Exceptions to this policy are made for minors who are participating in college-sponsored activities. The Director of Residence Life should be contacted for consideration of special circumstances.

### Total Occupancy of Room

- Each resident of a room/suite/cottage may host no more than two guests. Total occupancy may never exceed twice the number of residents assigned to that space or MAXIMUM of 15 persons total.

### Unauthorized Occupants

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

### Curfew

- For the first trimester, all first-year residents under the age of 20 must be in their residence hall by 12:00 midnight on weekdays and 2:00 am on weekends.

- First-year residents may request extended curfew in the case of a particular event that ends after curfew, but extended curfew is a privilege and is up to the discretion of Residence Life 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.

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

Alcohol and illegal drug usage/consumption, paraphernalia and decorations promoting its usage is strictly prohibited in the residence halls. Please see the Student Handbook Section on Alcohol and Illegal Drugs for more information.

- Any resident found to be possessing, transporting, using, selling, distributing or consuming alcoholic beverages on campus will be subject to a fine and reported to the Dean of Students for disciplinary action. The minimum fine for alcohol related offenses is \$50.00. The exact amount of the fine varies in accordance with the severity of the offense and is determined at the discretion of the Residence Manager in consultation with the Director of Residence Life.

### **Pets/Animals**

- No pets, animals, or fish and food, supplies and equipment related to their care are permitted in the residence halls except for those with approved accommodations for Service or Emotional Support Animals.

### Service or Emotional Support Animal Procedures

- Residents who believe that they have a medical need for a Service Animal or Emotional Support Animal that is required to assist them with their daily living and safety needs must contact the Office of Disability Resources. Once the Office of Disability Resources has approved the Service or Emotional Support Animal, the Owner must abide by the following rules and responsibilities. Failure to abide by the emotional support/service animal rules and responsibilities may lead to disciplinary action including, but not limited to: removal of the animal from on-campus housing.
  - The Service or Support Animal Owner must complete paperwork and submit to the Office of Disability Resources before bringing the requested animal to campus.
  - The Owner agrees to abide by all other residential policies. An exception to the animal policy made under this policy does not constitute an exception to any other College policy.
  - The support animal will remain in the Owner's assigned room and is not permitted in other student's rooms or the common areas of the residential facilities, or other areas of the College such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness centers, etc. Service animals are permitted in all facilities when utilized by owner.
  - Animals brought on campus must always be under the control of the Owner (i.e. leash, harness, crate). The Owner is solely responsible for the animal's well-being, care and cleaning, including, but not limited to: regular feeding, bathing, grooming, daily care, and veterinary services.

- The Owner must comply with all applicable laws regarding the keeping of an animal and is responsible for making sure the animal does not disrupt the residential community.
- The animal may not be left unattended overnight in the residential facilities to be cared for by another student. Animal must be taken with the owner if they leave campus overnight.
- When Animal are left unattended in a student's room, they are required to be stored in a crate, carrier, or kennel. This containment will allow College officials to routinely access the residential facilities for maintenance and other routine tasks without posing risk to the animal or employees.
- Dogs must be "housebroken", and cats must be litter box trained. Other smaller animals (i.e. gerbils, rabbits, guinea pigs, etc.) must be caged and may not be left loose in the student's room.
- Animals must be taken out of the building by way of the shortest and most direct path and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit, and must be confined to the residence when not in transit.
- Fecal matter deposited on College grounds or within the facilities need to be removed immediately and disposed of properly. The Owner is to arrange for immediate removal of fecal matter if unable to perform the task personally.
- The Owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester, or as needed. The Office of Disability Resources and Department of Residence Life will schedule the inspection and notify the resident in advance of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a College-approved pest control service. The Owner will be billed for the expense of any necessary pest control treatment.
- The College may remove or require the removal of the animal that poses a threat to the health or safety to others on campus, disrupts the educational environment of the College and/or residential community, or if the Owner does not comply with the Owner's rules and responsibilities for Emotional Support Animals. It is the responsibility of the Owner to ensure the animal does not interfere with the quality of life of other students on campus. This includes noise violations (i.e. barking or other disruptive noise).
- The Owner will be financially responsible for expenses incurred above a standard cleaning or for repairs to the residential premises, which includes: losses, liability, claims, and harm to others caused by the animal.
- The Owner will hold the College blameless in the event the animal escapes or becomes lost. College staff is not responsible for the retrieval of the animal in the event the animal escapes or becomes lost.
- The Owner must notify the Office of Disability Resources in writing if the animal is no longer needed as support animal or is no longer residing in the residential facilities. To

replace a previously approved service/support animal, the Owner must complete all registration and other related forms to be submitted to Office of Disability Resources.

### **Pest Control**

- The College utilizes a pest control company for preventative measures and handling complaints.
- Residents are prohibited from treating for pest with insecticides, sprays or outside companies. Residents experiencing infestation problems should request treatment through Residence Life staff or the work request form available on the Residence Life website.
- Residents may not refuse and are required to properly prepare for the pest control as directed by the professional staff and/or pest control company. Residents must not remove or tamper with any pest control device placed by the College.

## **Safety and Security**

### **Health and Safety Inspections**

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

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

### **Health and Safety Cleanliness Expectations**

#### **Living Room Area**

- To allow easy access into this area, living room items (including furniture) should be organized and neat. No open food items should be present. Excess trash should be removed.

#### **Dining Room Area**

- The dining room table should be clean and any food items in that area should be stored in closed containers, to discourage pests.

#### **Kitchen Area**

- The floor should be clean (i.e. swept and mopped). Any food items in the area should be stored in closed containers, to discourage pests. The stove and countertop areas should be cleaned and wiped down properly (i.e. no oil or grease). The kitchen sink should be clean and empty (i.e. dishes are cleaned and are in the dish drain and/or stored). The garbage receptacle should be empty or at moderate level, not overflowing.

#### **Bathroom Area(s)**

- Floors should be clean (i.e. swept and mopped). The bathtub, shower, toilet, and countertop areas should be clean, free of dirt and debris.

### **Bedroom(s)**

- The room should be setup to allow easy ingress and egress. Clothes and other obstacles should be removed and put away.

### **Garbage and Recycling Receptacles**

- Garbage and recyclables may not be left outside the room/suite at any time. All garbage and recyclables must be disposed of in designated garbage bins outside residence halls. There should not be any garbage or recyclables left outside the receptacles and the receptacles must not be overflowing. Garbage and recycling receptacles should be emptied on a routine basis.

### **Safe Conditions**

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

- Propping open exterior doors
- Using windows or unauthorized doors to enter or exit buildings
- Excessive accumulation of garbage or filth in rooms, common areas, bathrooms or trash receptacles
- Visible mold/bacteria (including, but not limited to: toilet, sink, shower, microwave, refrigerator/freezer)
- Spoiled food or drink (including, but not limited to: exposed food/drink, microwave, refrigerator/freezer)
- Dirty or damaged floors/walls (heavy grease, stains, dirt, food/drink, streaking, scratches)
- Heavy grease/stains on burners, sink/mirrors, stovetops, oven, microwave
- Visible heavy dirt/debris on floors, mirrors, surfaces, appliances, common areas, bathrooms, or showers
- Bed risers may be no higher than six inches.
- Lofting of beds must be completed by Department of Consolidated Plant Operations (CPO).
- Blocking fire equipment or exits from a living space (includes doors and windows)
- Possessing weights (above 20 pounds per weight) or weight benches
- Possessing, storing, and/or using mopeds or motorcycles inside the residence halls. These vehicles must be registered with Campus Safety and parked in designated parking lots.
- Bicycles may not be stored within any residence hall. College is not responsible for damage of bicycles during removal process.
- Playing sports or using sporting equipment inside the residence halls.
- Engaging in any activity that will injure, deface, or damage any part of the residence hall facilities, issued appliances, and furniture.
- Installation of personal locks on windows or doors
- Duplication of College-issued keys

### **Fire Safety**

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



- Remain in the residence hall during fire alarms. Emergency Personnel, Campus Safety and Residence Life staff may enter rooms during fire alarms to ensure compliance with evacuation procedures.
- Tamper with, or otherwise misuse fire-fighting equipment including, but not limited to: fire extinguishers, fire hoses, fire alarms, fire doors, pull stations, heat and smoke detectors, and exit signs.
- Possess/use/start: fires, grills, candles, hookahs, incense or other combustible or flammable items. Possess/use: charcoal, gas, kerosene, alcohol, or other flame-producing appliances.
- Any electrical appliance or device with wiring that is frayed, broken, or taped.
- Overload outlets or use/possess extension cords, and use/possession of non-UL approved multiplug splitters.
- Connect surge protectors to other surge protectors or extension cords. Surge protectors must be plugged directly into a wall outlet.
- Activate the fire alarm from the use of any heat-producing device including, but not limited to: curling irons, hair straighteners, and flat irons.
- Block or restrict access to hallway, window, room/suite/apartment egress.
- Fail to remove grease/oil from range hoods, cooking tables, or adjacent surfaces.
- Improper disposal of grease.
- Natural Christmas trees (artificial Christmas trees are permitted but must be less than six feet tall).
- Plug-in air fresheners.
- Holiday or decorative string lights, other than battery-powered lights on walls or furniture.
- Residents may not affix anything to the ceilings in their room (i.e. curtains, tapestries, etc.). Any items made of fabric (i.e. tapestries, clothing, sheets, etc.) may not be hung up on the walls.

### Use of Residential Sports Courts

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

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

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

### Storage Space

- Every resident student may store their belongings in their assigned bedroom, and only their assigned bedroom, during the academic year, including breaks.
- Students are not permitted to store personal items in hallways or common areas of their residence hall.
- Residents may store some personal items for comfort and decoration in their suite/cottage common areas so long as they are not on the prohibited items list. If personal items create a safety hazard, produce excess clutter and/or hinder someone's ability to exit the building in an emergency, the residents will be asked to remove the item(s).

- It is the resident’s responsibility to remove personal items from hallways or common areas if requested by the staff. If the resident does not remove these items in the timeframe requested, they may be issued a fine and their items will be removed without their consent.
- If students wish to keep a personal item in a common area for public use (for example, DVDs or games), they do so at their own risk. Residence Life staff encourages students to store items that are precious to them in their locked bedroom.
- Due to space limitations, the College cannot provide storage for students’ belongings during the summer. Students must be prepared to move their belongings immediately upon signing out of the residence halls. All personal property that is abandoned will be disposed of or donated.

### Advertising and Postings

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

### Enforcement of Residence Life Policies

- All residence life policies are enforced by a system of fines and disciplinary action. Additional disciplinary action outlined in the Student Handbook may also apply at the discretion of the Area Coordinator, Director of Residence Life and/or the Dean of Students.

### Custodial/Maintenance Emergencies

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

The following non-exhaustive list provides examples of emergency situations. These will be given immediate attention on a call-back basis:

- Heat problem
- No electricity in an entire room or only bathroom (a broken bedroom outlet is not an emergency)
- No running water or hot water
- Floods of any kind (i.e. sinks, toilets, pipes in walls, etc.)
- Clogged or broken toilet, if another toilet is not available
- Clogged sinks or bathtubs, if another sink or bathtub is not available
- Person locked inside any room
- Exposure to bodily fluids (flood, feces, urine, and puke)

### Residence Life Staff “On-Call”

During the academic year, residence life staff manages an “on-call” system for emergencies in the residence halls.

- Each Residence Hall Area has an RA “On-Call”. They can be reached at: 215-680-4576. Residents should contact the RA “On-Call” first before calling the Professional Staff Member “On Call”.
- There is a rotating schedule for Professional Staff Members in the event an RA is not available to assist a resident.
- Residents are instructed to call: 267-502-2950 and follow the prompts to reach the Residence Life Staff “On-Call”. Residents must leave a message with their name and phone number if staff does not answer. If the staff does not receive this information, they cannot respond.
- In the rare event that a resident cannot reach a Residence Life Staff “On-Call”, they are encouraged to contact Campus Security immediately: 267-502-2424.
- For Life Threatening emergencies, residents need to call 911 first, and then call Campus Security 267-502-2424.

### Residence Life Staff

The residence life staff is made up of Director of Residence Life, Assistant Director of Residence Life, Area Coordinators, and Student Resident Assistants (RAs).

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 throughout the residence life program.

Area Coordinators and the Assistant Director are adult staff members who live on campus and oversee the function of one or more residence halls. The Residence Life staff supervises a staff of RAs, makes sure that residence life policies are upheld, offers support for residents who may need consultation, and promotes a supportive learning community.

Student RAs live in the residence halls with their fellow students to 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.

## Vehicles and Parking Regulations

Below is important information regarding parking for the academic year:

- Separate parking lots/areas are designated for the following groups: (see map at <http://www.brynathyn.edu/parkingplan>):
  - Resident students
  - Commuter students (open lots)
  - Faculty/Staff
  - Visitors
- There are still designated spots for persons with particular needs (handicapped parking) or responsibilities (resident life staff, service vehicles, etc.)

- The Pitcairn Hall and Jungé Pavilion lots and the lot below Glencairn/Cairnwood across from the Cathedral are open parking, available for commuters. There are spaces designated in the Pitcairn lot for faculty/staff and visitors.
- Resident student parking is designated in proximity to the residence halls. Additional parking is in the planning stages, including a gravel lot for resident students across from Grant Hall.
- 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.brynathyn.edu/student-life/safety](http://www.brynathyn.edu/student-life/safety). Every vehicle registered on campus will receive two reflective parking decals.:
  - The first (2"x 3") will contain the current school year and an assigned four-digit number.
  - The second, smaller decal (1"x 3") will be color-coded for quick identification during parking enforcement. A different colored decal will be issued for 1) employees, 2) commuter students, and 3) resident students.
- If you will be driving a car that does not have a valid parking sticker, it will be your responsibility to obtain an additional sticker or temporary hang-tag permit for your vehicle. Parking in lots or areas for which you do not have permission will be subject to enforcement actions including fines, booting, towing and revocation of parking privileges.
- Additional details:
  - Lot restrictions are enforced during the daytime hours of 7:00 AM – 4:00 PM Monday through Friday during the school year. For weekday evening hours during the school year (from 4:00 PM until 7:00 AM), weekends, holidays, and dates when school is not in session, lots are open unless temporary restrictions are imposed by Security.
  - 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.
  - Handicapped permits can be obtained from Security for a temporary disability. If all handicapped spaces are occupied in proximity to a building, Security will not ticket a car with a valid handicapped permit that is otherwise parked in an unauthorized location.
  - Additional restrictions may be imposed by Security at any time without notice. This includes the addition of reserved spaces to accommodate staff or visitor needs. Students will especially need to be alert for notices of event restrictions at the Cathedral.

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

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

## **Bicycle, 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. Bicycles must be kept on bicycle racks. Bicycles that create a hazard, not locked on College provided bicycle racks or block operations are subject to immediate removal. College is not responsible for damage of bicycles during removal process. Riders are strongly encouraged to wear a helmet.

## **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**

### **Misconduct Complaint or Referral Process**

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

### **Disciplinary Action Procedure**

Incidents involving student misconduct are handled by the Dean of Students or Director of Residence Life for Residence Hall misconduct. The Dean of Students or designee discusses the incident with the student and explains the ramifications of the appropriate disciplinary action(s). The investigation includes interviews and requests for written statements from all persons involved in the situation including witnesses. If any student(s) fails to respond to one written request for an interview, the College Official may proceed with a review of the evidence and information in the absence of the student(s).

### **Notification of Disciplinary Action**

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

### **Types of Disciplinary Action**

The determination of disciplinary action shall be made based on preponderance of the evidence; whether it is "more likely than not" that the incident occurred. Bryn Athyn College reserves the right to remove, at any time, students whose conduct it regards as detrimental to themselves or to the institution. Neither

Bryn Athyn College, the Academy of the New Church, nor any of its administration, staff, or faculty shall be under any liability for such removal.

### Disciplinary Action

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

1. **Disciplinary Warning:** A specified period of time during which further violation of student conduct policies may lead to disciplinary probation.
2. **Restitution:** Restitution for violations against property may include the restoration or replacement cost of the lost or damaged College or Academy affiliated property.
3. **Special Restrictions or Loss of Privileges:** Students may be restricted from participating in certain specified events and activities and may be prohibited from entering certain areas of the campus, including certain facilities and offices. Student access to specific services may also be limited if a pattern of abuse of said services has been identified.
4. **Disciplinary Probation:** A specified period of time during which further violation of student conduct policies may lead to disciplinary suspension. Students placed on disciplinary probation may not hold student staff positions (Resident Assistant, etc.) or Student Government Association leadership positions for the duration of the probationary period.
5. **Community Service & Educational Projects and Programs:** Students may be assigned projects, programs and community service hours. Community Service is work performed at a stipulated location by the College and with a stipulated supervisor. Failure to complete the assigned service or educational project within the specified time period may increase the assignment or result in additional disciplinary actions. Failure to satisfactorily complete an assigned project, program or service will result in a hold on their college account.
6. **Suspension from the College:** A specified period of time during which the student is removed from the College. Upon suspension from the College, a person loses all the rights and privileges of being a student of the College for a stipulated period and is prohibited from using or entering the campus or its facilities. Any suspended individual found on campus during the suspension period will be considered a trespasser and will be prosecuted under the law. Suspension from the College will result in a notation in the student's academic record. Any student that is suspended will be blocked from registering for classes for the period specified by the Dean of Students.
7. **Expulsion from the College:** Upon expulsion from the College, a person loses all the rights and privileges of being a student and is prohibited from using or entering the campus or its facilities. Any expelled individual found on campus will be considered a trespasser and will be prosecuted under the law. Expulsion from the College will result in a notation in the student's academic record.

### Specific Residence Hall Disciplinary Action

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

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

### Withdrawal While Charges Pending

The College will not permit a student to withdraw if that student has a complaint pending for violation of the Policy or for charges under the Code of Student Conduct. Should a student decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Bryn Athyn College until completion of the hearing process unless(if any) all sanctions have been satisfied. A hold may be placed on the student's account to prohibit reenrollment and the release of transcripts. In compliance with FERPA and the Clery Act a notation of student misconduct or college expulsion may be placed on a student's transcript.

### Disciplinary Action Grievance Procedure

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

- The Dean of Students calls the meeting to order, reviews the procedures, and the importance of confidentiality in order to protect the student involved.
- The Dean of Students presents the facts of the case to the panel.

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

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



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

All respondents are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified by the Coordinator. Failure to follow through on conduct sanctions/disciplinary/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College (which would be noted on a student's official transcript or in an employee's personnel records). A suspension will only be lifted when compliance is achieved to the satisfaction of the Coordinator. For students or student organizations this decision will be made in consultation with the Dean of Student.

## Religious and Community Life

### Spiritual Life and Chapel Program

Attending chapel is mandatory, and is an integral part of the learning experience at Bryn Athyn College. Each week students are offered a variety of ways to come together in time of sacred devotion. These brief services are designed to help students reflect, refocus, and learn practical steps to a spiritually healthy and productive life.

- **Monday Morning Small Study/Growth Group (10:10 AM – 10:40 AM)**  
This is a reserved time for small groups, either initiated by the chaplains or by students, to discuss teachings from the Word, and practice spiritual application to life. Please talk to one of the chaplains if you would like to start a group.
- **Wednesday Morning Traditional Chapel (10:10 AM – 10:40 AM, Pendleton Hall Auditorium)**  
Wednesday morning chapel services are in a traditional format familiar to students from a more formal religious background. Singing from the liturgy, prayer, readings from the Word, and an in-depth talk by a minister are key components of this worship experience.
- **Wednesday Night Vespers (6:30 PM – 7:00 PM, Brickman Great Hall)**  
Vespers is an evening worship service with prayer, readings, a short message by a minister, and a time for reflection and renewal. Like all chapel offerings, it focuses on the student's spiritual health and growth.
- **“Friday Morning Live”(10:10 AM – 10:40 AM, Pendleton Hall Auditorium)**  
Chapel Friday mornings is led by the Rev. Chuck Blair, from New Church Live, and Chaplain Grant Schnarr. The service often includes live music, video, and a brief inspirational talk, as well as student volunteers and others who wish to share an experience that made a positive impact on their lives. Contact one of the chaplains if interested in speaking.

### Convocation

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

# 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 Success Center.

The Academic Success Center, located on the second floor of the Swedenborg Library, offers a quiet place to study, some walk-in support sessions every week of term, and also a range of one-on-one tutoring options in a range of subjects. The Center is ready to help any student who asks for support. Students should email or visit the Center or consult the listing of options and the appointments calendars on the College's website under Academics at BAC/Academic Success Center.

## Career Education and Development

The office of career services at Bryn Athyn College exists to help students and recent graduates identify, create, and pursue meaningful careers that will draw upon their talents, interests, and skills, as well as hone their spiritual and moral lives. We assist our BAC students with resume writing, portfolio preparation, internship placement services, career counseling, and work-study advising.

The college holds campus career and major days, career focused meet-ups, and offers a career mentoring service through the Alumni Association. Below is a sample of recent and future events:

- GRE prep classes
- Alumni Association Open House
- Business Seminar
- Choosing your Major
- Link Up Through LinkedIn
- Social Networking for Job Hunting
- Career Lunch with Board Members
- Senior Capstone Presentations
- Mock Interview Program
- Career Olympics

### Career Resources:

- Bryn Athyn Graduate Employment Rates (<https://brynathyn.edu/about/consumer-information/>)
- National Association of Colleges and Employers (<http://www.naceweb.org/>)
- Federal Career Information (<https://www.onetonline.org/>)
- PA State Career Information (<http://www.pa.gov/>)

For more information, contact the Career Counselors: Jennifer DeLuca (267-502-2413) and Arlicia Miller (267-502-2417).

## Counseling Services

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

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

Students may contact the on-campus counselor, Bryan Peightal, directly for appointments at 267-502-2949, or by email at [bryan.peightal@brynathyn.edu](mailto:bryan.peightal@brynathyn.edu).

The counseling services office is located in the Student Health Center in Brickman, office number 20. The counselor will see students for 5 sessions, free of charge. The days and times of service are found on the health page of the Bryn Athyn website. Students in need of long term support may be referred to an appropriate community provider. The counselor will provide a list of possible off-campus providers in the surrounding area for students to access. Off-campus counseling services need to be paid for from either health insurance or out-of-pocket payments and the student can incur cost for these services. Please do not hesitate to contact Dr. Suzanne Nelson, Dean of Students, at 267-502-2482 for any questions about the counseling program.

## Student Health Services

Bryn Athyn College contracts with Abington/Jefferson health systems. Student Health Services is located in Lower Brickman just outside the entrance to the Dining Hall. All students are eligible for routine care for illness or injury. Services conducted in the health center are free of charge for all students (commuter and resident). We work closely with a broad network of nearby specialists if further evaluation is needed. Students may incur charges if they are referred to off campus medical providers.

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

## **Office of Disability Resources**

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

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

We believe that our policies and mission carry out the intent of Section 504 of the Federal Rehabilitation Act, which states:

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

## **Further Information**

Additional information on mental health services, addiction issues, physical health, and/or personal counseling is available from the Dean of Students, the residence hall directors, or any of the personal counselors available to college students. Students should feel free to contact any of the above at any time if they are experiencing difficulties that seem beyond their ability to handle. 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 Security and Safety Department, located in the Benade Hall building on the Academy of the New Church Secondary School. Specific policies and procedures, as well as full crime statistics, are available from the Security and Safety Department ([www.brynathyn.edu/student-life/safety](http://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](http://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 generally available at the Information Technology Department (located on the ground floor of Pitcairn Hall) Monday through Friday 8:00 am – 5:00 pm. After hours tech support is available Sunday through Thursday 7:00 pm – 10:00 pm. Hours are subject to change. Check our support site for the most up to date hours – see link below. Students may go to the Information Technology Department, call (267-502-2680), email ([helpdesk@brynathyn.edu](mailto:helpdesk@brynathyn.edu)), or visit our support site <http://HelpMeWithIT.brynathyn.edu> for assistance (login required – use your campus account or any free Microsoft account).

All students are required to have a laptop for academic purposes. Laptop requirements can be found on the college website's IT page or in the FAQ documents on our support site. Public computers are also available in the Swedenborg Library and Pendleton Hall student lounge. Public printers are available for student use at the library and Pendleton Hall.

## **Swedenborg Library**

Swedenborg Library, with more than 118,000 volumes and online databases available for study and research in a wide variety of fields, is an important resource center in the academic life of our students. A current student ID card with library barcode is required for checking out all materials. This includes reserve items and interlibrary loan services. 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.

## Campus Dining

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

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

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

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

If you are a resident student, your dining hall meal plan is pre-loaded onto your Campus Cash card each term.

Commuter students can purchase lunches for a whole term (prices listed below) or individually using your Campus Cash card (\$5 for breakfast; \$7 for lunch or dinner). If you wish to purchase lunches for the whole term, please visit the bursar to make a payment and have the meal plan added to your Campus Cash card. You may also pay for meals using cash or credit card at the door. These prices will be \$5.25 for breakfast and \$7.50 for lunch or dinner. All such sales will also incur sales tax.

If you have any questions, please contact the Bursar's office at 267-502-2493 or [bursar@brynathyn.edu](mailto:bursar@brynathyn.edu).

<b>Term Meal Plans</b>	<b>Price</b>	<b>Term Ends</b>
Term 1	\$368.75	11/10/2017
Term 2	\$337.50	2/22/2018
Term 3	\$343.75	5/23/2018

### Contact Information:

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

**Ed Clark**, *Assistant Food Service Director*  
[e.clark@sagedining.com](mailto:e.clark@sagedining.com)

## **Bookstore**

The college bookstore, located on the first floor of the Swedenborg Library, 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.

## **College Grounds Café**

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



# Student Clubs and Organizations

## Student Government

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

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

## Social Committee

The social committee is made up of students who are interested in brainstorming, planning, and leading social, cultural, and recreational events for the college community. The committee meets regularly with the coordinator of student activities to develop ideas and organize events for the student body. Students interested in serving on the social committee are encouraged to contact Jonathan Carr, Coordinator of Student Activities and Multicultural Student Programing (267-502-6029 or [jonathan.carr@brynathyn.edu](mailto:jonathan.carr@brynathyn.edu)).

## CARE (Community Service)

C.A.R.E. is a student-led service organization where students can either gain leadership experience by designing, organizing, and facilitating service projects or simply experience the joy and reward that come from serving others by participating in an established service project. C.A.R.E. offers numerous on- and off-campus service opportunities throughout the year, including Operation Christmas Child during winter term. Students interested in joining C.A.R.E. should contact the student C.A.R.E. president or vice president. Questions about C.A.R.E. can be directed to either the CARE president or the C.A.R.E. advisor, Jonathan Carr, Coordinator of Student Activities and Multicultural Student Programing (267-502-6029 or [jonathan.carr@brynathyn.edu](mailto:jonathan.carr@brynathyn.edu)).

## Active Minds

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

college campuses through North America. Students interested in joining the Bryn Athyn College chapter of Active Minds should contact the student Active Minds chapter president.

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

The Multicultural Student Organization (M.S.O.) strives to meet the unique needs of multicultural students to support them in achieving personal growth and academic success. While providing educational programs, services and resources that promote a diverse and transformative learning environment for all members of the college community. M.S.O. sponsors several campus wide annual events including Black History Month program, Kente ceremony for graduating seniors and students receiving their A.A. degree and multicultural focus group series. Students interested in participating in M.S.O. should contact the student M.S.O. president. Questions about the Multicultural Student Organization can be directed to either the student M.S.O. president or the M.S.O. advisor, Jonathan Carr, Coordinator of Student Activities and Multicultural Student Programing (267-502-6029 or [jonathan.carr@brynathyn.edu](mailto:jonathan.carr@brynathyn.edu)).

## **International Student Organization**

The International Student Organization (I.S.O.) strives to raise global cultural awareness among the student body, address campus issues that particularly affect international students, and celebrate and support the international members of the student body. I.S.O. sponsors several excursions to nearby cities as well as an annual diversity day, which allows students to share their heritage with the college community by showcasing their nation's traditional foods, clothing, music, and art. I.S.O. is open to all students, international and domestic. Students interested in participating in I.S.O. should contact the student I.S.O. president. Questions about the International Student Organization can be directed to either the student I.S.O. president or the I.S.O. advisor, Jonathan Carr, Coordinator of Student Activities and Multicultural Student Programing (267-502-6029 or [jonathan.carr@brynathyn.edu](mailto:jonathan.carr@brynathyn.edu)).

## **Student Athlete Advisory Committee**

The Student Athlete Advisory Committee (SAAC) is made up of representative student-athletes chosen from each athletic team by their coaches. The purpose of SAAC is to give student athletes an opportunity to provide insight on the student-athlete experience, including input on how rules, regulations, and policies affect the student-athlete. Questions about the Student Athlete Advisory Committee can be directed to the SAAC chair, Kaitlyn Fitzgerald (267-502-4573 or [kaitlyn.fitzgerald@brynathyn.edu](mailto:kaitlyn.fitzgerald@brynathyn.edu)).

# Student Complaint Policy<sup>1</sup>

## Purpose and Principles

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

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

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

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

- 1) That the process used to handle and resolve complaints is fair and is perceived as fair; it is impartial and capable of offering appropriate outcomes;
- 2) That complaints are treated confidentially, and information is only used for the purposes for which it was collected;
- 3) That the complaint procedures are understood easily, and that students and staff have appropriate access to information about the operation and outcomes of the process;
- 4) That any barriers which deter or prevent students from accessing the complaints system are identified and steps taken to remove them;
- 5) That bias in favor of either students or staff is avoided and that reasons for decisions are provided to all parties concerned;
- 6) That faculty/staff involved in resolving complaints give all parties to a complaint the opportunity to respond to issues raised where appropriate and treat each complaint on its merit regardless of the manner of presentation of either the complaint or the complainant;
- 7) That the complaints system is supported at all levels of the College, where a student's right to complain is recognized;

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<sup>1</sup> This policy is based in large part on Alabama A&M University's policy regarding student complaints and is used with permission.

[http://www.aamu.edu/Academics/academicresources/Documents/Student\\_Complaint\\_Policy.pdf](http://www.aamu.edu/Academics/academicresources/Documents/Student_Complaint_Policy.pdf)

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

## **Application**

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

The complaint policy does not cover:

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

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

Specific policies guide grievance or appeal processes for:

- Grades (these are handled by the grievance procedure for grades)
- Instructor's actions in response to disruptive behavior in class (these are handled by the grievance procedure for disruptive behavior)
- Academic deficiency suspension (this is handled by the appeal procedure for suspension due to academic deficiency)
- Actions in response to academic misconduct (these are handled by the grievance procedure for academic misconduct actions)

- Discrimination, harassment, or retaliation (this is covered by the grievance procedure for discrimination, harassment, or retaliation)
- Disciplinary actions (these are covered by the disciplinary action grievance procedure)

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

## **Accountability**

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

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

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

College administrators will:

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

All faculty and staff will:

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

Students will:

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

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

This process is designed to meet the following objectives:

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

## Process Summary

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

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

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

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

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

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

## Action

(Note that the timelines given below may be adjusted when the College is not in session, such as over the summer and between terms.)

### **Making a Complaint**

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

### **Acknowledging Receipt of Complaint**

Once a complaint reaches the formal level (Step 3 above), staff must acknowledge in writing a complaint within 5 working days from receipt to the next level of management. This written notation is made on the

staff/faculty member's section of the complaint form. The record should identify the staff member handling the complaint and give an estimated time frame for resolution.

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

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

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

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

#### **Acknowledging a Request for Review**

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

#### **Notification of Review of Decision**

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

#### **Lodging an Appeal**

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

#### **Appeal Review**

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

#### **Notification of Appeal Decision**

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

#### **Withdrawing a Complaint**

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

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



# 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 basketball and volleyball and teams as well as housing a fitness center, training room, two gymnasiums and a dance studio.

Hours of Operation:

### Athletics Office

Monday – Friday 08:30 am – 04:30 pm

### Fitness Center

Monday – Friday 05:00 am – 11:00 pm

## Brickman Center

The 28,000 square foot Theodore and Sally Brickman Center for Student Life and Admissions serves as an entrance and welcome center for the College. With a great hall, dining and kitchen facilities, offices for admissions and financial aid, the Alumni Association office, the President’s Office, and ample space for studying and student life activities, the Brickman Center serves as a central location for student life and information at the College.

Hours of Operation:

### President’s Office

Monday – Friday 08:30 am – 04:30 pm

### Admissions and Financial Aid

Monday – Friday 08:30 am – 04:30 pm

### Brickman Center Dining Room

Monday-Friday

Breakfast 08:15 am – 09:45 am

Lunch 11:45 am – 1:45 pm

Dinner 05:30 pm – 07:00 pm

Weekend

Brunch 12:00 pm – 01:00 pm

Dinner 05:30 pm – 06:30 pm

### 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:

Tuesday - Sunday Tours: 10:00 am and 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. The building was awarded LEED (Leadership in Energy and Environmental Design) Gold Standard by the United States Green Building Council. 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, 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:

#### Museum Shop

Tuesday-Friday	02:00 pm – 04:30 pm
Weekend	01:00 pm – 04:30 pm

#### Highlights Tour

Tuesday-Friday	02:30 pm
Weekend	01:00, 02:30 and 03:00 pm

#### “Time Travelers”: A Family Backpack Tour

Weekend	01:45 pm
By Appointment	

### Jungé 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

### Pendleton Hall

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

Hours of Operation:

#### College Office

Monday – Friday	08:30 am – 04:30 pm
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#### Theological School Office

Monday – Thursday	8:30 am – 04:30 pm
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### 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

Monday – Friday	08:30 am – 04:30 pm
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#### After Hours Tech Support

Sunday	03:00 pm – 09:00 pm
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Monday – Thursday	07:00 pm – 10:30 pm
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#### Other Offices

Monday – Friday	08:30 am – 04:30 pm
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### 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, Academic Support Center, Bookstore, and Café

The Swedenborg Library houses over 118,000 books, periodicals, and special collections as well as access to databases and computers for student use, the College Bookstore 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

##### Regular Hours

Monday – Thursday	07:30 am – 10:00 pm
Friday	07:30 am – 05:00 pm
Saturday	10:00 pm – 02:00 pm
Sunday	07:00 pm – 10:00 pm

##### Summer Hours

Monday – Friday	09:00 am – 01:00 pm
Saturday & Sunday	Closed

#### Academic Support Center

Monday – Thursday	10:00 am – 8:00 pm
(closed during the summer and during school breaks)	

#### College Bookstore

Monday – Friday	09:00 am – 01:00 pm
(closed during the summer and during school breaks)	

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#### College Grounds Café

Monday – Thursday	08:00 am – 03:00 pm
Friday	08:00 am – 02:30 pm
(closed during the summer and during school breaks)	

## Residence Facilities

Visiting Hours:

Sunday – Thursday 07:00 pm – 12:00 am  
Friday – Saturday 07:00 pm – 02:00 am

### Traditional Style Halls:

#### **Cooper and Goodenough Halls | 820 Campus Drive**

Our First Year Halls opened for student occupancy in 2016. The two buildings are connected via an attractive community space, each building provides three floors of predominantly double rooms and some single rooms for first year students. Study rooms on the first and third floors offer quieter, more removed space for homework and group projects or meetings while the second floor is home to a media lounge with a flat screen TV. New coin-operated laundry facilities are provided on the ground levels.

#### **Childs Hall | 750 Campus Drive**

Childs Hall houses 45 students in a combination of double and single rooms. Recent renovations to the downstairs lounges and entrance area provide an attractive space for student social events. Just outside of Childs Hall, outdoor basketball and volleyball courts and a student-built gazebo form a center for college social life.

#### **Grant Hall | 730 Campus Drive**

Grant Hall provides housing for 39 women in a combination of double and single rooms. The facility also contains several lounges, TV rooms, a kitchen and dining area, and laundry facilities. Grant Hall hosts a dance classroom and spiritual life area for students.

### Suites

**Brock Hall** | 822 Campus Drive    **Gladish Hall** | 826 Campus Drive    **King Hall** | 828 Campus Drive

The three suite buildings, which opened in 2010, provide 18 apartment-style suites. Each suite houses five residents in two double rooms 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.

### Cottages

**Alden Cottage** | 755 Campus Drive

**Gyllenhaal Cottage** | 757 Campus Drive

**Hyatt Cottage** | 759 Campus Drive

**Woodard Cottage** | 751 Campus Drive

Four cottages, which opened in 2008, provide house-style living. 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.

# Appendices

## Important Phone Numbers and Email Addresses

### Academic and Student Services

<b>Bryn Athyn College Bookstore</b>	Eden Norfo 267-502-1612 ( <a href="mailto:eden.norfo@brynathyn.edu">eden.norfo@brynathyn.edu</a> )
<b>Director of Academic Support</b>	Kelly Ballard 267-502-2416 ( <a href="mailto:kelly.ballard@brynathyn.edu">kelly.ballard@brynathyn.edu</a> )
<b>Academic Success Center (ASC)</b>	Ann Buss 215-510-0069 ( <a href="mailto:ann.buss@brynathyn.edu">ann.buss@brynathyn.edu</a> )
<b>International Student Coordinator</b>	Sarah Wong 267-502-2798 ( <a href="mailto:sarah.wong@brynathyn.edu">sarah.wong@brynathyn.edu</a> )
<b>Internship Coordinator</b>	Laura Nash 267-502-2412 ( <a href="mailto:laura.nash@brynathyn.edu">laura.nash@brynathyn.edu</a> )
<b>Career Counselors</b>	Jennifer F. DeLuca 267-502-2413 ( <a href="mailto:jennifer.deluca@brynathyn.edu">jennifer.deluca@brynathyn.edu</a> ) Arlicia Miller 267-502-2417 ( <a href="mailto:arlicia.miller@brynathyn.edu">arlicia.miller@brynathyn.edu</a> )
<b>Coordinator of Orientation</b>	Michael Austin 267-502-6794 ( <a href="mailto:michael.austin@brynathyn.edu">michael.austin@brynathyn.edu</a> )
<b>Coordinator of Student Activities &amp; Multicultural Student Programming</b>	Jonathan Carr 267-502-6029 ( <a href="mailto:jonathan.carr@brynathyn.edu">jonathan.carr@brynathyn.edu</a> )
<b>Student Health Clinic</b>	Director of Student Health Services, Scott Jones 267-502-4517 ( <a href="mailto:scott.jones@brynathyn.edu">scott.jones@brynathyn.edu</a> )
<b>Office of Disability Resources</b>	Kelly Ballard 267-502-2416 ( <a href="mailto:Kelly.Ballard@brynathyn.edu">Kelly.Ballard@brynathyn.edu</a> )
<b>Swedenborg Library</b>	267-502-2524

## Financial Aid

<b>Financial Aid Director</b>	Brian Keister 267-502-6034 ( <a href="mailto:brian.keister@brynathyn.edu">brian.keister@brynathyn.edu</a> )
<b>Financial Aid Coordinator</b>	Ashley McCarrie 267-502-2630 ( <a href="mailto:ashley.mccarrie@brynathyn.edu">ashley.mccarrie@brynathyn.edu</a> )
<b>Bursar</b>	Micah Alden 267-502-2630 ( <a href="mailto:bursar@brynathyn.edu">bursar@brynathyn.edu</a> )

## Athletics and Student Organizations

<b>Interim Director of Athletics</b>	Abraham Joseph 267-502-4566 ( <a href="mailto:abraham.joseph@brynathyn.edu">abraham.joseph@brynathyn.edu</a> )
<b>CARE (Community Service)</b>	Jonathan Carr 267-502-6029 ( <a href="mailto:Jonathan.carr@brynathyn.edu">Jonathan.carr@brynathyn.edu</a> )
<b>International Student Organization</b>	Jonathan Carr 267-502-6029 ( <a href="mailto:Jonathan.carr@brynathyn.edu">Jonathan.carr@brynathyn.edu</a> )
<b>Student Government</b>	Suzanne Nelson 267-502-2482 ( <a href="mailto:suzanne.nelson@brynathyn.edu">suzanne.nelson@brynathyn.edu</a> )

## College Administration

<b>President</b>	Mr. Brian G. Blair 267-502-2410 ( <a href="mailto:brian.blair@brynathyn.edu">brian.blair@brynathyn.edu</a> )
<b>Dean of Academics</b>	Wendy Closterman, 267-502-4849 ( <a href="mailto:wendy.closterman@brynathyn.edu">wendy.closterman@brynathyn.edu</a> )
<b>Associate Dean of Academic Affairs</b>	Robin Cooper, 267-502-2411 ( <a href="mailto:robin.cooper@brynathyn.edu">robin.cooper@brynathyn.edu</a> )
<b>Acting Dean of Faculty</b>	Wendy Closterman, PhD 267-502-4849 ( <a href="mailto:wendy.closterman@brynathyn.edu">wendy.closterman@brynathyn.edu</a> )
<b>Dean of Admissions</b>	Roberta Nolan, PhD 267-502-6073 ( <a href="mailto:roberta.nolan@brynathyn.edu">roberta.nolan@brynathyn.edu</a> )
<b>Dean of Students</b>	Suzanne Nelson, PhD 267-502-2482 ( <a href="mailto:suzanne.nelson@brynathyn.edu">suzanne.nelson@brynathyn.edu</a> )
<b>Dean of Theological School</b>	Rev. Andrew Dibb, PhD 267-502-2582 ( <a href="mailto:andrew.dibb@brynathyn.edu">andrew.dibb@brynathyn.edu</a> )



## **College Chaplain**

Rev. Grant Schnarr  
267-502-6075 ([grant.schnarr@brynathyn.edu](mailto:grant.schnarr@brynathyn.edu))

## **Asst. College Chaplain**

The Rev. Coleman Glenn  
267-502-6075 ([coleman.glenn@brynathyn.edu](mailto:coleman.glenn@brynathyn.edu))

## College Office

### **Registrar**

Casey Schauder  
267-502-4828 ([casey.schauder@brynathyn.edu](mailto:casey.schauder@brynathyn.edu))

### **Institutional Research Coordinator**

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### **Administrative Assistant**

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## Confidential Counseling

### **Counselor**

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## Dining Hall and Food Service

### **Food Service Director/Executive Chef**

John Starrett  
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### **Assistant Food Service Director**

Ayrton Hamilton  
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## Residence Life

### **Director of Residence Life, Coordinator of First Year Halls**

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### **Faculty Area Coordinator**

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### **Area Coordinator of Suites**

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### **Area Coordinator of Suites**

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### **Area Coordinator of Cottages**

Brian Keiser  
267-502-6034 ([brian.keister@brynathyn.edu](mailto:brian.keister@brynathyn.edu))

## Safety and Security Department

Emergency	911
On-duty Security Officer	267-502-2424
Non-Emergency Business	267-502-2550 (security@brynathyn.edu)
Anonymous Tip Line	267-502-4523
Chief of Security R. Scott Cooper	267-502-2681 (rscott.cooper@-anc-gc.org)
Bryn Athyn Police	215-947-0118