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Cheyney University of Pennsylvania has an obligation to inform students of its policies, procedures and expectations. In keeping with Cheyney's commitment to efficient and sustainable use of its resources, electronic communication is considered an official form of University communication.

Every effort has been made to provide the most current information in this publication of the Division of Student Affairs and Leadership Development. The policies contained herein apply to all students. This edition supersedes all previous editions. Changes to local, state or federal regulations may require University policy changes that are not included herein. The University reserves the right to make revisions at any time without prior notice.

All students should become familiar with the pertinent information in the University Catalog found on the University's Web site. Residential students must understand their responsibilities and know the services offered by Office of Housing, Auxiliary and Conference Services, available in print and online.

## **Student Affairs & Leadership Development**

In the Division of Student Affairs & Leadership Development at Cheyney University of Pennsylvania, student success is at the heart of our work. We are unwavering in our efforts to create a student-centered learning environment and a transformative learning experience.

### **We are committed to:**

- Providing high quality programs and services that promote student engagement, health and success
- Empower students to grow and thrive academically, emotionally, physically, socially and spiritually
- Create environments that encourage students to become responsible, engaged and empowered community members and citizens

### **Contact Information**

**Name:** Dr. J. Michael Harpe  
Interim Vice President for Student Affairs and Leadership Development

**Administrative Assistant:**  
Irene Losak-Scheivert

**Phone:** (610) 399-2217

**Email:** [ilosak@cheyney.edu](mailto:ilosak@cheyney.edu)

**Location:** Biddle Hall, 1st floor

**Office Hours:** Monday – Friday, 8:30 am to 5:00 pm

## University Leadership

The authority and responsibility for the governance of Cheyney University of Pennsylvania is vested in the Board of Governors. The Board, directly or through its committees, establishes general policies for the University and formulates a broad program of educational activities. The Council of Trustees elects the President of Cheyney and delegates full authority and responsibility to him for the detailed administration of the institution. The following illustrates the governance of the State System of Higher Education.

### **Board of Governors**

Mr. Guido M. Pichini, Chairman

### **Pennsylvania State System of Higher Education**

Dr. Frank T. Brogan, Chancellor

### **Cheyney University of Pennsylvania Council of Trustees**

Mr. Robert W. Bogle, Chairman

### **Cheyney University of Pennsylvania**

Dr. Frank G. Pogue, Interim President

### **Provost and Senior Vice President for Academic Affairs**

Dr. Phyllis Worthy Dawkins

### **Vice President for Finance and Administrative Affairs**

Mr. Al Skudzinkas

### **Vice President for Institutional Advancement**

Dr. John L. Graham, Interim

### **Vice President for Student Affairs and Leadership Development**

Dr. J. Michael Harpe, Interim

## Cheyney University Mission and Vision Statements

### **Mission**

Established in 1837, Cheyney University of Pennsylvania cherishes its legacy as America's oldest historically Black institution of higher education. Our mission is to prepare confident, competent, reflective, visionary leaders and responsible citizens. We uphold our tradition of academic excellence as we maintain our historical commitment to opportunity and access for students of diverse backgrounds. Cheyney University provides a nurturing, intellectually challenging and socially enriching environment.

### **Vision**

Cheyney University of Pennsylvania will be recognized as a premier HBCU for the 21st century, whose graduates are respected members of their communities throughout the Commonwealth of Pennsylvania, nation and the world. Cheyney University graduates will be a diverse group of local, national and international students, who will apply the knowledge and skills gained from our rigorous and challenging academic programs to the advancement of the nation and global community.

We will continue to be a valuable resource contributing to the intellectual, social, economic and cultural development of the Greater Philadelphia region, the Delaware Valley, and beyond.

### **Accreditation**

The University is a unit of the State System of Higher Education, governed by the Board of Governors and the Council of Trustees. Accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education the institution offers the Baccalaureate and Master Degrees in various disciplines.

### **Student Affairs Mission Statement**

The Vice President for Student Affairs and Leadership Development provides leadership for the Division of Student Affairs. The office facilitates academic advancement and creates a climate that promotes intellectual, personal, social, and career development of students. Through the provision of a support and challenge system, students are assisted with college related and other problems as needed or requested. The Student Affairs units serve as the primary link between students, faculty and administration. It is, therefore, the mission of Student Affairs to provide individual services, a campus environment and programs that enable the development of students intellectually, socially, physically, psychologically and ethically. This will be achieved by:

- Providing an opportunity for students to receive support for academic endeavors.
- Recruiting, admitting and retaining qualified and academically talented students of diverse backgrounds.
- Providing individual and group testing assistance and counseling service referrals.
- Maintaining the appropriate records that accommodate students for graduation, baccalaureate and professional education, careers and lifelong learning.
- Affecting a co-curricular campus life for leadership, fellowship, critical thinking/skills development, respect for personal rights and mutual responsibilities.
- Implementing activities that provide an opportunity for career exploration and pre-service training via service learning and other placements.
- Exposing students to multicultural activities that represent diverse cultures, concepts, ideas and philosophies.
- Providing an opportunity for students to participate in individual and group academic support programming.
- Providing quality care and promoting wellness with a focus on prevention to assist students with identifying and managing their health needs.
- Providing opportunities for students to apply for and receive the funds necessary to complete the baccalaureate and master degrees.
- Providing a residential living and learning environment with an appropriate compliment to academic experiences.
- Providing competitive opportunities for skill development in the areas of leadership, discipline, teamwork, academic and personal growth through athletics.

## The Cheyney Student Creed

*These things I believe.*

*That loyalty to my college, its ideals and traditions, is reflected in the manner in which: I refrain from any act or comment which would do her dishonor; I am courteous, cooperative and considerate of the rights and feelings of others; I am prompt in the execution of my obligations; I support those programs and activities which promote my professional and cultural development; I am honest and dependable; I am clean in body, mind, and speech, and I will strive to uphold those academic standards upon which the dignity of my chosen profession continues to rest.*

*To these things I pledge my honor.*



### Alma Mater

*Cheyney, Cheyney, Alma Mater  
Thou whose light can never fail.  
With a deep and true devotion  
We, thy sons and daughters, hail,  
Hear the pledge thy children offer  
Strong of hand and clear of brain,  
When thou callest, Alma Mater,  
Never shalt thou call in vain.*

*Thou has taught us not to falter,  
To be loyal, brave and true,  
Striving upward by thy spirit,  
In whatever we may do;  
And at last, when we have triumphed  
Down the long life battle-line,  
All the honor and the glory,  
Alma Mater, shall be thine.*

WORDS AND MUSIC: LESLIE PINCKNEY HILL  
**President of the College, 1913-1951**  
Cheyney University of Pennsylvania

## University Services

### Bus Service

Established on February 18, 1964 by the General Assembly of the Commonwealth of Pennsylvania, the Southeastern Pennsylvania Transportation Authority (SEPTA) provides public transit services for Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties along with selected rail service to the State of New Jersey and Delaware. The nation's fifth largest public transportation system with a service area of 2,200 square miles and an annual ridership of 301 million, SEPTA provides transportation for students and staff to the Main Campus and the Philadelphia Urban Education Site.

**Route 119** -- The route 119 provides service between Chester Transportation Center, located in Chester, Pennsylvania and Cheyney University. Major points of interest on the route 119 include the Larkin's Corner Shopping Center and the Concordville Town Centre. Service to campus is available Monday through Friday, as well as Saturday and Sunday, year-round.

**Route 120** -- The route 120 provides service between 69th Street Terminal, located in Upper Darby, Pennsylvania, and Cheyney University. Major points of interest on the route 120 include the Ridley Creek State Park, the Newtown Square Shopping Center, and the Manoa Shopping Center. Service to campus is available Monday through Friday, year-round. Saturday and Sunday service is available during the Fall and Spring semesters only; weekend service is not available during Summer session.

**Connecting Transportation** -- The SEPTA routes mentioned above connect with the Amtrak train station, the Center City bus stations and the Philadelphia International Airport. Students traveling from out-of-state and other parts of Pennsylvania may get to Cheyney by catching the 120 or 119 after getting off the bus, train or airplane.

### Campus Store

The Campus Store is located in Marcus Foster Student Center – 1st floor. The hours of operation for the bookstore are: **Monday through Friday – 9:00 a.m.-4:30 p.m. (Open on Saturdays for special events).**

### Change of Address

In order to maintain accurate student records, students should inform the Registrar's Office of any change in their address or name.

### Identification (ID) Cards

Each student who is officially registered will receive an ID card at no cost in the Office Information Technology located in Vaux Logan Hall, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. ID card photographs are issued by the Office of Information Technology during the general registration process. This card must be carried at all times and presented when requested by any University official, to check out books from the library, receive Financial Aid checks, to gain access to your assigned residence hall, and participate in student activity programs. Students are also required to present their University ID card to dine on campus. Refusal to show a student ID card upon request is grounds for discipline through the campus judicial system.

Lost cards should be reported to the Office of Information Technology. A fee is charged for all lost or damaged ID cards. The replacement fee is payable at the University Business Office during normal business hours.

#### **Smoking**

Cheyney University of Pennsylvania is a smoke-free environment campus. Students, who smoke, must do so outside of all buildings, including residence halls. Smoking is not allowed in any building on campus.

#### **Soliciting and Selling**

All student requests for soliciting and selling must be submitted to the Director of Student Activities and must be approved by that office. Unauthorized solicitation is prohibited in the residence halls.

Students who wish to conduct fund-raising activities that involve the solicitation of non-students, organizations and corporations, must submit a fund-raising plan through their advisor to the Vice President for Student Affairs and Student Life and the Vice President for Advancement for approval.

#### **Telecommunications**

The Office of Telecommunications is responsible for overseeing the following operations; telephone and voice mail; phone, data and cable-TV wiring installation and maintenance, audio/visual and multimedia special presentations, distance learning center and video conferencing, the television studio and radio station operations, website and Campus Community Bulletin board.

## Student Services

### Academic Success Center

#### Mission

The Academic Success Center provides an opportunity for students to receive assistance in their academic endeavors. The goal is to assist students in becoming efficient and effective learners. This is achieved through a student friendly environment. We provide tutors in a variety of areas including Math, Social Sciences, English, Science and Foreign Languages. Additional services include laboratory sessions for Reading Study Skills classes. Students may also participate in individual and group academic support; such as tutorials and workshops.

The Center provides students with a spacious and quiet environment in which to study. Two twenty-five unit computer labs are housed in this facility, which is used primarily for tutorial-related purposes. Microsoft Office and Internet capabilities are available for student use.

The Center is open at various hours from Monday through Friday. Weekend tutorial hours are offered by appointment in the resident halls. Staff can be reached at (610) 399-2046.

### Athletics

The goal of the Department of Athletics is consistent with the core mission of the University: to provide excellent educational opportunities for a diverse student population. Our student-athletes are viewed as students first, athletes second. The department focuses on providing graduates who are successful, well rounded and prepared to make positive contributions to society. Academic achievements in the classroom, together with the development of character, individual and team skills, the will to win, and a sense of fair play and sportsmanship in athletic competition determines distinction in intercollegiate athletic programs student-athletes.

#### Sports

Cheyney University's intercollegiate teams are a Division II member of the National Collegiate Athletic Association (NCAA) and compete in Pennsylvania State Athletic Conference (PSAC). The University currently sponsors cheerleading and 12 varsity teams:

<b>Men</b>	<b>Women</b>
Football	Volleyball
Basketball	Basketball
Cross Country	Cross Country
Indoor/Outdoor Track & Field	Indoor/Outdoor Track & Field
	Bowling
	Tennis

#### Athletic Awards

Each spring the University sponsors an awards banquet to honor our student-athletes. All Cheyney student-athletes that have been recognized as athletes of the week, all conference, etc., are publicly acknowledged for their contribution. Each coach is asked to speak about his/her team and provide awards such as Most Valuable Player, Most Improved Player, Academic Leadership, and Coaches Award. A Male and Female Athlete of the Year is also announced at the banquet.

### **Student Athlete Advisory Committee**

The University and the PSAC sponsor a Student-Athlete Advisory Committee (SAAC). The purpose of this organization is to streamline communication between the student-athletes and administration. The SAAC provides suggestions on programs and issues to serve their needs encourage community projects, academic achievement, health promotion, social responsibility and general awareness. Each team is represented by two student-athletes and they in turn select two individuals to represent the University at all PSAC conference meetings.

### **Sportsmanship – Code of Conduct**

The University, NCAA, and PSAC mandate sportsmanship among student-athletes at all times.

### **Eligibility for Competition**

To be eligible to compete, a student must:

- Have been academically cleared by the NCAA
- Be admitted as a full-time, degree seeking student
- Be in good academic standing according to the standards of PASSHE, the institution;
- Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester hours) and maintain satisfactory progress towards a degree.

If enrolled in less than a full-time program, students are eligible to compete only if enrolled in the last term of their degree program and are carrying credits necessary to finish their degree.

For more information, please contact the Department of Athletics at 610-399-2287 or visit

[www.cheyneywolves.com](http://www.cheyneywolves.com).

### **Office of the Bursar**

The Office of the Bursar offers the following financial services to students: tuition and fee billing, refunds and the collection of student tuition and fees. These services are offered electronically through student accounts and in-person. Students can make payments over the phone, in person at the cashier's window, online at [www.cheyney.edu](http://www.cheyney.edu) or through their student accounts. The Office of the Bursar is located in Wade Wilson Administration Building, 1st Floor, and can be reached by calling (610) 399-2224, 2280 or 2085.

### **Refunds**

Refunds for fees will be made only upon written application for withdrawal from school. Students who do not formally withdraw, who are suspended for disciplinary reasons or who leave the University when disciplinary action is pending, are not eligible for a refund of any portion of any fee. Student activity fees and late registration fees paid to the University are not refundable.

1. Students who formally withdraw from the University during the first five weeks of any semester are refunded a percentage of tuition and mandatory fees paid. The late fee is non-refundable. It is the student's responsibility to complete the withdrawal process within the first half of the semester. The percentage of refund is based on the date the completed withdrawal form is received in the Bursar's Office, Wade Wilson Administration Building.
2. Students who formally withdraw from the institution on or before the first day of class or within the first week are entitled to a refund of 100% of the fees paid for that period of enrollment.

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3. Students who formally withdraw from the institution after the first week of class but before the end of the second week (in time) of the period of enrollment are entitled to a refund of 80% of the fees paid for that period of enrollment.
4. Students who formally withdraw from the institution after the second week (in time) of the period of enrollment but before the end of the third week (in time) of period of enrollment are entitled to a refund of 60% of the fees paid for that period of enrollment.
5. Students who withdraw from the institution after the first 5 weeks (in time) of the period of enrollment are not entitled to a refund of any portion of tuition and fees.

Refund checks will be processed within 2 weeks of disbursement and mailed 2 weeks after notification to student. Fees and charges are subject to change at the end of the semester.

#### Center for Career and Professional Development (CCPD)

The Center for Career and Professional Development (CCPD) offers services and resources to assist students and alumni with taking the necessary steps to define their career goals and develop action plans. The CCPD supports the academic, personal and professional development of students and alumni by providing information, resources, speakers, networking opportunities and access to employers. The CCPD fulfills its mission in a student-centered environment, designed to encourage and support Cheyney University's students and alumni as they advance their careers.

The following are only some of the services provided by the Center for Career and Professional Development (CCPD):

- [Wolf Career Network](#) - a database of employment opportunities for students, alumni and employers
- Customized career planning and professional development workshops and seminars
- Resume writing assistance
- Individual career coaching sessions (by appointment)
- Career and professional development resources
- Career Fairs (Fall and Spring)
- On-campus interviews with potential employers
- Assistance with job search strategies
- Industry and company information sessions
- Graduate and professional school recruitment sessions
- Assistance preparing and searching for internship opportunities

Information about campus, local, regional, national and international employment and graduate school opportunities.

#### Campus Location & Mailing Address

Center for Career & Professional Development (CCPD)  
Suite 124 B Burleigh Hall  
Cheyney University of Pennsylvania

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1837 University Circle, PO Box 200  
Cheyney, PA 19319-0200  
[careerservices@cheyney.edu](mailto:careerservices@cheyney.edu)  
Office Hours:  
8:30 AM to 5:00 PM  
Telephone: (610) 399-2033, Fax: (610) 399-2126

### Dining Services

Dining Services at Cheyney University are designed to furnish healthy and delicious dining choices for students, along with the flexibility to meet their hectic schedule. We realize that dining is an important part of college life. Dining on campus should provide an opportunity to connect with friends, stay healthy and relax and refuel. From the quality of the food, to the comfort and convenience of the dining setting, our goal is to enhance each customized student dining experience. We are committed to constantly improving our offerings and services and staying on the cutting edge. There are two dining venues on campus – the snack bar in Marcus Foster and the larger, full-service cafeteria in Ada Georges.

Students living in the residence hall must purchase a meal plan offered by the University's food service provider.

Transferring your Cheyney University ID/meal card to another individual is prohibited. There is a \$15 fee to replace lost/stolen meal cards.

Pro-rated refund/credit on meal fees is permitted upon withdrawal from the University. The student must properly check out of the room, and return the University ID card and room key to the Office of Housing and Auxiliary Services.

Students are expected to conduct themselves civilly and respectfully in the dining areas. Those students who become verbally abusive or disrespectful to others in the dining areas will be removed from the dining areas and referred to Public Safety.

Students and their guests must clear their table and ensure that the table and dining areas used are cleaned after each use.

Students must return their trays, dishes, and utensils to the tray busing window for cleaning. Students are prohibited from taking food, plates, cups, forks, knives, etc. from Ada Georges Dining Hall and all dining areas.

Students on special diets must present a written statement and the diet information from their physician to the Office of Housing and Auxiliary Services and the Director of Food Services.

Student teachers and students required to be off campus, or students with class conflicts, may be provided with box lunches upon request. A two day notification is required.

Any student with meal privileges who is required to remain in his/ her room or at the Health Services Center will be provided meals at no extra charge.

### **Flex Dining Dollars**

Meal plans include extra funds called Flex Dining Dollars, which can be spent on snacks or other meals at our dining locations. Flex Dining Dollars may be used to supplement a meal plan if the maximum weekly meals allowed have been used. All meal plans come with \$250.00 Flex Dining Dollars, which is accessed through the Cheyney University photo ID card. Each time students use Flex Dollars to make purchases; the prices are subtracted from the balance. Students are permitted to use their Flex Dollars whenever they like and as often as they like, as long as a sufficient balance are maintained. When Flex Dollars have been exhausted from the account, students may add funds in increments of \$25 or more at the Bursar's Office.

Unused Flex Dining Dollars may be carried over from the fall to the spring semester. Unused monies, at the end of the spring semester, are forfeited to the university. Students matriculating through the university during the fall semester who do not return for the spring semester, or decide not to reside on campus or purchase a meal plan, forfeit any remaining monies on their Flex accounts.

Should you have any questions or concerns, please contact the Bursar's Office at (610) 399-2224 or the Wolf Card Office at (610) 399-2438.

### **Ada Georges Hours of Operation**

#### **Weekdays:**

Breakfast	7:00 AM - 10:00 AM
Lunch/Brunch	11:00 AM – 3:00 PM
Dinner	4:30 PM – 7:00 PM

#### **Weekends:**

Brunch	10:30 AM – 1:30 PM
Dinner	4:30 PM – 7:00 PM

### **Marcus Foster Hours of Operation**

<b>Monday-Thursday</b>	10:30 AM – 1:100 PM
<b>Friday</b>	10:30 AM- 9:00 PM
<b>Saturday- Sunday</b>	4:00 PM – 9:00 PM

### **Financial Aid**

The Office of Enrollment Management (Admissions and Financial Aid) is located on the second floor of Wade Wilson Administration Building. Hours of operation are Monday through Friday 8:30 a.m. to 5:00 p.m. The Financial Aid Staff is committed to providing up-to-date information and counseling services to students and their families regarding the types of financial aid programs available to defray the educational expenses associated with attending Cheyney University. Cheyney University offers a variety of programs funded by the U.S Department of Education and the Pennsylvania Higher Education Assistance Agency. Financial Assistance is available to all eligible Cheyney University students.

All students who seek financial assistance must:

- Be accepted to Cheyney University of Pennsylvania
- Complete the Free Application for Federal Student Aid (FAFSA) online by visiting:  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov).

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- Have a high school diploma or its equivalent (GED or home school completion meeting state requirements)
- Be a U.S. Citizen or an eligible noncitizen (click link for definition of eligible noncitizen)
- Have a valid social security number
- Register for selective service if you are male between the ages of 18 - 25
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
- Maintain satisfactory academic progress at Cheyney University. For more information visit: <http://www.cheyney.edu/financial-aid/Satisfactory-Academic-Progress-SAP.cfm>

**Sign the statement on the Free Application for Federal Student Aid (FAFSA) which states:**

You are not in default on a federal student loan and do not owe money on a federal student grant  
 You will use all federal student aid for educational purposes only

**The Cheyney University Federal School Code is: 003317**

Summer awards may be offered if funding is available.

For more information on Cheyney Financial Aid visit:  
<http://www.cheyney.edu/financial-aid/index.cfm>

For information on verification at Cheyney visit:  
<http://www.cheyney.edu/financial-aid/Verification1.cfm>

For information on the Pennsylvania Higher Education Assistance Agency (PHEAA) visit:  
<http://www.pheaa.org/>

For information on student loans and repayment visit:  
<https://studentloans.gov/myDirectLoan/index.action>

### Health Services

The Cheyney Health Center is open Monday through Friday from 8:30 A.M. to 5:00 P.M. Summer hours may vary. The Center is staffed by a physician and Student Wellness Specialist (part-time) and is a walk-in clinic; however, students may also call to schedule an appointment. Appointments may also be available on Saturday mornings. Please contact the Health Center at (610) 399-2260 for the physician's schedule.

In the event the Health Center is closed, Public Safety should be called at (610) 399-2405. Students may report directly to the Office of Public Safety if they need transportation to the emergency room of a hospital. Public Safety will coordinate this activity. Emergency services are available at Riddle Memorial Hospital or Crozer Chester Medical Center. Cheyney University employees, including Public Safety officers, are not permitted to transport students to the hospital.

It is the responsibility of the student to arrange for transportation and payment to private physicians. Any medical expense incurred by the student is the responsibility of the individual student or parent.

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All Health Center services are confidential and designed to encourage students to become active partners in their own health care. Complex medical problems that are beyond the scope of care provided by the Health Center are referred to local private physicians or to the emergency room. Any expenses for hospital or medical treatment obtained off campus are the responsibility of the student or parent. Health service charges not covered under the Health Center fee will be posted at the Health Center.

Cheyney University requires that each student have valid accident and medical (illness) insurance. Students will be requested to verify medical insurance coverage annually. Students who do not have their own insurance can enroll in any of a number of plans that may be available to them through information at the Health Services Office. Failure to update the insurance information will result in a restriction in the central computer that will prevent a student from completing the admissions process. Cheyney University is not responsible for any medical expenses incurred while attending the University.

The Cheyney University Health Center is located in the McKnight-Rogers building.

#### **Information Technology Services**

The Office of Information Technology Services, located in Vaux-Logan, provides technical support and resources for academic, administrative, and student computing. Additionally, this office provides training in software and hardware use and provides a 24-hour Student Helpdesk (online). See computer usage policy under policies.

#### **Library Services**

The mission of the University Library is to provide both training for use and the tools needed to negotiate the knowledge environments associated with teaching and learning at Cheyney as well as preparing individuals to identify and meet information needs throughout a lifetime. The ability to identify an information need, to locate and use information in a variety of formats, and to assess it critically within the process of its use, are skills that are useful throughout one's life.

Named in honor of the first president (1913-1951) of what is now known as Cheyney University, the Leslie Pinckney Hill Library is located on the main campus, 25 miles west of Philadelphia. The library houses 30 modern computers with Wi-Fi access, print books and periodicals supplemented with virtual access to approximately twenty million additional books via membership in various consortia. More than 17,000 full text periodical titles are available electronically in addition to access to online encyclopedias, and audio-visual material. L.P. Hill Library houses the University Archives and Special Collections which include books, rare manuscripts and photographs unique to the University's history, art, and artifacts. The Archives attracts scholars from around the world. Library resources are accessible on main campus, at the Urban Site in Philadelphia and online through the university web page ([www.cheyney.edu](http://www.cheyney.edu)).

#### **Library Hours**

##### **Fall & Spring semesters**

Monday –Thursday... 8:30 am to 10pm  
Friday.....8:30 am to 5pm  
Saturday.....11:00 am to 4pm  
Sunday.....4:00 pm to 10pm

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**Breaks & Summer**

Monday – Friday.....8:30am to 5pm, Saturday and Sunday....Closed

Changes to Library hours for meetings, inclement weather, and holiday closings etc. are posted at the main entrance of the Library, announced on the Library's public address system, and left on the voicemail outgoing message at (610) 399-2245.

**PHONE NUMBERS:**

**Circulation Desk:** (610) 399-2245 or -2062

**Library Office:** (610) 399-2203

**University Archives:** (610) 399-2557

After Library hours, messages may be left on the answering machine at: (610) 399-2245.

**Library Closings**

Thirty minutes before the Library closes, an announcement will be made that the Library will close in thirty minutes, and the Circulation desk and all Library services end fifteen minutes BEFORE the Library closes. All reserve materials should be returned to the Circulation desk, any books charged out, and all computer searches and photocopying should be completed before the Circulation desk closes.

**Using the Library Catalogs**

Online catalog: Books and other media published within the last 30 years (and some earlier materials), may be found via the Library's online catalog, PILOT, by accessing the Library homepage using the computers in the Library or by clicking on LIBRARY from the University homepage ([www.cheyney.edu](http://www.cheyney.edu)) when outside of the Library. To search the Library catalog, either fill in the vufind find box in the middle of the screen, or just below, click on the text link Library Catalog in the phrase Search the standard Library Catalog to get to the PILOT search screen.

Search PILOT by Title, Author, Subject, Call Number, and Keyword.

NOTE: PILOT defaults to a Title search. (To do a search OTHER than a Title search, check the other types of searches listed under the words —Search by, and highlight the type of search: Author, Subject, Call Number, or Keyword.)

Type the search term(s) in the dialogue box under the words —Search for: and then click the Search button in the middle of the screen to get the results.

Card Catalog: Books and other media published in 1978 or earlier (and some later books), may be found via the Library's paper card catalog located on the Lower Level. Search the card catalog by Title, Author, and Subject.

**COPIER:** The machine is on the Main Level near the stairs. Please reserve copying for academic uses only, and do not make more copies than are needed!

**Borrowing and Returning Materials**

Students may obtain a Library barcode by presenting a current, valid student ID at the Circulation Desk, and by filling out a Library Barcode Application form. The Library barcode will be attached to the back of the student's ID card.

If a student's ID card is lost or stolen, the student should report its loss promptly to the Library so that the status of the Library barcode can be changed to lost/stolen. A replacement Library barcode can be issued and placed on the replacement ID card, IF the student's record on the previous Library barcode is clear.

Once a Library barcode is issued to a student, that student is responsible for ALL books or materials checked out on that Library barcode.

Students should NOT check out books or materials on their Library barcodes for other students, should NOT lend their ID cards to other students, and should always keep their ID cards in a safe place.

#### **Reserved Materials – FOR ROOM USE ONLY**

Reserved books, photocopies, and other items are shelved behind the Circulation Desk. They are listed in a binder at the Desk, and may be borrowed (ID is required) FOR ROOM USE ONLY (unless the professor has made other arrangements). Ask at the Circulation desk.

Remember to return reserved items to the Circulation desk when finished using them.

#### **Loan Regulations**

- Library Collection Loan Period (1) = 1 renewal; (2) = 2 renewals
- Books (general, Ethnic, cc & juv) 3 weeks (2)
- Reference (REF, cc REF & juv REF) Room Use Only
- Reserve Books, Photocopies, etc. Room Use Only (see Circulation Staff)
- Periodicals (current & back issues) Room Use Only
- Government Documents 3 weeks (see Reference Librarian)
- A-V Materials 1 week (1) (see A-V Librarian or Library staff)
- Ethnic Glass Case Room Use Only (see Archivist or Library staff)
- Archival Materials Room Use Only (see Archivist)

#### **Reductions & Removals of Charges:**

- Books or items returned AFTER declared lost
- Reduction: IF the lost book charge has NOT yet been paid.
- The lost book charge & \$4.50 of the processing fee are forgiven; a maximum overdue charge of \$13.50 per item applies instead. At the Circulation Desk, get a Reduction Note (which reduces the total amount owed & gives a new, lower amount) & new Collections of Library Charges letter (made out to the reduced amount).
- Take both the note & the letter to Business Office & pay there.
- Removal of Charge: IF the lost book charge HAS been paid.
- The lost book charge & \$4.50 of the processing fee are forgiven; a maximum overdue charge of \$13.50 per item applies instead. The total of the maximum overdue fine(s) will be subtracted from the lost book charges already paid, and the difference will be credited to the student's account.

The Library will send a Removal of Charge letter to the Business Office to obtain the credit for the student.

## **Returns**

During Library hours: Return books and audiovisual materials to the Circulation Desk on the Main Level.  
After Library hours: Books may be returned in the outside book return box at the main entrance. **Note:** audiovisual materials must be returned at desk and should not be dropped into the outdoor book return box.

Once a Library barcode is issued to a student, that student is responsible for ALL books or materials checked out on that Library barcode.

Students should NOT check out books or materials on their Library barcodes for other students, should NOT lend their ID cards to other students, and should always keep their ID cards in a safe place.

If a student's ID card is lost or stolen, the student should report its loss promptly to the Library so that the status of the Library barcode can be changed to lost/stolen. A replacement Library barcode can be issued and placed on the replacement ID card, if the student's record on the previous Library barcode is clear.

## **Overdue Materials & Fines; Lost Materials & Charges**

Eight-day grace period: No fine is charged if an overdue book is returned or renewed up to 8 days after the due date. As a courtesy, 3 overdue notices are sent.

After 9 days, the fine is 15 cents per day (including the eight-day grace period) for each book returned or renewed 9 or more days late. If the total fine amount is \$2 or over, the fine amount due is reported to the Business Office. A Fines/Fees Notice is also sent.

After the book or item is 45 days overdue, it is declared lost. Lost book charges are: \$50, plus a \$15 processing fee, per book. The total amount due is reported to the Business Office. A Fines/Fees Notice is also sent.

A Library restriction is placed on the student's account for overdue fines and lost book charges. All overdue fines & lost book charges are paid at the Business Office. The Library restriction will be lifted when the fines or lost book charges are paid.

Take both the note & the letter to Business Office & pay there.

The lost book charge & \$6 of the processing fee are forgiven; a maximum overdue charge of \$9 per item applies instead. The total of the maximum overdue fine(s) will be subtracted from the lost book charges already paid, and the difference will be credited to the student's account.

## **Public Relations**

### **Posting Announcements**

All posters and announcements must be approved by your faculty/staff advisor and submitted to the Office of Student Activities before posting on bulletin boards in academic and other University buildings. Once approved, Student Activities will send the request for distribution to Public Relations. In addition, approval is needed from the Director of Housing Operations and Auxiliary Services to post information in the residence halls. All notices must be posted on designated bulletin boards—those posted on doors,

windows or walls of University property are subject to removal. Any posters and announcements utilizing the Cheyney University logo or mascot must be the official CU trademarked logo and mascot.

- All announcements must be for programs/events at or sponsored by Cheyney University. Special circumstances which relate indirectly to the University will be considered based on the importance to the University and its mission. Please discuss any announcement that does not fit the criteria above with the Director of Public Relations prior to sending a request for distribution.
- After guidelines have been met, your information will be distributed as soon as possible.

Failure to follow these guidelines or attempts to circumvent them will be reported to the respective Dean or Vice President and may result in a loss of the privilege to submit items.

### **Public Safety**

**CHEYNEY UNIVERSITY POLICE DEPARTMENT MCKNIGHT ROGERS BUILDING PHONE: 610-399-2405**

Cheyney University Police Department employs a 24-hour Police and Security force aimed to serve, protect, and educate the campus community.

The Cheyney University Police Department enforces the laws, rules, and regulations of the Commonwealth of Pennsylvania and of Cheyney University, thereby safeguarding the welfare of the University community. Cheyney Police have 20 sworn police officers who have received their primary training under the Pennsylvania Municipal Police Officers Education and Training Act (PA Act 120). This is the same required training that municipal police officers throughout Pennsylvania receive. Officers on campus participate in annual police update training under PA Act 180.

Police Officers employed at Cheyney University receive their police powers from the Governor of Pennsylvania and have full power of arrest for any violation of law on campus property. University Police are responsible for enforcing all federal, state and local laws in addition to the rules and regulations of the University. University Police are responsible for investigating all reports of criminal activity on campus and to coordinate with other law enforcement agencies as needed.

Police Officers patrol all of the buildings on our campus around the clock every day of the year. Patrol may be conducted in vehicles or on foot. Police Officers not only respond to reported criminal incidents, but they also handle vehicle accidents, EMS incidents and a variety of service calls.

Cheyney Police work very closely with the surrounding municipal police departments daily to provide for a safe and secure environment throughout the entire community. We also work with the campus Office of Judicial Affairs and hold students accountable for their behavior both on and off campus.

Contractual security is used to supplement campus police during special events and activities.

### **Student Right to Know**

Cheyney University complies with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Campus crime statistics, fire statistics and campus parking regulations are available to students and staff annually via the Cheyney Police Website at

Revised 05/17

<http://www.cheyney.edu/public-safety/documents/32014CheyneyCampus-AnnualSecurityReport2011-2013.pdf>

**All persons coming to campus are responsible for knowing the regulations contained in this policy.**

**Public Law #101-542, The Clery Act**, was signed into law November 8, 1990. This federal law requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies and reporting procedures, to the United States Department of Education and the campus community once a year, effective September 1, 1991. Colleges and universities in Pennsylvania have been reporting this information under The State College and University Security Information Act (Pennsylvania Act. #73) to the Pennsylvania State Police and the campus community since 1988.

**The official University authority for reporting incidents or acquiring information concerning crime prevention and campus safety and security is the Cheyney Police Department – (610) 399-2405.**

This information fulfills all federal and state requirements concerning the availability of crime statistics and security/law enforcement policies and procedures on campus. Copies of the federal and state laws as well as the university publications which meet the requirements of these laws, and campus crime statistics are available or by request from the Cheyney Police Department. The complete report submitted to the Department of Education is available on-line at <http://ope.ed.gov/Security/>

**“SAFETY IS EVERYONE’S RESPONSIBILITY” GET INVOLVED!**

Students may contact the Cheyney Police Department at 610-399-2405/2330 or at [police@cheyney.edu](mailto:police@cheyney.edu)

The Police Department is located in the McKnight Rogers Building on Hospitality Lane.

Please visit our website where you will find our Anonymous Tip Line, Daily Police Calls, Timely Warnings and Announcements, Police Department profiles, Event Permit Guidelines, Fire Drill and Evacuation information, Safety Tips and much more! <http://www.cheyney.edu/public-safety/index.cfm>

**Parking Permits Required**

**All vehicles must be registered at the beginning of the Fall Semester of each academic year with the Cheyney Police Department.** If you transfer in at the Spring or Summer Semester, you must register your vehicle at the beginning of that semester and re-register at the next upcoming Fall Semester. On campus parking by students require the purchase and display of a CU parking permit. A permit is required for each vehicle if you are using multiple vehicles. If you are temporarily using a different vehicle other than the one registered, you must obtain a temporary parking permit from the Cheyney Police Department.

**Student Parking restricted to the Motorcycle Parking Lot B and Airport Parking Lot E**

The Motorcycle Parking Lot B, located on the upper right hand side of the main campus – directly above the Carver Science Center and the Airport Parking Lot E on Cheyney Road are the only designated areas for student parking. Students may not park in any other parking lot or area.

Any vehicle found on campus that is not registered or found to be in the possession of a first-year student, who has not requested an exemption and been permitted to purchase a permit, will be ticketed and/or towed. Please note that fees will not be waived for any reason.

### **Motor Vehicle Violations**

All motor vehicle laws of the Commonwealth of Pennsylvania and campus regulations are strictly enforced. Citations for violations result in fines and may result in associated points on your license. All student vehicles must be registered with the Cheyney Police Department and must display a valid decal. Vehicles on Cheyney property not having all required visible and valid permits, registration, and inspection or in hazardous condition will be considered abandoned and will be removed from Cheyney property at the owner's expense. Vehicles that have two or more unpaid parking violations may be booted or towed at the owner's expense. All student vehicles must be parked, in a space, in the Motorcycle parking lot. Vehicles parked in a fire lane, at curbside, or in any other illegal manner will be booted or towed at the owner's expense. Campus vehicle regulation information, including information on fines and service charges, may be obtained at the Cheyney Police Department.

### **Towing and Booting**

**The University reserves the right to immobilize (boot) or to remove and impound abandoned vehicles or any vehicle found on campus:**

- That has accrued 2 or more outstanding parking tickets within an academic year;
- Without a current permit;
- With an unauthorized, altered or revoked permit;
- Without a license plate;
- With an expired license plate;
- Parked in driveways, fire lanes, reserved or service vehicle spaces, and reserved lots;
- In repeated violation of parking regulations;
- Blocking a loading dock or trash dumpster;
- Parked in an area designated as a construction zone or in an area which requires emergency repairs and the owner refuses to move the vehicle;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment.

### **Display of Parking Permits (Hangtags)**

Student Parking Permits – All regular student-parking permits must be displayed on the rearview mirror with the permit visible from the outside of the vehicle. If the operator decides to place the permit in any other manner, he/she is responsible for the issued ticket. The permit must be displayed at all times when the vehicle is parked on University property.

A student-parking permit is not considered valid unless it is displayed in accordance with these parking regulations and clearly visible to the officers from the outside of the vehicle. If a ticket is issued to a vehicle not displaying a current permit, the owner (failing to put the permit on the inside rearview mirror) will be required to pay a fine of \$30. Fees/Fines.

### **Temporary Parking Tags**

Temporary parking permits are available from police headquarters at no charge to holders of valid annual permits, when the valid permit has been forgotten or is unavailable for display.

Temporary permits are issued to contractors, vendors, or visitors for a specified time period and expiration date. A valid driver's license and vehicle plate number must be presented to the dispatch center at police headquarters when requesting a temporary parking hang tag.

Temporary parking permits must be displayed from the inside rear-view mirror, with the plate number information visible.

#### **Fees/Fines**

<b>Description</b>	<b>Fine</b>
Illegal Parking: Handicapped Area **	\$90.00
Immobilizing Device (Boot) **	\$90.00
No Permit	\$30.00
Parking Tickets **	\$30.00
Replacement of Vehicle Registration **	\$30.00
Vehicle Permit Registration**	\$30.00

**\*\*Each occurrence**

The full version of the Motor Vehicle Regulations is available in the Cheyney Police Department and the Cheyney Police Website at <http://www.cheyney.edu/public-safety/index.cfm>

To obtain a parking permit, download a copy of the Cheyney University Parking Permit application, available on the Cheyney Police Department Website, and submit payment and form to the Bursar. Bring the following to Cheyney University Police Headquarters in McKnight-Rogers to receive your parking hang tag.

- Completed Parking Permit Application
- Proof of payment
- Valid driver's license
- Valid vehicle registration

#### **Registrar**

The Office of the Registrar maintains all official student academic records and transcripts. Students should report any change in their name or address to this office. The Office of the Registrar also facilitates students in enrolling for, changing and withdrawing from classes. The drop/add process and graduation preparation is coordinated through this area. The Office of Registrar is located on the first floor of Wade Wilson Administration Building. 610-399-2225.

#### **Residence Life and Housing Operations**

Although the University maintains a 24-hour police and security force, hall safety and security is every student's business. Students are expected to use main entrances, register all guests at the front desk, and keep all side doors closed. Further, they should report to hall staff and/or Public Safety any suspicious person in the residence halls, report abuse of fire and safety systems, secure their room keys at all times, lock their rooms, and leave valuable possessions at home.

Residence Life programs include hall meetings, academic support activities, college adjustment services, wellness activities, and social group experiences. Students who commute may visit the residence halls at times designated by the Office of Housing and Auxiliary Services and purchase meals at the university

cafeteria. All students and the university community must familiarize themselves with the following information:

***Policies and Procedures:***

**Room Assignments**

Rooms are assigned to the resident for the academic year. The assignment is not transferable by the resident. All rooms will be double occupancy, except for the suite style housing. The Office of Housing and Auxiliary Services reserves the right to make necessary reassignments (including but not limited to, community, roommate behavior issues and judicial reassignments), as this agreement guarantees a space only and not the specific assignment. Assignments are made without regard to ancestry, race, national origin, age, religion, disability, veteran status or sexual orientation, etc. The Office of Housing, Auxiliary and Conference Services may cancel the agreement or change the assignment of any student who does not officially check into the residence hall within 48 hours of the hall's opening in both the Fall and Spring semester. Such students shall continue to be bound to all terms and conditions, including all charges and fees, set forth in this agreement. In consideration of this assignment, the resident agrees to pay the University the sum specified each semester by the University. Unauthorized changes in assignments by residents will result in applicable University action, including but not limited to a return to the original assignment. The University does not have housing for married students with their spouses or for students with children or dependents.

**Air Conditioner Policy**

Due to the period that our historic residence halls were built, AC units are not permitted.

Students who have documentation (on official physician and/or medical facility's letterhead) from their medical practitioner indicating the medical need for air conditioning, may request an air conditioner to be installed by the University. This document must include the Doctor's signature and contact information. This can be emailed ([housing.wolf.cheyney.edu](mailto:housing.wolf.cheyney.edu)) or mailed by USPS to the Office of Housing, Auxiliary and Conference Services.

The AC unit must be 110 volts, limited to 3500 BTU, and in good condition if not new.

**NOTE: AIR CONDITIONING UNITS MUST BE INSTALLED AND REMOVED BY UNIVERSITY PERSONNEL ONLY. (One installation and one removal per year)**

Students and their family members are not allowed to install AC Units in a student's room due to safety guidelines by the University. Approved AC units will be installed by the University's Facilities Department. Any illegal AC units are prohibited and are considered health and safety hazards. Students can be referred to the Judicial Committee for violation of this safety policy.

(The installation of a window air conditioner in some residence halls requires the complete removal of the opening portion of the window unit. Once installed students will not have the ability to open the window for fresh air.) Due to work schedules, CU maintenance personnel are not able to remove window units for the winter and reinstall them in the spring.

**Alcohol & Other Drugs**

The Laws of the Commonwealth of Pennsylvania and University policy relative to the use of alcoholic beverages and drugs (including illegal or controlled substances) shall apply to all residents and their guests within the residence halls or on adjacent grounds of the residence halls. In Pennsylvania, it is

illegal for anyone under the age of 21 to purchase, possess or consume alcohol. It is also illegal for anyone to use or possess controlled drugs. At Cheyney University, it is illegal for any student, regardless of age, to possess or consume alcohol on campus or to return to campus under the influence. The office of Housing and Auxiliary Services and Public Safety staff members will enforce the State laws and rules of the University as follows:

- Cheyney University and its surrounding properties are dry campuses.
- Alcohol is not permitted regardless of the age of the student and guests.

A member of Housing, Auxiliary and Conference Services may enter a student's room for visual inspection when there is reasonable suspicion of a rule violation. Students can be cited by Public Safety for violation of the Alcohol Policy. Possession of alcohol or drugs will result in disciplinary action and may result in criminal action.

Any student responsible for organizing or providing a location for a gathering where alcohol is served shall be referred for disciplinary and possible criminal action.

Any student in attendance where alcohol is served, whether they have been consuming or not, shall be referred for disciplinary action.

Any person responsible for having a keg of beer or like quantity of alcohol in a housing facility shall be subject to loss of housing or suspension from the University.

Any student responsible for having drugs, drug paraphernalia or furnishing drugs may be subject to loss of housing or suspension from the University.

Since alcohol is not allowed on our campus, collections or displays of alcohol containers of any sort are prohibited. Empty alcohol containers, even for decorative or sentimental reasons, are not allowed.

#### **Break Housing Policy**

Cheyney University does not provide housing during University vacation periods (Thanksgiving, Christmas/Winter, Spring Break, and the breaks prior to Summer Session I and after Summer Session I) and other official closings of the University.

Dining Services are closed during all University breaks. Meals are not provided during these times.

#### **Check Out Procedures**

- **Step 1: Schedule a checkout appointment with your Resident Advisor (RA):**  
All residents must sign up for a checkout date and time with their RA a week in advance of the halls closing. This appointment must take place no later than 24 hours after your last final exam. Failure to do so may result in an improper checkout fee and/or other fines.
- **Step 2: Prepare for the RA's arrival for the checkout appointment:**  
At the time of the scheduled appointment, the RA will come to your room/suite to conduct a room inspection, making note of any changes in the condition of your room/suite since move in. The RA will also assess the cleanliness of the room/suite, and ask you to sign the "Check Out" portion of your Room/Suite Inventory Form.

All belongings must be removed from the room/suite before the RA arrives. The living area should be cleaned and in good condition. Students are not permitted to return to the residence halls once the checkout has been completed. Be advised that the student will be considered trespassing should they be found inside the residence halls. If you fail to schedule a check out appointment with an RA, miss your appointment, or you are not packed and ready to go when your RA arrives, you will be charged a \$60 Improper Checkout fee.

**Charges & Fees:**

All students should be advised that a final inspection of your room/suite will take place after all students have vacated the halls. Any concerns that were not noted upon your initial move-out inspection with your RA will be added to your Room Inventory Form. Students will be billed for any such concerns. Students should also review the Student Occupancy Agreement and Room Inventory form that they completed during check-in. Common area damages will be assessed and billed to the appropriate wings, floors, and/or building when applicable.

If the Housing, Auxiliary and Conference Services staff is unable to determine which student is responsible for the damages and/or missing item in the room/suite, all students assigned to the room/suite will be charged.

Students will have fifteen (15) business days after the date listed on the billing of charges form to appeal any charges in writing to [housing@wolf.cheyney.edu](mailto:housing@wolf.cheyney.edu)

The following are charges and fees that will be assessed to students if applicable. Students must make sure that they complete all steps as outlined above to avoid unnecessary charges and fees:

Room key not returned and/or does not work properly	\$48
Improper Checkout	\$60
Excessive Cleaning & Removal of Trash	\$36 (Charged by the hour)
Excessive Trash & Unwanted Items Discarded in the Residence Hall	\$36 (Charged by the hour)
Charges may be assessed to the room, suite, floor, wing, or building where applicable. Missing Items, Damages and/or Vandalism Charges determined are by Facilities Department	

- Step 3: Avoid the Rush and Over Crowded Elevators - Plan Ahead:  
We encourage you to take home a bulk of your belongings the weekend prior to your final exams. This will likely provide for a faster and more enjoyable move out for you and your parent/guardian.
- Step 4: Storage:  
Cheyney University does not provide storage on-campus for student possessions. Any personal items left in rooms after closing will be considered abandoned property and will be removed and discarded at the expense of the resident.
- Step 5: Parking and Loading:

Students and their families are encouraged to load their vehicles quickly, vacate the campus, and to allow for others to do the same. Cars should not be left unattended and in front of any residence hall and/or on campus loaded with belongings.

- **Step 6: Communicate with your parent/guardian about Move Out:**  
All students must plan ahead and communicate with their parent/guardian regarding the time of their scheduled move out, their estimated arrival to campus, move out plans, etc. As a reminder, be sure to check all areas of your room to include cabinets, drawers, desks, under your bed, on top of the closets, etc.

#### **Common Area Damages Policy**

Students and their guests are not permitted to damage or otherwise alter the condition of the common areas, premises, and/or appropriate furnishings from the public areas of the halls and should report immediately any defects or damages. Students can be charged for damages that occur in the residence halls common areas. Students are encouraged to take an active role in their living community and report any acts of vandalism and/or disruptive behavior.

The University shall not be liable for the damage, theft or injury to any person or property within the residence halls.

#### **Fire Safety**

The potential danger posed to the residence community by fire is very severe. Consequently, any resident identified as intentionally, or through negligence, igniting any facility, furnishings, equipment or substance within the residence halls or tampering with fire safety equipment will be subject to applicable University and/or civil and criminal actions and may be immediately vacated from the premises. Tampering includes de-activating a smoke alarm or intentionally causing a detector to activate, discharging fire extinguishers, or intentionally activating any portion of the sprinkler system. Students are prohibited from hanging any items on the sprinkler equipment. This may result in the permanent loss of any future privileges to student housing and/or suspension and expulsion from the university. **SPACE HEATERS ARE STRICTLY PROHIBITED IN THE RESIDENCE HALLS.** Residents and their guests must evacuate the building each time the fire alarm is activated.

#### **Furnishings**

Student rooms shall be furnished by the University with a bed, mattress, dresser, desk, desk chair and closet space, and in some residence halls carpeting. Suite style housing will also be furnished with common area furniture and a mini micro-fridge depending on the size of the suite. The student shall not allow the removal of any furniture, equipment, or any other property belonging to the University. Common area property of the residence hall may not be moved into students' rooms. Students, who request and occupy a single room, must pay an additional fee. The single room shall be furnished by the University with one bed, mattress, dresser, desk, desk chair, and closet space.

#### **Guarantee**

The guarantor(s) of the student hereby agrees to be bound by the terms of this agreement and agrees to indemnify the University for any sums that may be due hereunder by the student.

**Guest Policy**

Every guest is subject to University rules and regulations and is the responsibility of the resident-host while present in the residence halls. The University reserves the right to deny access to any guest if it is learned that such persons have disturbed, endangered, or disrupted other residents.

The University does not condone nor allow neither cohabitation nor patterns of extended visitation with any person not assigned to the resident's room. All guests and visitors must stop at the front desk and be signed in by the student-hosts during posted visitation hours. Guest and student-hosts found violating the University residence hall visitation policies and procedures will be subject to a trespassing fine or sent to the University Judicial board or both.

**Housing Assignments**

Housing Assignments are made on a first-come, first-served basis according to the date the completed application is received in our office, the total number of applications received, and the date by which satisfactory financial arrangements have been confirmed by the Bursar's Office for the total cost of tuition, fees, room, and board. Students are advised that they will not receive a housing assignment until all University business has been resolved. Not all specific requests can be accommodated. The University reserves the right to make reassignments at any time based on the administrative needs of the residential program.

- Check your student account to ensure that all University business has been resolved.
- Contact the Bursar's Office to verify that satisfactory financial arrangements have been made.
- Contact our office at [residence@wolf.cheyney.edu](mailto:residence@wolf.cheyney.edu) to ensure that an error was not made in processing your housing request.

Housing assignments will be canceled by the Office of Housing and Auxiliary Services for those students who arrive after the 48 hour deadline of the move-in date. Please plan accordingly.

Cheyney University of Pennsylvania does not discriminate in the provision of housing to students with disabilities. The University will provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others. In addition, the University will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability. If you have a disability and need accommodation in housing, please contact the Director of Housing, Auxiliary and Conference Services at (610) 399-2428 or [housing@wolf.cheyney.edu](mailto:housing@wolf.cheyney.edu)

**Identification (ID) Card & Key Policy**

Upon request, all students must show their CU ID to the Housing and Auxiliary Services staff, and Security officer when they enter the residence halls and upon request of any university official. Failure to provide your university ID will result in a university judicial referral. If repeated offenses occur, students can be removed from housing and/or the university.

Students are not permitted to allow another student and/or individual to use their CU ID and/or room key. These items have been issued to you and are for your use only. Providing your CU ID to another individual can jeopardize the safety of everyone in the hall and in your suite. IDs may be confiscated for violation of this policy and will only be returned to you after your official meeting with a University official. The possessions or use of any university key and access card other than those issued to the

resident by a university official is prohibited. Duplication of keys is prohibited. Alterations or an installation of new locks or chains on the room door is prohibited.

#### **Joint Liability**

The student and the roommate shall be liable individually and jointly with other students for all damages done to rooming accommodations, the furniture therein, and the areas of the residence hall which are used in common with other persons, i.e., lounges, lobbies, restrooms.

#### **Legal Liability of the University**

Cheyney University of Pennsylvania is not legally liable for damages, stolen or loss of property, failure or interruption of utilities, or for interruption of services due to weather or acts of nature. Students are encouraged to provide their own personal property insurance.

#### **Lock Out Policy**

Students can report being locked out of their room at the front desk of their assigned residence hall during designated office hours and/or when a security officer is present. During periods when the front desk is not open, students can find a Resident Advisor who will verify the student's identity and then report the lockout.

As a courtesy to all students, the first lockout is FREE. Additional lockouts will incur a lockout fee of \$25 that is billed to the student's account and must be paid to the Bursar's Office to have the —STOP removed from the students' account. Students will be referred to the University Judicial Chair on the third lockout. Lockout privileges will be suspended after the third lockout.

Lockouts for students are performed by the Public Safety staff each hour on the hour only. Students must be mindful to carry their key and CU ID with them at all times so that they will not be inconvenienced by waiting for the designated lock out time.

#### **Move-In Day Information**

All students are reminded to adhere to all university and move-in day policies, procedures, and guidelines to make sure that they have a smooth and seamless check-in process on their designated move-in days. Check the website for your designated dates and times to arrive on campus. Before arriving to campus, it is the student's responsibility to make sure that they have reviewed their student account and all university obligations have been resolved and clearance from the Bursar's Office has been acquired.

All students are encouraged to arrive on your designated check-in day. Be advised that students will not be permitted to check-in to any residence halls without the appropriate clearance from the Bursar's Office which means a student is fully enrolled. Please check business office hours before arriving on campus. Business offices are not open on the weekend.

#### **Opening and Closings**

##### **Fall and Spring Semester Opening**

New students will receive information about their specific check-in day prior to the start of each semester. Returning students may check in either of the two days before classes begin in the fall. The halls will open prior to the first day of classes for the spring semester.

**Fall and Spring Semester Closing**

You are required to properly check out of your room no more than 24 hours after your last final examination. All housing facilities will generally close at 6:00 p.m. on the last day of the final exam period. Look for postings and fliers with specific information. All room/suite keys must be returned to the Housing Office.

**Break Opening and Closing**

For Thanksgiving and Spring breaks the residence halls close at 6:00 pm on the last day of classes prior to break. The residence halls will re-open at 1:00 pm the day preceding the resumption of classes. All room and suite keys must be returned to the Housing Office.

**Pet Policy**

Students are not permitted to have pets of any kind in the Residence halls.

**Prohibited Activities or Items**

The following are prohibited in or around the residence halls:

- The use or possession of weapons including but not limited to guns, rifles, ammunition, slingshots, CO2 cartridges, paint pellet guns, BB Guns, paintballs, knives, chemical substances, bows and arrows, martial art weapons, pyrotechnics, or other materials including flammable substances which may endanger resident's health and safety. Exceptions may be considered for certain sports and activities with the written permission of the Vice President for Student Affairs and Leadership Development and with the arranging of the safe-keeping of any such items in the Office of Public Safety.
- Use or possession of items which pose a fire hazard such as hot pots, hot plates, George Forman and mini grills, microwaves (over four amps), the preparation of meals in a resident's room, halogen lamps, sun lamps, candles, incense; as well as the overloading of electrical outlets. Students are only allowed to use UL approved power surges and extension cords. It is recommended that each student possess a flashlight in the event of a power outage.
- Unreasonable use of radios and/or other sound equipment which are likely to disturb other residents or loud and boisterous behavior that otherwise is disturbing to others.
- Breaking or removing the screen from a window, climbing through windows, and disposing of any item from a window.
- Inappropriate or non-sanctioned activities within the common areas of the residence halls to include but not limited to —pole dancing.
- Interfering with the operation of any mechanical aspect of any residence hall including but not limited to security cameras, elevators, and alarm systems.
- The failure to follow the direction of any Residence Life and Housing staff member or University official including but not limited to evacuation instructions for fire alarms, security drills, or emergency situations.
- Compromising the security of the residence hall's residents by propping doors open that are to be secured and closed at all times.
- Leaving unattended any electrical items that could result in a hazardous condition including but not limited to curling irons, hair dryers, etc.
- Use, generation, storage, or disposal of any hazardous material within University property.

- Non-University authorized air conditioner window units are prohibited however electric fans are allowed if properly monitored.

#### **Quiet Hours & Courtesy Hours Policy**

Quiet hours are considered important for studying and sleeping in all residence halls. Violators shall be reported to the Resident Advisor, Public Safety, and/or the University Judicial Chair of the Judicial Committee. Quiet hours are a time set aside for minimal noise within the residence halls. Quiet hours as follows:

**Sunday –Thursday: 10:00 p.m.- 10:00 a.m.**

**Friday –Saturday: 1:00 a.m. - 10:00 a.m.**

All times other than quiet hours are known as "courtesy hours". During this time it should always be quiet enough so that anyone who wants to can sleep or study. Students are expected to respect the requests of others for quiet, and share in the responsibility for developing and maintaining a positive atmosphere in their room/suite, on their wing, floor and building.

#### **Credits**

Board fees (meal charges) are credited on a pro rate basis to all students who officially withdraw from living in the residence hall. Credits for room fees will not be made to any student after the semester begins or if the student is issued a room key. Residents dismissed from a residence hall for disciplinary reasons are not eligible for refund of room fee.

#### **Release from Student Housing Agreement**

The Office of Housing, Auxiliary and Conference Services, upon proof by the student of need to be released from residence hall living for reasons which are compelling and necessary, i.e., student teaching or internship assignment and living arrangements outside the county, extenuating medical reasons, death in the immediate family, etc., may permit residents to be released from residence hall living and meal plan upon approval. In all such cases a Student Housing Agreement Release Request must be submitted to the Office of Housing, Auxiliary and Conference Services. **Requests must be made prior to the beginning of the semester.** Any requests granted after the start of the semester may not be approved.

#### **Residence Hall Closings**

The residence halls will be closed during the academic calendar recesses for Thanksgiving, Christmas/Winter, Spring Break, and the breaks prior to Summer Session I and after Summer Session I.

#### **Right of Inspection & Health & Safety Inspection Policy**

Prior to occupancy, a room and/or suite inventory and inspection will be conducted. It must then be validated and signed by the occupant(s). When the student vacates the room/suite, a final inventory and inspection will be conducted and reviewed by the Residence Life staff. It is the student's responsibility to arrange for a proper checkout. Students will be charged for lost University property, pro-rated damages and costs for excessive cleaning and all repairs.

Inspections are to also occur if a student is required to vacate the room/suite for violation of this agreement. The University reserves the right to enter a room/suite during regularly scheduled and unannounced inspection for maintenance, health & safety inspections, repairs, enforcement of

University rules and regulations, or in cases of an emergency. Rooms/suites are inspected at the close of the residence halls for University recess/vacations by Residence Life staff.

Scheduled Health & Safety Inspections will be conducted once per month or as deemed necessary. Students will be notified a minimum of 24 hours in advance of when the inspections will occur. Accumulation of bottles, magazines, newspapers, open containers of food, and other items which present a potential fire or health hazard are not permitted. In the event a student allows these items to accumulate, the hazard will be removed from the room/suite by University officials at the student's expense. At no time should anything be hung from fire suppression sprinklers, smoke detectors and/or ceiling. The University reserves the right to confiscate any illegal or prohibited items found in a student's room/suite.

#### **Room Change Policy**

The Office of Housing, Auxiliary and Conference Services encourages all students of the University community to treat everyone with civility and respect. Our office recognizes that conflicts may arise when individuals live together in close quarters. With this in mind, students are highly encouraged to discuss all concerns with their roommate/suitemate(s) in a civil and respectful manner to resolve any concerns. If this attempt is unsuccessful, students should have a conversation with their RA(s) to discuss possible options and solutions.

Students are prohibited from coercing, threatening, and/or forcing other members of the residential community to move. Should such incidents occur, students will be referred to the University Judicial Chair and may also forfeit their housing assignment. Students prohibited from one room to another without written approval from the Office of Housing, Auxiliary and Conference Services.

#### **Room Consolidation**

The University reserves the right to consolidate students who are occupying standard double rooms and suites privately, without payment. Information regarding consolidation will be provided to those students affected. All students who are residing in a default single room will be given the opportunity to pay for the single room, find another roommate, or be reassigned to another room to maximize space. Failure to follow appropriate procedures will result in financial charges, administrative action, or both. Unauthorized changes in assignments by residents will result in applicable University action, including but limited to fines and the return to the original assignment. The University does not have accommodations for married students with their spouses or for students with their children. Minor children are not allowed to spend the night in the residence halls unless it is a sanctioned university recruitment effort. When visiting in the residence halls, children must have adult supervision at all times.

#### **Single Rooms**

There are a limited number of single rooms available to residents. Single room assignments are made on a first-come, first-served basis, after satisfactory financial arrangements have been confirmed by the Bursar's Office for the total cost of tuition, fees, room and board. Requests may be denied for students who have a documented behavior concern in the residence halls. Violations of the Student Code of Conduct and Local, State, and Federal Laws are grounds for the single room approval to be voided and students can be moved to another room or receive a roommate.

The Director of Housing, Auxiliary and Conference Services may reassign the student to a vacancy on campus if the single room request is canceled by the student.

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**Smoking Policy**

Smoking is not permitted in any of the residence halls. Smoking, burning candles, and incense are not permitted in the residence halls at any time.

**Solicitation Policy**

No resident is permitted to use residence hall rooms and/or suites for the purpose of operating a commercial enterprise. No one is permitted to solicit or sell commercial products or services in the residence halls without prior approval and the written permission of the Office of Housing, Auxiliary and Conference Services.

## The Student Code of Conduct

Cheyney University of Pennsylvania strives to maintain a learning environment that is designed to foster and support students' educational objectives and which protects the health, safety, and welfare of all members of the University community. Moreover, Cheyney University works in collaboration with numerous stakeholders to nurture responsible, conscientious, and contributing citizens. To provide notice about the standards of conduct that Cheyney students must meet, Cheyney University has adopted the Student Code of Conduct.

The Student Code of Conduct is Cheyney University of Pennsylvania's formal policy pertaining to the adjudication of violations of the standards of behavior and conduct expected of students enrolled at the University. Every student is expected to uphold high standards of conduct and civility in his/her day-to-day contact with all members of the University community. Additionally, students must observe all established policies, procedures, rules, and regulations, which govern the institution, as well as all local, state, and federal laws. Reasonable efforts are made to foster the personal, educational, and social development of those students who are found in violation of the Student Code of Conduct.

The Division of Student Affairs and Leadership Development is responsible for providing oversight of the process for protecting students' rights to live and learn in a safe, orderly, caring, and crime-free environment. All students may also be subject to disciplinary action by the Division of Student Affairs and Student Life.

### **Jurisdiction**

The Code of Conduct applies to all student and student organizations of Cheyney University. "Student" for the purposes of the Code of Conduct refers to any person who accepts an offer of admission indicating his or her intent to enroll at the University, including participation in a course or participation in a University-sponsored program. A person who is not enrolled for a particular semester but who otherwise has a continuing relationship, including a student who is on a medical leave of absence with the University is considered to be a "student" for the purpose of this code. The classification of "student" is not limited to the physical campus of the University. Concern for the conduct of students extends to satellite and remote locations wherever University operations are conducted, including students enrolled in distance education courses. Students will also be held responsible for their conduct regardless of their place of residence or whether their conduct occurred on or off campus. The Code also applies to any group of students who have complied with the University requirements for recognition as a student organization. Members of a student organization may be individually held responsible or charged as a group for infractions and violations of the Code.

### **Awareness of Policies**

All students, including those who are participating in any program that is University sponsored, on or off campus, must abide by the rules and regulations underlying the Student Code of Conduct. The rule and regulations listed here are available on the Division of Student Affairs and Student Life web pages at <http://www.cheyney.edu/student-life/>.

### **Standards of Conduct**

The bulleted list that follows identifies forms of conduct that are prohibited and constitute violations of the Student Code of Conduct. These acts, and in some cases, the failure to act, necessitate disciplinary attention and will subject students to disciplinary action through the student judicial process.

The list of policies and rules outlined herein are not exhaustive; students are advised that they are subject to additional policies and rules by Cheyney University of Pennsylvania. Students who reside on campus are reminded that, in addition to the policies and rules identified in the Student Code of Conduct, they must also adhere to the provisions of the Student Housing Agreement, as well as other procedures and regulations as directed by the Division of Student Affairs.

## Violations

### ***Alcohol Violations***

The laws of the Commonwealth of Pennsylvania law prohibit possession, consumption, and distribution of alcoholic beverages by, and to, those under the legal drinking age of 21 years of age. Alcohol is prohibited at student-sponsored events. Cheyney University of Pennsylvania is a dry campus, which means that alcohol is not permitted on campus or any affiliated campus property, except in limited circumstances, and only with the prior approval of the University president. Accordingly, the possession, consumption, and/or distribution of an alcoholic beverage on campus and in the residence halls are prohibited, regardless of an individual's age.

Underage students found to have consumed alcoholic beverages and students, who are publicly intoxicated, will be subject to disciplinary action, as well as other penalties under the law. In addition, Cheyney University prohibits the display of empty containers of alcohol in the residence halls by resident students. Empty alcohol containers, including those with trace amounts found in residence hall rooms, as well as others places on campus, will subject those students to disciplinary action. Furthermore, students found to be in possession, consumption, or who have distributed alcoholic beverages will also be subject to disciplinary action. Providing alcoholic beverages to minors is a violation of the Commonwealth of Pennsylvania and University policy.

#### **Violations of this policy include, but are not limited to:**

- Consumption
- Display of Empty Alcohol Containers
- Driving Under the Influence
- Excessive Alcohol (Keg, Liquor, Beer Ball, 30-pack or more...etc.)
- Open Alcohol Containers
- Possession and/or Distribution of Alcohol
- Public Intoxication
- Selling and/or Furnishing Alcohol to Minors
- Public Intoxication
- Selling and/or Furnishing Alcohol to Minors

### ***Dating Violence***

Dating violence, which is a violation of the University's Sexual Harassment policy, is violence by a person who is or has been in a romantic or intimate relationship with the complainant. Whether such a relationship exists or existed will be gauged by the length, type, and frequency of interaction between the complainant and respondent. Stalking is defined as a course of conduct directed at a specific person that would cause a responsible person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Cheyney University is determined to provide a campus environment free of violence for all members of the campus community. For this reason Cheyney University does not tolerate stalking, and will pursue the perpetrators of such acts to the fullest extent possible. Cheyney University is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students of Cheyney University community. Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters, and can sometimes escalate to violence.

#### ***Dining Hall Violations***

All Cheyney University students and their guests are expected to comply with all specified rules and regulations governing dining facilities on campus. Students are subject to disciplinary action for the following violations:

- Failure to comply with dining services policies
- Failure to provide a Cheyney University identification card when entering the dining facilities
- Involvement in food fights

#### ***Dishonesty***

Acts of dishonesty include, but are not limited to: knowingly providing false information to or making false reports to University or government officials; misrepresenting oneself through written, verbal, electronic, and digital communication; misrepresenting oneself through social media, and falsifying of records and documents, including, but not limited to, parking permits, University identification cards, meal cards, access card; and the misuse and unauthorized possession of keys and identification.

Fraudulent use and/or possession of University-issued property or use of the University's name or brand without proper authorization is prohibited. Violations of the University's policies on the unauthorized use of the University name, brand and likeness will be handled by the Vice President of University Advancement and External Relations.

#### ***Disorderly/Disruptive Conduct***

Conduct that impedes, hinders, threatens, or prevents the orderly functioning of any of the University's academic or administrative operations and/or an individual's ability to work, study, or participate in activities of the University.

**Violations of this policy include, but are not limited to:**

- Causing a Public Disturbance
- Fighting or Engaging in a Brawl
- Leading, Instigating, and/or Inciting a Riot
- Lewd or Indecent Conduct
- Unreasonable Noise
- Disruptive Behavior in the Classroom
- Acts of Unlawful Discrimination

#### ***Domestic Violence***

Domestic violence is a violation of the University's Sexual Harassment policy and includes asserted

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violent, misdemeanor, and felony offenses committed by:

- The complainant's current or former spouse
- The complainant's current or former cohabitant
- A person similarly situated under domestic or family violence laws; or
- Anyone else against an individual protected under domestic or family violence laws

***Environmental Health and Safety Violations, Including Fire Safety Violations***

Students and their guests are expected to observe environmental health and safety mandates, including fire safety rules and regulations.

**Violations of this policy include, but are not limited to:**

- Creating hazardous conditions
- Failure to evacuate and exit any building (upon the activation and sounding of a fire alarm, including failure to participate in a fire drill)
- Failure to secure an event permit (to include outdoor cooking/grilling with the use of an open flame on University premises)
- Activating false fire alarms (students can be expelled from the University for this offense)
- Possessing candles/incense
- Committing arson
- Otherwise setting or causing a fire
- Tampering with fire safety equipment (to include damage, destruction, misuse or other interference with life-safety equipment. This includes, but is not limited to, emergency exit doors, fire extinguishers, pull stations, smoke detectors, sprinklers, etc.)
- Carrying a lit cigar, cigarette, pipe or other smoking device

***Failure to Comply with Sanctions***

Violations of or failure to complete a sanction imposed by the Disciplinary Committee, Residence Life Hearing Officers, the Division of Student Affairs, and/or the designated University administrators can result in additional and more severe sanctions. Students who repeatedly violate the Student Code of Conduct, local, state, federal laws, and University policies and procedures will be subject to imposed sanctions that are greater in severity with each offense.

***Non-Compliance***

Non-compliance is the failure to comply in any capacity when issued a verbal or written directive by a University official to include gross disobedience manifested by any of the following listed below. This includes hindering, obstructing, and interfering with the implementation of the Student Code of Conduct. A University official is defined as any individual who is serving within the scope of his/her employment responsibilities.

**Violations of this policy include, but are not limited to:**

- o Failure to comply with established rules and regulations
- o Failure to comply with a reasonable request by a University official
- o Failure to provide a valid Cheyney University student ID
- o Failure to provide information

***Gambling***

Engaging in any game of chance or that which involves the exchange of money, good or services on University property or in University facilities is prohibited.

***Guest Policy Violations***

Visitors to the residence halls are expected to adhere to the procedures and regulations established by the Division of Student Affairs and the policies and rules established by Cheyney University of Pennsylvania. Students will be held accountable for their guest(s) actions and behaviors. **Students should not sign-in individuals they do not know.**

**Violations of this policy include, but are not limited to:**

- Violations of the Student Housing Agreement
- Violation of the Student Code of Conduct by the resident and/or guest
- Use of a member of the opposite bathroom
- Conduct that constitutes unlawful discrimination based on another person's race, color, sex, religion, age, national origin or sexual orientation (those found to be in violation of this policy will be subject to severe sanctions)

***Harassment, Intimidation***

The University prohibits harassing behavior, meaning conduct directed at a specific individual(s) that is sufficiently severe or pervasive to substantially interfere with the individual's employment, education, or access to University programs, activities, and/or opportunities. Behavior is considered to be punishable harassment if: (1) it has a harmful effect on the individual in question; and (2) is behavior that would have a harmful effect on other reasonable individuals who experienced the same treatment.

**Violations of this policy include, but are not limited to:**

- Interfering with the freedom of any person to express his/her views as long as they are within legal limits;
- Interfering with conduct that limits or restricts a person's freedom to move about in a lawful manner without consent; and
- Using technology to carry out any of the foregoing

***Hate Crime***

Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, gender, sexual orientation, ethnicity, or physical/mental disabilities.

***Hazing***

The Pennsylvania Hazing Law mandates that colleges and universities across the Commonwealth adopt policies prohibiting hazing. Accordingly, participation in any activity that can be described as hazing is strictly prohibited.

Hazing, as defined by the Pennsylvania Hazing Law, is "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public property for the purpose of initiation or admission into or affiliation with, or as a

condition for continued membership in, any organization operating under the sanction of, or recognized as, an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public property. Any activity upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be -forced activity, the willingness of an individual to participate in such activity notwithstanding”.

### ***Housing Agreement Violations***

Residents and their guests are expected to be familiar with and abide by all policies, procedures, rules and regulations governing the residential community, as established by the Division of Student Affairs and Student Life, and the University. These procedures and regulations apply to all Cheyney University residential students and their guests while in the residence halls. Furthermore, residential students and their guests are also expected to treat other students, faculty, staff, members of the Cheyney University community, and the Residence Life and Housing staff with dignity, civility, and respect at all times. Violations of any of the terms and conditions outlined in the Student Housing Agreement will result in disciplinary action at the discretion of the Assistant Director and in consultation with the Director for Residence Life and Housing.

Such action may include, but is not limited to, referral to the Assistant Director, Director of Residence Life and Housing, University Disciplinary Committee, a designated Residence Life Hearing Officer, immediate removal from the Residence Life program, or Student Housing Agreement termination.

### **Violations of this policy include, but are not limited to:**

- ***Violations of Courtesy Hours/Quiet Hours Policy*** - Members of the residential community and their guests are expected to exhibit respectful and civil conduct, and be mindful at all times that others may be attempting to study and sleep. Courtesy Hours and Quiet Hours are designated hours where noise should be kept to a minimum and during the evening hours, not heard outside of a student's room.
- ***Violations of CU Roommate Agreement*** – Residential students will be required to complete a CU Roommate Agreement with their roommates(s) once they have moved into their rooms or any time a new roommate moves into a room. The CU Roommate Agreement is a binding contract between all roommates and students will be held accountable for violations of the agreement.
- ***Discarding Objects Out of a Residence Hall Window*** – Due to safety concerns, students are prohibited from discarding any items outside of any residence hall windows.
- ***Failure to Attend Advertised Mandatory Residence Hall Meetings*** - Throughout the academic year and to protect the health and safety of the residential community, it may be necessary to schedule mandatory residence hall meetings where students will be required to attend.
- ***Failure to Vacate During Official Check-Out*** – It is expected that all members of the residential community follow and adhere to all advertised check-out, closing procedures and guidelines when the University is closed for official University breaks.

- **Violations of Guest/Visitation Policy** – Students and their guests must adhere to all University guidelines, policies, procedures, and local, state, and federal laws. Students are responsible for the actions of their guests. All individuals visiting the residence halls will be required to sign in and out at the courtesy desk located in the lobby of each hall. Unescorted guests will be cited for trespassing.
- **Illegal Entry Into a Residence Hall** - Students may enter into their assigned residence hall by swiping, via the card access system, and producing a valid Cheyney University ID. Individuals not assigned to a particular residence hall must be signed in by a resident of the visiting residence hall. Any other entry into a residence hall is a violation.
- **Illegally Entering or Exiting Emergency Doors** – Emergency doors are marked and designated for use during emergency situations only, as designated by a University official. Use of these doors at any other time is prohibited.
- **Illegal, Prohibited, and Unauthorized Appliances and Equipment** - The University considers fire safety and the safety of all residential students as serious business. Students are prohibited from possessing any illegal and/or prohibited items that pose a health and safety risk in their room, to themselves, and/or the residential community.
- **Pets** – Pets of any kind are not allowed, including fish.
- **Pranks** - Mischievous acts that harass or harm another individual or cause that individual to have a reasonable fear of bodily harm or harm to his/her property is considered inappropriate behavior.
- **Prevention of Authorized Room Assignment** – Housing Operations staff reserves the right to assign another student to a room at any time where empty spaces have been identified. Students who hinder, prevent, and/or exhibit uncivil behavior towards another student who has been assigned to the room will be held accountable.
- **Propped Open Doors of a Secured Building** - For the safety of all members of the residential community, propping entrance and exit doors of a residence hall is prohibited.
- **Removal of Window Screens** - Removal of window screens from any residential facility is prohibited.
- **Repeated Room Lock-Outs (three or more per semester)** - Students are required to carry their room key with them at all times. Failure to provide your key on three or more occasions will be considered a violation.
- **Unauthorized Event/Party** - All events, programs, and functions must be approved by completing the events policy guidelines and obtaining the approval of the Division of Student Affairs. Students are prohibited from hosting unauthorized events.
- **Unauthorized Room/Hall Change** – Room and residence hall assignment changes must be approved by an assistant director or the director of residence life and housing.
- **Unauthorized Selling or Solicitation** – Selling and the distribution of unauthorized items and good in and/or near the residence halls is prohibited.
- **Unnecessary Mess/Trash** – All members of the residential community are expected to take pride in their community, clean up after themselves, and discard all trash and unwanted items in the appropriate manner.
- **Unsanitary/Unacceptable Conditions in a Residence Hall Room** – Students will be in violation of the health and safety guidelines in the event that their assigned room is in unsanitary, unsafe, and/or unacceptable conditions.
- **Use of a Member of the Opposite Sex Bathroom** – Use of bathrooms designed for members of the opposite sex is prohibited.
- **Vandalism** - The intentional and/or reckless, but not accidental destruction of property;

damaging, destroying, defacing, tampering, misuse, or abuse of University property and/or the property of any person and/or business is prohibited.

- **Violations of Health and Safety Inspections** - Violations and/or conditions in a residence hall room that endangers the health, safety, and welfare of any member of the residential community are prohibited.
- **Other** – Any violation of the Student Housing Agreement.

### ***Illegal Drugs***

State and federal laws prohibit the possession, consumption, and distribution of illegal drugs. This includes, but is not limited to, depressants, hallucinogens, and narcotics. Cheyney University of Pennsylvania has zero tolerance for illegal drugs on campus and in the residence halls.

Students found to have consumed illegal drugs, as well as those students who are found to be in possession of, consumption of, and/or distributing (including those with the intent to sell) illegal drugs, will be subject to disciplinary action, arrest, and criminal prosecution. Possession of drug contraband and paraphernalia is also a violation and will be subject to disciplinary action.

Additionally, the use of substances that give off odors similar to illegal drugs (e.g., marijuana) that cause university officials to respond because of suspected use, and which causes material and substantial disruption or interference with the day-to-day operations of the residence halls, will also be considered a violation of this policy whether or not actual illegal drugs are recovered.

### **Violations of this policy include, but are not limited to:**

- Consumption and/or Use of Illegal Drugs
- Possession and/or Distribution of Illegal Drugs
- Possession with the Intent to Sell Illegal Drugs
- Public Intoxication / Under the Influence
- Misuse or abuse of Prescription Drugs

### ***Illegal Use of Electronic Equipment***

The University recognizes that a number of CU students will have cell phones and other electronic devices with video, camera, or voice recording capabilities. In consideration of each member of the university community, and for purposes of compliance with laws, CU students are discouraged from using video and camera features without the consent of the individual (s) who are intended subjects. In addition, students are advised that any voice recording of another individual without consent constitutes a violation of federal wiretapping laws.

### ***Infliction of Harm***

Any willful and deliberate or negligent act that results or which may result in the infliction of harm to another person, the property of another person, or to University property. Such acts include: physical assault or abuse, attempted physical assault or abuse upon another person, and reckless behavior that may result in injury.

### ***Retaliation***

Threatening or attempting or committing the infliction of harm upon a person or persons as a result of the person or person's exercise of his or her rights.

### **Sexual Harassment/Sexual Violence**

Cheyney University does not tolerate sexual harassment of any kind, including sexual violence. All students are required to be familiar with the University's policy on Preventing and Addressing Sexual Harassment, available at:

<http://www.cheyney.edu/policy-register/documents/1PolicyonPreventingandAddressingSexualPolicies-HarassmentandSexualViolenceFinal7.29.14.pdf>

#### **Violations of this policy include, but are not limited to:**

- Engaging in unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors – either verbal or non-verbal, or physical conduct of a sexual nature.
- Committing an act of sexual violence, including, but not limited to: rape, sexual assault, sexual battery, and sexual coercion or other sexual acts committed against a person's will, where a person is incapable of giving consent (as explained in the University's Sexual Harassment Policy).
- Committing an act that constitutes dating violence, domestic violence, or stalking.

### ***Stalking***

Stalking is the engaging in a course of conduct directed at a specific person that causes that individual to fear for his/her own safety, the safety of others, or cause said individual to suffer substantial emotional distress. Stalking is also a violation of the University's Sexual Harassment Policy. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face, telephone calls, voice messages, e-mails, written letters, gifts, or any other method of communication that is undesirable and causes fear in an individual;
- Use of online, electronic, or digital technologies, including the posting of pictures or information in chat rooms or on Web sites;
- Sending unwanted/unsolicited email or talk requests;
- Posting private or public messages on internet sites, social networking sites, and/or school bulletin boards;
- Installing spyware on a victim's computer;
- Using Global Positioning Systems (GPS) to monitor a victim;
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;
- Surveillance or other types of observation, including staring or "peeping";
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family and/or co-workers;
- Threats to harm self or others; and
- Defamation – lying to others about the victim.

**Report Stalking** -- Cheyney University encourages the reporting of all incidents of stalking to Public Safety, Residence Life and Housing or any representative of the University. Stalking is a crime in Pennsylvania and is subject to criminal prosecution. Students perpetrating such acts of violence will be

subject to disciplinary action through the Cheyney University Judicial Affairs (or appropriate division office). This can include expulsion from Cheyney University and/or criminal prosecution simultaneously.

***Theft***

For the purpose of this policy, theft shall be defined as knowingly taking, receiving, or attempting to take or receive the property of an individual or of the University, without the expressed consent of the owner. Additionally, the removal of any University owned items and furniture from classrooms, dining hall, lounges, or other public areas without the permission of a University official will also constitute a violation.

***Trespassing***

Entering and remaining in a University building, including University residence halls without authorization.

***Vandalism***

Causing damage to or destroying University property or the property of an individual.

***Violations of Civil or Criminal Law***

Students are reminded that they should represent the University in a positive manner, both on campus and off campus. A violation of any provision of federal or state law that adversely affects the University or members of the University community constitutes a violation of the Code of Conduct.

***Weapons***

The possession or carrying of any deadly or offensive weapon by any person is prohibited in University academic buildings, administrative buildings, student residence buildings, dining facilities, or while attending a sporting, entertainment or educational event on the University's property or sponsored by the University. Entry upon University property in violation of this prohibition is expressly forbidden and will result in the individual being directed to remove the weapon immediately from University property. Failure to comply with such directive may result in further disciplinary action for students or employees.

A deadly or offensive weapon is defined as "any device designed to produce death or serious bodily injury". Offensive weapons may be any devices so defined under the Pennsylvania Crimes Code Section 908 (c), i.e., those which serve no common lawful purpose. Deadly and offensive weapons may include, but are not limited to:

- a. Firearms, loaded or unloaded
- b. Paint, BB, pellet, flare, tranquilizer, stun, spear, or dart guns
- c. Knives with blades larger than a small folding knife
- d. Any cutting instrument where the blade is exposed in an automatic way
- e. Daggers or swords
- f. Striking instruments, including clubs, truncheons and blackjacks
- g. Fireworks and any explosive devices
- h. Any weapon or item that has been adapted or modified for use as a weapon
- i. Martial arts weapons
- j. Bow and arrow combinations
- k. Ammunition or components to manufacture ammunition

Offensive weapons not included are devices sold commercially such as aerosol dispensers or non-lethal chemical irritants, small pocketknives, or general tools not designed as weapons and used for their lawful and intended purposes.

Due to the risk of being identified as a real weapon, any item which looks like a weapon and is used for any purpose on University property must be reported to and approved by campus police prior to use in any activity. Examples of such activities include official ROTC military exercises, color guard, intercollegiate athletics, class instruction or presentations, dramatic plays, and similar artistic events. Weapons brought to campus for the activities so noted must be stored in a manner approved by the Public Safety with appropriate notification by the student's advisor/professor of the need for such item to be on campus. Failure to comply with such directives may result in further disciplinary action for students.

## **Disciplinary Procedures**

### **Introductory Information**

Student conduct that is prohibited by University policies will be addressed under the disciplinary procedures designed to facilitate a fair and impartial resolution of each case. The procedures include disciplinary hearings. Disciplinary hearings, whether held before a Judicial Affairs Officer or the University Disciplinary Committee, are unlike court hearings. Disciplinary hearings involve a full discussion of charges and circumstances. Rules of evidence and procedure differ from those applicable to proceedings before criminal or civil authorities. Therefore, students should familiarize themselves with these procedures to ensure that they are aware of their rights and responsibilities.

In order to ensure impartiality in student disciplinary proceedings, a University Disciplinary Committee member or Judicial Affairs Officer, who has a conflict of interest or a bias toward either side or party is required to recuse him/herself. All potential facts that may give rise to a question of disqualification should be provided to the Chairperson of the University Disciplinary Committee for final resolution. The decision of the Chairperson shall be final. In the event that the Chairperson has a conflict, such conflict shall be disclosed to the Vice President for Student Affairs and Leadership Development. The decision of the Vice President for Student Affairs and Leadership Development as to the Chairperson's participation, is final.

### ***Disciplinary Process***

1. Complaint is made
2. Notice is provided to student against whom complaint is made
3. Hearing is held
4. Decision is rendered
5. Student has 5 days to appeal
6. Disciplinary Appeals Committee makes decision, etc.

When a student is charged with a violation of conduct regulations, disposition of the student's case shall occur in accordance with the requirements outlined below:

### ***Complaint Procedures***

Complaints of alleged violations by a student shall be made in writing and submitted to the Office of Public Safety or to the Office of Judicial Affairs. Infractions that take place in the Residence Life and Housing community may be addressed by the Judicial Affairs Officer, depending upon the severity of the infraction.

- Preliminary investigations of charges against students shall be made by the University Disciplinary Committee through its Chairperson or the Judicial Affairs Officer.
- Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state all regulations which the student is alleged to have violated.
- The Chairperson of the Disciplinary Committee or the Judicial Affairs Officer shall expeditiously set the time and place for a hearing and shall notify the other members.

### ***IMMUNITY***

The University encourages victims of serious crimes to report incidents and also encourages all students to report violations of the Code of Conduct. Consistent with these objectives, the University reserves the right to grant amnesty for misconduct that is secondary to the reported misconduct.

Note: Title IX sexual misconduct cases are subject to additional requirements (see Section E of the Code, following). To the extent that there is a conflict between Title IX requirements and Student Code of Conduct requirements, Title IX requirements take precedence.

### ***Notice to the Accused***

- The Chairperson of the Disciplinary Committee shall provide notice of the hearing date to the student against whom the Complaint has been filed. The student shall be notified of the alleged violation in writing by the Chairperson of the Disciplinary Committee at least 72 hours in advance of the hearing. If the student is being placed on interim suspension, the procedures in the next section of this policy shall apply.
- Notices shall include the date, time, and location of the hearing; a statement of the specific charges, and notice to the student that/she is entitled to bring witnesses and one advisor of his/her choosing.
- When student has been accused of minor violations, the Notice will explain that he/she is afforded the opportunity to waive his/her right to a hearing, admit responsibility for the violation, and accept the sanction or to request a formal hearing. A student who agrees to these terms shall be required to sign the Waiver of Rights to a Hearing form.
- Notices will be delivered to the residence halls or sent to the home address, where appropriate. Where there is reasonable proof that a letter has been delivered, the student will be held responsible for honoring the hearing date.

### ***Interim Suspension***

The University may impose an interim suspension and/or loss of privileges including removal from University-owned housing upon any student whose presence on campus constitutes an immediate threat to the health, safety, and welfare of the student or others, or the welfare of the University, its property, or personnel. In such cases an administrative hearing will be convened within 10 University days, unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date. Please note that Interim Suspension is applied prior to any judicial proceeding.

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### ***Hearing Date***

Students who fail to appear at the scheduled hearing on the assigned date will have the hearing rescheduled only if a written excuse is submitted to the chair of the Disciplinary Committee or the Judicial Affairs Officer, and a new date is approved by same. A student's failure to appear for the second scheduled hearing will result in the hearing being conducted in the student's absence, which might result in additional violations and sanctions including a determination of the student's Failure to Comply.

### ***Student Rights***

At hearings of the University Disciplinary Committee or the Judicial Affairs Officer, a student shall be afforded all rights required of due process, including:

- The right to one advisor of his/her choice.
  - The advisor may not speak during the hearing to the University Disciplinary Committee or the Judicial Affairs. However, the advisor may consult privately with the student.

### ***Parental Notification Policy – Alcohol***

The Family Educational Rights and Privacy Act (FERPA) protects against the disclosure of a student's educational record absent the written consent of the student. However, FERPA permits disclosure without consent when disclosure is determined to be necessary to protect the health or safety of the student or others. FERPA also gives the University discretion to disclose to any parent or legal guardian of a student under the age of 21, information about a violation of any policy of the University governing the use or possession of alcohol or a controlled substance. The University also has discretion to disclose findings and sanctions imposed for conduct violations involving violence or non-forcible sex offenses.

### ***Alcohol and Drug Incidents***

The policy of Cheyney University is to notify parents or guardians of underage students found in violation of alcohol or drug policies, as outlined in the Code of Student Conduct, at the time of infraction. As part of the conduct sanction, students may be enrolled in an alcohol education program presented by staff in the Office of Student Wellness or Guidance and Counseling. Serious or repeated violations related to the alcohol or drug policies may result in an assessment and intervention by a licensed clinician by an agency external to the University or involuntary withdrawal from Cheyney University. Suspension and/or expulsion from the University is also a possible sanction for repeat violations.

### **The University Disciplinary Committee**

The composition of the University Disciplinary Committee shall be as follows:

- Faculty members to be approved by the Provost and Vice President for Academic Affairs;
- Full-time enrolled students that have been at the university for one academic year;
- Administrative staff members to be approved by the Vice President for Student Affairs and Leadership Development.
- Students who serve as members of the University Disciplinary Committee must have a minimum cumulative grade point average (GPA) of 2.50, and be in good judicial standing.

### ***The Right to Question the Complainant***

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- The right to present evidence in his/her behalf.
- The right to call witnesses in his/her behalf and cross-examine other witnesses.
- The right to remain silent and have no inference of guilt drawn from such silence.
- The right to request a Waiver of Rights to a Hearing Form.
- The right to be advised of his/her right to appeal the decision of the University Disciplinary Committee or the Judicial Affairs Director.
- The right to review the Student Code of Conduct prior to the scheduled hearing.
- The right to request mediation with approval from the chair of the University Disciplinary Committee or the Judicial Affairs Director.
  - Mediation will not permitted, under any circumstances, when the alleged misconduct is an act(s) of sexual violence, dating violence, domestic violence or stalking.
  - In cases where mediation is permissible, requests for mediation may be granted only when all parties agree to the mediation process.
- The right to attend classes and university functions until a hearing is held and a decision is rendered unless an interim suspension is in effect or unless the right must be limited or modified if necessitated by the implementation of remedial actions taken pursuant to the University's Policy on Addressing and Preventing Sexual Harassment, Including Sexual Violence.
- The right to receive a copy of the hearing proceedings upon submission of a flash drive.

**Hearing Procedures**

- There are two types of hearings at the university, an Administrative Hearing where the Judicial Affairs Director or designee makes the decision. Both the Administrative Hearing and a hearing decided by the University Disciplinary Committee are the same process the difference is on whether an individual or group determines the outcome. The purpose of the hearing is to hear the facts and circumstances of the alleged incident.
- The hearings shall be closed except for the respondent, the complainant, an advisor for the respondent, the University Disciplinary Committee or the Judicial Affairs Director, the University official presenting the case, and Witnesses asked to testify should only be present for the portion of the hearing that involves their testimony and questions arising from that testimony.
- A quorum will be necessary to hold a hearing. A quorum shall consist of three members; consisting of faculty/staff, student, and the Committee Chair or Designee.
- The University Disciplinary Committee or Judicial Affairs Director shall open the proceedings by reading the statement of charges.
- The Chair of the University Disciplinary Committee or the Judicial Affairs Director shall be responsible for maintaining order and room decorum, and make all rules reasonable and necessary for the orderly and efficient disposition of the cases. All hearings are closed proceedings.
- Before presenting any testimony, each witness must submit to an oath where he or she swears and affirms the truth of statements to be made.
- The student will have the opportunity to enter the plea of guilty or not guilty.
- The charging party shall then present its case against the respondent. This shall be done by the submission of written, physical, and testimonial evidence. The referred party and the University Disciplinary Committee or Judicial Affairs Director shall have the right to conduct reasonable and pertinent questioning of the charging party and the charging party's witnesses.
- At the conclusion of the charging party's presentation, the referred party shall present a

response to the charges. This shall be done by the submission of written, physical, and testimonial evidence. The charging party and the University Disciplinary Committee or the Judicial Affairs Director shall have the right to conduct reasonable and pertinent questioning of the referred party and the referred party's witnesses.

- Witnesses will be allowed in the hearing to testify and answer questions posed by the University Disciplinary Committee or the Judicial Affairs Officer. Witnesses will be asked to leave after their testimony has been given and before closing statements are made.
- Each party will have the opportunity to make a closing statement.

#### ***Deliberative Process***

The University Disciplinary Committee or the Judicial Affairs Officer will determine the outcome of the case based on the all materials, testimony, and evidence presented. Hearsay shall not be used as the sole evidence to establish any fact finding necessary to establish responsibility in any case. The decision in the case shall be based upon a preponderance of the evidence. This means that it is more likely than not that the accused committed the alleged misconduct. A majority vote shall be required.

- If the University Disciplinary Committee or the Judicial Affairs Officer determines that the student is guilty, the University Disciplinary Committee or the Judicial Affairs Officer may consider the following elements before imposing a sanction:
  - Evidence presented during the hearing.
  - Academic record and class year of the student.
  - Previous discipline record including that which is public record<sup>1</sup>
  - Demeanor of the accused during the hearing.
  - Members of the University Disciplinary Committee shall execute a Statement of Confidentiality as to information received concerning any student disciplinary matter.

#### ***Communication of Decision and Appeal Rights***

- The decision reached at the hearing will be communicated, in writing, to the student by the University Judicial Officer. If the decision is that the student is guilty, the assigned sanctions shall also be communicated to the student. Additionally, the student shall be notified, in writing, of his/her right to appeal the decision of the University Disciplinary Committee or Judicial Affairs Officer. In cases of appeal, any action assessed by the hearing body or officer shall remain in effect, pending the outcome of the appeal by the University Appeals Committee.
- A brief determination letter shall be sent to the student(s), the Vice President for Student Affairs and Leadership Development, and others as appropriate, within twenty (20) business days after the hearing.

#### **Disciplinary Appeal Procedures**

A respondent, or, in limited circumstances, a complainant, may appeal a decision of the University Disciplinary Committee or the Judicial Affairs Officer by filing a written Statement of Appeal with the Vice President for Student Affairs and Leadership Development, or his/her designee, within five (5) business days of receipt of the determination based upon one or more of the following grounds:

- The respondent alleges that the hearing process was conducted unfairly and not in accordance with established procedures.
- Respondent alleges that there is new evidence or relevant information, not available at the time of the original hearing, which may alter the outcome of the case.

- Respondent alleges that the University policies, procedures, rules, or regulations alleged to have been violated were not properly interpreted or applied by the University Disciplinary Committee or the Judicial Affairs Officer.
- Respondent alleges that the sanction imposed was not proportionate to the gravity of the misconduct.
- The respondent and complainant have the right to appeal in cases of alleged sexual misconduct.
- The appeal must be filed within five (5) business days of receipt of the determination of the University Disciplinary Committee or the Judicial Affairs Officer.
- Respondent shall clearly state his/her grounds for appeal in his/her written Statement of Appeal. Committee. The disposition of the appeal shall be governed by following the guidelines below:
  - Within five (5) business days of receiving the student's written appeal, the Vice President for Student Affairs and Leadership Development or his/her designee, will notify the Chair of the University Disciplinary Appeals Committee.
  - The Chair of the University Disciplinary Appeals Committee will convene the Disciplinary Appeals Committee and review all of the information presented (written summaries, audiotapes, and/or transcripts, any party involved to include the Chair of the University Disciplinary Committee) in the case file and make a final decision.
  - Within ten (10) days from the receipt of the appeal the chairperson of the University Disciplinary Appeals Committee shall convene the committee to make a decision and forward the Committee's decision regarding the appeal to the Vice President for Student Affairs and Leadership Development
  - The Vice President for Student Affairs and Leadership Development, or his/her designee, will inform the student, in writing, of the outcome of the appeal. The decision of the University Disciplinary Appeals Committee is the final decision.

**SECTION E: STUDENT SEXUAL MISCONDUCT VIOLATIONS OF TITLE IX**

Situations involving allegations of violations of sexual misconduct can be very difficult for both the complainant and the respondent. Title IX of the Education Amendments of 1972 and its underlying regulations mandate that educational institutions prevent and address cases of sexual misconduct against students, whether perpetrated by peers, employees of the institution or other individuals.

**Alleged violations must be immediately reported to the Title IX Coordinator.**

**Outline of Process for Sexual Misconduct Violations:**

- Step 1: Incident report is submitted.
- Step 2: Assessment of interim measures take place.
- Step 3: Assessment of a timely warning notification takes place.
- Step 4: Preliminary review of the incident occurs.
- Step 5: Determination of whether the incident is a policy violation.
- Step 6: Notification of fact finding investigation is given.
- Step 7: Fact finding investigation begins.

- Step 8: Re-assessment of timely warning notification occurs.
- Step 9: Fact finding report is submitted to the Office of Judicial Affairs.
- Step 10: Administrative hearing takes place with the respondent.
- Step 11: Outcome is reached by hearing officer.
- Step 12: Compliance discussion is held with Title IX Coordinator.
- Step 13: Determination is concluded by hearing officer.
- Step 14: Accountability measures are assigned if applicable.
- Step 15: Students are notified of the outcome and informed of their appeal rights.
- Step 16: Implementation of any further remedies take place.
- Step 17: Sanctions are enforced if applicable.
- Step 18: Process is complete and case is closed.

**STATEMENT OF RIGHTS OF THE COMPLAINANT IN CASES INVOLVING SEXUAL MISCONDUCT**

- A. The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;
- B. The right to be treated with respect by university officials;
- C. The right of both accuser and respondent to have the same opportunity to have others present (in support or advisory roles) during a campus investigation;
- D. The right to be promptly informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct and/or any violent crime offenses;
- E. The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- F. The right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community;
- G. The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the complainant and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available);
- H. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- I. The right to have any complaint of sexual misconduct fairly adjudicated and not mediated;
- J. The rights to make a victim-impact statement during the investigation and to have that statement become a part of the report submitted to the Judicial Affairs Officer or his/her designee.
- K. The right to a campus no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper conduct that presents a danger to the welfare of the complaining student or others;
- L. The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, Judicial Affairs and the Title IX Coordinator;
- M. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law and/or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;
- N. The right to preservation of confidentiality, to the extent possible and allowed by law;
- O. The right to an adequate, reliable and impartial investigation closed to the public;
- P. The right to bring a victim advocate or advisor to all phases of the investigation;
- Q. The right to give testimony in a campus hearing by means other than being in the same room

- with the respondent student;
- R. The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
  - S. The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
  - T. The right to have the university compel the presence of student and employee witnesses, and the right to challenge documentary evidence;
  - U. The right to have complaints investigated and heard by Judicial Affairs investigators and administrators who have received annual sexual misconduct training;
  - V. The right to appeal the findings and sanctions given to the respondent in accordance with the standards of appeal established for sexual misconduct cases ;
  - W. The right to have university policies and procedures followed without material deviation;
  - X. The right to be considered for amnesty of other Code of Conduct violations when reporting a sexual misconduct incident.
  - Y. The right to have the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that is allowed by the Family Educational Rights and Privacy Act and its regulations. You can find out more information about the disclosing of information by clicking [here](http://www.cheyney.edu/registrar/FERPA.cfm): <http://www.cheyney.edu/registrar/FERPA.cfm>.

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#### STATEMENT OF RIGHTS OF THE RESPONDENT IN CASES INVOLVING SEXUAL MISCONDUCT

- A. The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;
- B. The right to be treated with respect by university officials;
- C. The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- D. The right to be fully informed of the nature, rules and procedures of the campus conduct process and to the timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- E. The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- F. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- G. The right to make an impact statement during the investigation and to have that statement become a part of the report submitted to the Judicial Affairs Officer or his./her designee;
- H. The right to appeal the findings and sanctions given to the respondent, in accordance with the standards for appeal established for sexual misconduct cases;
- I. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law and or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;
- J. The right to an adequate, reliable and impartial hearing closed to the public;
- K. The rights to have the university compel the presence of students, and the right to challenge documentary evidence.
- L. The right to have complaints investigated and heard by investigators and conduct administrators who have received annual sexual misconduct training;
- M. The right to have university policies and procedures followed without material deviation;
- N. The right to have an advisor or advocate accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent student's own

cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent student as necessary;

- O. The right to a campus conduct outcome based solely on evidence presented during the investigation process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- P. The right to written notice of the outcome and sanction of the hearing;
- Q. The right to have the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that is allowed by FERPA legislation. You can find out more information about the disclosing of information by clicking here.

### **ADMINISTRATIVE FACT FINDING**

Upon notification of an alleged sexual misconduct violation, the University's Title IX Coordinator or designee will coordinate an Administrative Fact Finding process. This investigation will include interviews of the complainant, the respondent, and any witnesses. When the alleged perpetrator is a Cheyney University student, a report of this investigation will be submitted to the Judicial Affairs Officer (or designee) for an Administrative Hearing. Included in the report will be a summary of the allegation, a list of university policies that may have been violated and a synthesis of the facts outlining what questions remain and elements that are in dispute or in agreement. Also, investigators will assess the credibility of both complainant and respondent and provide an objective credibility statement based on the interviews and other facts of the case. Respondents and Complainants will be informed of the outcome of the Administrative Fact Finding process.

### **DISCIPLINARY HEARING PROCEDURES**

It is important to note that our campus disciplinary process is a type of administrative procedure, not a criminal procedure. It is a University proceeding designed to hold students responsible for their role in violations of the Student Code of Conduct.

As in all other Administrative Hearings, the University will apply a "preponderance of the evidence" standard in determining whether a violation of the student code of conduct occurred in cases of alleged sexual misconduct. A preponderance of the evidence standard simply means that it is "more likely than not" that the respondent committed the violation. In addition, the University has chosen to utilize an investigation model for resolving sexual misconduct complaints. The investigation model is non-adversarial and minimizes re-victimization by discouraging interaction between the complainant and respondent. Investigations are conducted with all involved parties separately. Pertinent notes are synthesized and compiled into a Fact Finding Report. If a Code of Conduct violation is prevalent in the Fact Finding report, the respondent (also known as the accused student) will be afforded an administrative hearing by the Office of Judicial Affairs. Outlined below are the additions to the existing Administrative Hearing procedures adhered to in cases of alleged sexual misconduct:

1. Upon receipt of the accusations in the Administrative Fact Finding Report, an Administrative Hearing will be held.
2. In cases of alleged sexual misconduct, the respondent:
  - a. May select an advocate to guide them through the judicial process;
  - b. Shall be advised of their responsibility to tell the truth before speaking to the charges;

- c. May decline to answer questions posed during a hearing. The refusal of the respondent to answer questions shall not be considered as evidence of a violation of the Code; however, such refusal may be considered in assessing credibility;
  - d. Shall be allowed to introduce witness testimony, relevant evidence and his/her version of the events that resulted in the accusation of a violation of the Code of Conduct;
  - e. May question and examine the relevant statements, evidence and documents presented. The Judicial Officer, designee or Hearing Officer will determine if questions will be submitted in writing prior to the hearing;
  - f. May bring an advisor or Judicial Advocate who may consult with and advise the student/student organization but may not otherwise participate in the hearing.
3. Hearing decisions and penalties imposed shall be provided to the respondent or student organization in writing and shall include information about the student's rights to an appeal hearing. Complainants of sexual misconduct violations shall also be notified of hearing decisions and their rights to appeal in accordance with FERPA requirements and Title IX guidelines.
4. All hearing procedures shall be carried out in a timely fashion adhering to the following guidelines:
- a. All charges of a violation as well as the date, time and place of the hearing shall be provided in writing to the complainant, respondent or student organization;
  - b. The Hearing Officer shall consider the evidence presented within the Administrative Fact Finding Report and provided by the hearing with the respondent to determine if a violation of the Student Code of Conduct occurred. The Hearing Officer shall inform both the respondent and the complainant of the decision. If additional time is required to render a decision, the respondent and complainant shall be informed of the decision within five (5) business days of the hearing conclusion. All decisions will be communicated in writing;
  - c. The respondent and complainant have the right to an appeal in cases alleging sexual misconduct;

**APPEALS**

A student may appeal the Administrative Hearing decision, in writing to the University's Appeal's Committee within five (5) class days following the decision.

- 1. Appeals to the University Appeal Committee or designee must be based on one or more of the following:
  - a. Alleged violations of hearing procedures.
  - b. New information pertaining to the case that was not available at the time of the hearing that may substantially change the decision.
  - c. Sanctions imposed were arbitrary or capricious for the violation of the Student Code of Conduct.
- 2. The Committee will review the existing record and may:
  - a. Uphold the findings and sanctions.
  - b. Modify some or all of the findings and sanctions.
  - c. Reverse all of the findings of the Administrative Hearing decision.
  - d. Order a new hearing.

3. The Decision rendered by the Committee or Vice President of Student Affairs and Enrollment Management is final.

In matters of a safety and/or security risk to the campus, the Vice President of Student Affairs and Enrollment Management or designee reserves the right to institute measures to protect the safety and well-being of the campus. In such matters, the Vice President of Student Affairs and Enrollment Management or Judicial Affairs Officer or designee will have sole discretion to ensure the safety of the University, including but not limited to an interim suspension.

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### **Disciplinary Sanctions**

Violations of the Student Code of Conduct will result in a sanction being imposed. Sanctions are intended to serve as a deterrent to misconduct, to provide educational experiences that will foster the development of conduct demonstrative of responsible citizenship and, most importantly, to protect the safety and welfare of the University Community and to maintain an environment that is conducive to learning. Accordingly, sanctions are levied relative to the nature and scope of the violation. Repeat offenders will be subject to more severe sanctions than first-time offenders.

To ensure that an educational environment characterized by collaboration, collegiality, and cooperation is maintained, Cheyney University of Pennsylvania has the right to levy sanctions against any student or student organization, including Greek letter and social organizations, found responsible for violating the standards of behavior and conduct established by the University. Students who aid, abet, encourage, request, initiate, assist, or have knowledge of any other student, non-student, or student organization in acts which violate this or student organization has actually committed the violation. Elected student officials, more specifically, class and Student Government Cooperative Association (SGCA) officers who are found responsible for a violation of the Student Code of Conduct by the University Disciplinary Committee or a Residence Life Hearing Officer may be subject to removal from the elected office.

Serious violations that threaten the health, safety, and welfare of individuals or the welfare of University property may result in immediate suspension (interim suspension) from Cheyney University. The University's Vice President for Student Affairs and Enrollment Management may expel students from the University for violations that threaten the health, safety and welfare of the University or for repeated violations of the Student Code of Conduct that are disruptive to the learning environment.

The following are disciplinary sanctions, which may be imposed for a violation:

#### **Disciplinary Reprimand:**

- Students will be informed, in writing as an official warning that their conduct is unacceptable and the behavior displayed violates one or more of Cheyney University of Pennsylvania's policies, procedures, rules, or regulations.

#### **Disciplinary Probation:**

- Students will be informed, in writing that their conduct is unacceptable and the behavior displayed warrants probation for a specified period of time. Students to whom a sanction of

disciplinary probation is imposed are not considered in good standing with the University. Disciplinary probation is a period of review during which the student must demonstrate the ability to comply with university policies, rules, and all other requirements, as stipulated.

**Restrictions on Participation/Attendance at Activities and Events:**

- Students and student organizations will be informed, in writing, that student(s) is/are banned from specific University sponsored and/or approved activities and events for a specified period of time.

**Restitution:**

- Students will be required to provide reimbursement for repair of damage or replacement of property that was stolen, defaced, lost or damaged as a result of a violation of the Code of Conduct. Restitution may take the form of appropriate service or other compensation. Either full payment or an agreement for partial payment according to a schedule agreed to by Judicial Affairs Director and/or the University Disciplinary Committee is required before the student may register for classes again, or in the case of seniors, before the student may graduate.

**Residence Hall Reassignment:**

- Students will be informed in writing that they are being involuntarily reassigned to a new housing assignment on campus. This action may include restriction from entering specific University-owned or affiliated buildings for a designated period of time.

**Educational/Developmental Assignments:**

- Students may be given the responsibility of completing an assignment or project that offers an educational benefit or other opportunity for growth. Students may be required to demonstrate responsibility as a member of the university. Educational assignments are based on an individual assessment of each case... Educational/developmental assignments include, but are not limited to:
  - Individualized and/or group sessions to address alcohol consumption and its adverse consequences, promote healthy choices, and develop coping skills for risk reduction.

**Community Service:**

- Students will be assigned a specific number of hours to perform service for the Cheyney University of Pennsylvania community on campus. The department supervisor must submit written approval for service, as well as confirmation upon completion.

**Written Assignment:**

- Students can reflect on a violation in writing. If the paper does not meet the minimum requirements and/or is not satisfactory in its content, the Residence Life Hearing Officer or University Disciplinary Committee can return the paper and require it to be rewritten. All assignments need to be submitted electronically and a hard copy to the Residence Life Hearing Officer or University Disciplinary Committee on or before the due date.

**Letter of Apology:**

Revised 05/17

- Students will be required to write a letter of apology to the individual(s) that the violation was transgressed against. All letters of apology must be reviewed by the Residence Life Hearing Officer or the Chair of the University Disciplinary Committee before it can be distributed to the designated student(s).

**Collaborate and Coordinate an Educational Program with an Office on Campus:**

- Students will be assigned to an on-campus office to collaborate and assist with the facilitation of a University sponsored program.

**Educational Assignment:**

- Students will be assigned and given written directions to attend, assist, create and/or complete an educational project and/or University- sponsored event that will benefit the student as well as the University community.

**Interview of an on Campus Professional:**

- Students will be assigned the task of interviewing an on campus professional to gain a better understanding of a specific topic or policy.

**Mentorship Program:**

- Students will be assigned to a volunteer professional University mentor for a specified period of time.

**Referral:**

- Students may be required to seek evaluation through off campus counseling resources and comply with the recommendations that result from the evaluation.

**No Contact Directive:**

- This action is implemented to avoid initiating contact with another member of the university community and may include limited access to areas to avoid incidental contact includes direct interactions in person or through technology as well as the use of third parties to interact (i.e. family, friends, etc.). Under the guidelines of Title IX a victim may request limitations and contact between parties. The Title IX Coordinator or Judicial Affairs Director may consider measures to ensure the safety of the victim(s) and the university community.

**Residence Hall Suspension:**

- Students will be involuntarily separated from the Residence Life program at Cheyney University of Pennsylvania for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. Students residing on campus will be required to schedule an appointment with the Director of Residence Life and Housing to discuss receive approval and to be reinstated into housing. When a suspension from the University of its residence hall is imposed, the student loses the privilege to reside in the residence halls of Cheyney University, as specified by the University Hearing Officers and/or the University Disciplinary Committee. Students who are suspended from the residence halls forfeit room and board charges that have been paid. See REFUND POLICY in the Cheyney University Student Handbook. Students suspended from the residence halls or the University are

prohibited from entering or visiting any University residence halls.

**Fines:**

- Fines levied are sanctioned as a means to deter unacceptable and unsafe behavior. All fines will be paid directed to the Business Office. These funds will be used to create educations programs for the University community. Students found in violations of these policies may be subject to the following fines:

**Fighting/Infliction of Harm:**

- **First Offense - \$100**
- **Second Offense - \$200**

**Possession or Use of Drugs and Drug Paraphernalia Violations**

- **First Offense - \$100**
- **Second Offense - \$200**

**Possession or Use of Alcohol and Alcohol Containers Violations**

- **First Offense - \$100**
- **Second Offense - \$200**
- **Third Offense - \$300**

**Failure to Provide Residence Hall Room Key After Three Lockouts**

- **First Offense - \$10**
- **Second Offense - \$10**

**Improper Check-Out and/or Excessive Trash in Residence Hall Room**

- **First Offense - \$50**

**Conduct Requiring Excessive Cleaning and Removal of Trash Charges in a Residential Area: \$30/hour**

**Failure to Evacuate the Residence Halls During a Fire Alarm**

- **First Offense - \$100**
- **Second Offense - \$200**

**Interim Suspension:**

- This action will be imposed if it is determined that the student's continued presence constitutes an immediate threat of harm to the student, other students, university personnel, or university property. Students will be informed, in writing, that he/she is suspended from Cheyney University of Pennsylvania, pending final disposition of the student's case. Suspensions can be issued by the following persons:

- Vice President for Student Affairs and Leadership Development
- Judicial Affairs Director.

If an interim suspension is imposed, a hearing shall be convened within ten (10) business days, unless extenuating circumstances warrant an extension, in which case, a hearing shall be provided at the earliest possible date. Students will be required to return their Cheyney University ID card and room key (if applicable) before they vacate the University premises. Students suspended from Cheyney University are prohibited from visiting any and all affiliated University premises and facilities during the term of the suspension and will be considered to be trespassing if they violate this directive.

**Deferred Suspension:**

- Students will be informed, in writing, that even though their conduct is unacceptable and the behavior displayed warrants suspension, a suspension is being deferred at this time. Students to whom a sanction of deferred suspension is imposed are not considered in good standing with the university. Deferred suspension, like disciplinary probation, is a period of review during which the student must demonstrate the ability to comply with university policies, rules, and all other requirements, as stipulated. If during the period of deferred suspension, a student is again found responsible for a violation of the Student Code of Conduct or violating an order of the University Disciplinary Committee or Residence Life Hearing Officer, the student can be immediately suspended from Cheyney University of Pennsylvania.

**Disciplinary Suspension:**

- Students will be involuntarily separated from the University for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. This action involves the following: loss of the privilege to be enrolled as a student at Cheyney University, from one to eight semesters; notation of the suspension on the student’s disciplinary records; withdrawal from all courses in accordance with university policy; and forfeiture of tuition and fees. See REFUND POLICY in the Student Handbook. Students will be required to return their Cheyney University ID card and room key (if applicable) before they vacate the University premises. Students suspended from Cheyney University are prohibited from visiting any and all affiliated University premise and facilities as they will be considered as trespassing.

**Expulsion:**

- The student is separated from the university permanently. There are no revisions for the readmission if student in the future. See REFUND POLICY in the Student Handbook. Students will be required to return their Cheyney University ID card and room key (if applicable) before they vacate the University premises. Students expelled from Cheyney University are prohibited from visiting any and all affiliated University premises, as well as complete all requirements pertaining to withdrawing from the University.

**Stops on Accounts/Records:**

- The University may withhold transcripts, diplomas, or other official records and/or suspend certain privileges such as class registration, moving into the residence halls, pending the disposition of cases and completion of sanctions if such action is reasonably necessary to preserve the University’s ability to enforce its disciplinary rules.

**Inactivation:**

- Temporary loss of University recognition and campus privileges for a designated period of time not to exceed five (5) years, imposed upon a student organization.

**Termination of University Recognition of a Student Organization:**

- The organization is not eligible for reinstatement for a minimum of five (5) years. Only the Vice President for Student Affairs and Leadership Development or Director of Student Activities can grant reinstatement of an organization’s recognition. Consideration for reinstatement must be accompanied by a written proposal developed under the guidance of the Director of Student Activities. The proposal for reinstatement must also include the following criteria: letter of endorsement/support from a proposed faculty/staff advisor and Student Government Association (SGA).

**Student Activities**

The mission of the Office of Student Activities is:

- To collaborate with faculty, staff , alumni and constituents to provide a diverse schedule of activities that combines formal, in-class experiences and informal, extracurricular activities to create a balanced environment;
- To provide opportunities for student involvement and fellowship in activities and organizations that will enhance both academic and leadership skills; and,
- To prepare students for making positive contributions to the nation as responsible citizens.

**Student Clubs & Organizations**

Academic Clubs (See department chair)	Brotherhood
Caribbean Student Association	Capital Vices
Cheyney University Poetry & Song Society (CUPPS)	Chosen Generation Through Christ
Collegiate 100/100 Black Men	College Democrats
Iconic Models Entertainment	Groove Phi Groove, Social Fellowship
Mature Addiction Models	International Council of Shopping Centers
Modern Men	Nat. Assoc. for the Advancement of Colored People (NAACP)
National Council of Negro Women (NCNW)	National Society of Minorities in Hospitality
Students of All Nations	Swing Phi Swing Social Fellowship
Students Organized Against Poverty (SOAP)	United Nations Association
Uniquely Gifted Dance Ensemble	

**Greek Council**

The Cheyney University Greek Council consists of representatives of the nine international Pan-Hellenic fraternities and sororities. These organizations place considerable emphasis on high scholarship, community service and social growth and development. University requirements include; 30 credits (15 Cheyney credits), 2.50 or better cumulative grade point and financial and judicial clearances.

**Sororities**

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Alpha Kappa Alpha	(Delta Iota Chapter)
Delta Sigma Theta	(Delta Tau Chapter)
Sigma Gamma Rho	(Beta Phi Chapter)
Zeta Phi Beta	(Chi Chapter)

**Fraternities**

Alpha Phi Alpha	(Delta Pi Chapter)
Kappa Alpha Psi	(Gamma Omega Chapter)
Omega Psi Phi	(Beta Gamma Chapter)
Phi Beta Sigma	(Gamma Omicron Chapter)
Iota Phi Theta	(Beta Rho Chapter)

**Honor Societies**

Alpha Nu Rho (English)	Alpha Psi Omega (Theatre)
Eta Sigma Delta (Hospitality Management)	Kappa Delta Pi (Education)
Pi Sigma Alpha (Political Science)	Rho Phi Lambda (Recreation, Parks, and Leisure)
Beta Kappa Chi (Science)	Lambda Pi Eta (Communication Studies)
Phi Beta Delta (International Scholars)	Psi Chi (Psychology)

**Procedure for the Establishment of Student Clubs and Organizations**

A request for the establishment of an organization must be submitted to the Student Activities Office. The request should be accompanied by the proposed constitution. The constitution must include organization name, mission, membership procedures, committees, and amendment procedures. A list of the names, addresses and telephone numbers of both officers and advisors must be submitted after the organization is established. Constitutions that are approved will be returned to the organization with a letter from the Director of Student Activities clearing the organization to begin activities. Constitutions that are not immediately approved will be returned to the organization for revisions. No activities other than approved meetings may be held on campus until the organization has been officially registered. After which all activities and meetings must be approved by and attended by the organization advisor.

**Procedure for Maintenance of Student Clubs and Organizations**

Cheyney University has the authority to regulate and investigate operations, including financial, of all organizations engaged in campus activity. Clubs, organizations, fraternities and sororities operate, on campus, at the invitation of the University. The University reserves the right to revoke such invitation should it be deemed necessary.

All clubs and organizations are required to adhere to the following procedures and regulations:

- Submit an annual report of programs and activities by July 1st each year.
- Hold annual election of officers, providing validation of approved process.
- Submit annual list of elected officers and members to the Director of Student Activities
- Prepare an annual budget to be approved by the organization advisor.
- Select and maintain a campus advisor(s) approved by the Director of Student Activities (Advisors must be employees of the University)
- Have all paperwork, permits, advertisements, etc. approved by advisor and Director of Student
- Activities prior to posting or distributing.
- Participate in one major community service program each year

- Display appropriate behavior on and off campus

Advisor responsibilities:

- Assist student organization with chapter management, including program and activity development.
- Attend organization meetings and/or activities including executive meetings and parties.
- Ensure that the group follows organization constitution and policies and procedures of CHEYNEY University.
- Assist with budget development, approve budget and review financial processes.
- Approve and sign all building permits, fliers and advertisements.
- Approve a substitute advisor/chaperone in their absence.
- Assist in the development and submission of annual activities report, elections and officers.
- Assist in the development and execution of annual service project.

**Student Center Building Policies**

The building is supervised by the Office of Student Activities.

- Individuals and/or organizations wishing to reserve space should complete a activity permit to be submitted to the Office of Student Activities for discussion and scheduling.
- Only lounge spaces can be used without prior approval.
- Individuals and/or organizations bringing food into the building must clean up after themselves. Trash must be placed in the proper receptacles and the room must be restored to the original state.
- Candles cannot be used in room 211 or other spaces with carpet.
- Animals are not permitted in the building at any time.
- Riding skateboards, bikes, scooters, etc. is not permitted in the building.
- Ball playing is not permitted in the building.
- Lockers in the fitness center should be emptied at the end of the day. Possessions left over long periods of time will be discarded.
- No person, except authorized personnel, shall remain in or enter the Student Center after official closing time without written permission from the Director.
- Gambling, use or possession of alcoholic beverages, illegal drugs, firearms and dangerous weapons are prohibited in the building.

**Students using the Marcus Foster Student Center are subject to general University regulation**

Policy for Outdoor Events/Activities (Cook-Outs/Bar-b-Ques)

- Permits for outdoor events must be submitted no less than three weeks prior to the event for large scale and invitational activities. Forms can be secured from the University website at forms/facilities.
- Organization advisors must be present at the event and for the duration of the event.
- Events held Sunday through Thursday must end (completely cleaned up/out) at 11:00 PM. Events held on Friday and Saturday must end at 12:30 AM (completely cleaned up/out).

**If permit is for a cook out, please review outside grilling procedures below:**

1. Grills must be at least 5 feet away from the activity/assembly/buildings
2. CO2 fire extinguishers must be near grilling area
3. 2 gallons of water must be near grilling area

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4. Grill and area must be attended until charcoal is completely out
5. A means to contact Campus Police for necessary assistance (phone, etc.) must be on site.
6. Permission must be obtained through request form to use University electricity
7. Where available; a facilities request must be submitted (in a timely manner) for equipment needed.

**If music is a part of the event, please note:**

Event cannot take place in location or during a time that will be disruptive to the academic schedule or scheduled University programs.

1. There will be no music events outdoors during finals week.
2. Music must be played at a reasonable level (determined by University staff and Organization advisor)
3. Speakers must face inward to campus
4. Music must end no later than 10:00 PM Sunday through Thursday, 11:30 PM Friday and Saturday.
5. Musical events determined to be too loud will result in a warning for the organization/individual.

Failure to comply may result in the termination of the event. Additionally, the organization/individual may be required to appear before a University Disciplinary Panel.

- Permission must be obtained through request form to use University electricity.
- Arrangements must be made with appropriate staff via organization rep and advisor to gain entry to electrical outlets and buildings. Individuals will not be able to use University electricity or buildings.

**NO ALCOHOL IS TO BE SERVED AT ANY EVENT ON CAMPUS (COOK-OUTS, DANCES, ETC.).**

Organizations/individuals found to be serving alcohol will be put on automatic suspension and subject to review by a University Disciplinary Panel.

All events will be held under University policies and Pennsylvania law.

**Class Elections**

Class elections shall be held annually (April) in conjunction with student government elections.

An election committee shall conduct and supervise the elections with the Director of Student Activities.

The elections committee shall consist of two members of each class. Committee members cannot appear on any ballot. A chairperson will be elected from this group of eight.

Procedures for class elections:

- Class meetings for the purpose of class elections will be open to all class members.
- Students can vote and run for the slate of officers for the classification which they have earned credits.
  - The meeting shall be called to order by the chairperson of the Elections Committee.
  - All motions will be addressed to the chair.
  - All matters will be handled by parliamentary procedure.
  - The chair will entertain nominees for each office from the floor.
  - Sophomore through Senior candidates must have a 2.50 or better cumulative GPA.
  - Candidates must be in good financial and judicial standing with the University.

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- The election committee shall work with the Director of Student Activities to compose a ballot for each class.

### **Miss and Mr. Cheyney University Program**

#### **Eligibility**

- Must be currently enrolled, full-time, at Cheyney University.
- Have a cumulative grade point average of 2.80 or better.
- Must be in good standing with the university (no outstanding bills owed to the University).
- No University judicial record (no guilty findings).
- Must be at least a sophomore, or a transfer student with 30 or more credits (15 of which must have been taken at Cheyney University).

**Evaluation Private  
Interview  
Evening Gown  
Talent Presentation  
Question/Answer**

#### **Winner's Responsibilities**

The contestants who are crowned Miss and Mr. Cheyney University will be required to participate in University/SGA activities. In the event the winner is unable to fulfill her/his responsibilities as Miss or Mr. Cheyney University, the first runner-up will assume the reign. Reigning kings and queens, including Royal Court members, who are found guilty of an offense by the University judicial board or off-campus judicial systems will be relieved of their position.

#### **University College**

The mission of University College is to impact student success and retention by providing services, programs, and activities that support the transition, engagement and developmental needs of students in the areas of social and academic acclimation; community development; civic engagement; and, academic, personal, and leadership development.

University College provides a variety of activities, events and services to support this mission:

- Wolf Orientation for new students
- Counseling and Accessibility services
- Personalized and confidential assistance for students who are experiencing academic challenges and social or personal difficulties that are impacting their success in the classroom
- Lambda Delta First Year Honor Society
- Workshops, seminars and other skill-building experiences designed to prepare students for success while at Cheyney and after graduation

#### **Campus Location & Mailing Address**

University College  
Suite 224A Burleigh Hall  
Cheyney University of PA  
1837 University Circle, PO Box 200  
Cheyney, PA 19319-0200

Email: [universitycollege@wolf.cheyney.edu](mailto:universitycollege@wolf.cheyney.edu)  
Phone: (610) 399-2604 Fax: (610) 399-2612  
Office Hours: 8:30 AM to 5:00 PM

## University Policies for Students

### **Affirmative Action Policy**

The sale and use of alcohol beverages is prohibited on the University campus, at any University sponsored event or in any University-owned, University-leased, Student Government Cooperative Association SGCA-owned or SGCA-leased vehicle being used to transport students to officially approved activities or events, except as described in the special events identified in section D of the alcohol policy. See University policy register SA 2010-3012.

### **Additional Alcohol Policy Related Information**

In Pennsylvania, it is illegal for anyone under the age of 21 to purchase, possess or consume alcohol. It is also illegal for anyone to use or possess drugs/controlled substances. At Cheyney University, it is against University policy for any student, regardless of age, to possess or consume alcohol on campus or to return to campus under the influence.

Residence Life and Housing and Public Safety staff members will enforce the State law and rules of the University in campus residence halls and on adjacent grounds of the residence halls. Residence Life and Housing staff may enter a student's room for visual inspection when there is reasonable suspicion of a rule violation. Additionally, students, regardless of age, can be cited by Public Safety for violation of the Alcohol/Drug Policy.

Possession of alcohol or drugs will result in disciplinary action and may result in criminal action. Any student responsible for organizing or providing a location for a gathering where alcohol is served shall be referred for disciplinary and possible criminal action.

Any student found in attendance where alcohol is being served, whether they have been consuming or not, shall be referred for disciplinary action.

Any person responsible for having a keg of beer or like quantity of alcohol in a housing facility shall be subject to loss of housing or suspension from the University.

Any student responsible for having drugs, drug paraphernalia or furnishing drugs may be subject to loss of housing or suspension from the University.

Empty alcohol containers, collections or displays of alcohol containers even for decorative or sentimental reasons, are not allowed on campus, specifically in residence halls.

### **Computer Technology/Policy on Acceptable Use of Technology**

Cheyney University strongly encourages the free exchange of ideas and information among all members of its university community and with members of other communities. Information Technology resources can stimulate intellectual, social, cultural growth, but they can also be a means to destroy and harass. Therefore, students, faculty and staff and the university community are expected to exercise responsible, use, computing resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of University policies and codes of conduct. While the university

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recognizes the role of privacy there should be no expectation of privacy of information stored on or sent through university-owned information technology resources, except as required by state or federal law. The university may be required to provide information stored in its information technology resources to someone other than a user as a result of a court order, investigatory process, or in response to a request authorized under Pennsylvania's Right-To-Know statute (65 P.S. §67.101 et seq). Responsibilities, prohibited uses and disciplinary consequences of this policy can be found in the register FE 2010-4030.

#### **Event Policy (Students/Student Organizations)**

Policy: All student/student organization activities/events must be approved by the appropriate University official(s) using the procedure below.

#### **Definitions:**

*Event (standard or special):* Any activity or program sponsored by a student/student organization. The size, number in attendance, location and purpose of the activity are considered in the determination of event type (standard or special) and for the need of police presence.

*Enrolled students:* Students who are currently registered for classes at Cheyney University.

*Active organization:* An organization that is registered with the office of Student Activities and currently in good standing with the University, the parent organization and the office of Student Activities.

#### **Activity Procedures:**

- Reservations - Students/Student Organizations will complete an Activity/Event Permit in the office of Student Activities twenty-one (21) calendar days in advance of the special event. Activity/Event Permits for standard events may be completed up to 48 hours before the program.
- Student Activities staff will review and enter activity/event permit request in schoolDude.
- Permits must be signed and activity must be approved by the organization advisor before being presented to Student Activities.
- Events must end no later than 1:00 AM, with lights, music and guests out by 1:30 AM. This includes dances.
- Homecoming/May Week - Activity permits and arrangements for Homecoming and May Week events must be submitted thirty-five (35) calendar days in advance. Events scheduled for Homecoming and May Week can be extended until 2:00 AM.
- Security - Student Activities staff will confer with the office of Campus Police referencing contracted security, the cost and arrangements for same. Security should be requested once the permit is received, but, no later than fourteen (14) calendar days before the event.

**Student organizations are responsible for security costs. The security payment receipt is submitted to the Office of Student Activities no less than five (5) business days in advance of the event.**

- Advertising - The event and advertisement must be approved by the organization advisor and the Office of Student Activities before advertisement can begin. This includes advertisement by social media. Students are reminded to take into consideration the depth of social media and the venue when advertising. Advertisement should include:

- ID requirement
  - Age requirement
  - Dress Code/Requirements (no bags, backpacks, large pocketbooks, hats, hoodies)
  - Food/Beverage restrictions
  - Alcohol/Drug restrictions
- Equipment - Equipment must be secured by a work order through the Cheyney helpdesk icon at the time the Event/Activity Permit is submitted (21 calendar days in advance). The provision of equipment or services will be determined by availability, scheduling and CBA.
  - Contracts - Students/Student organizations are encouraged to obtain contracts when securing services from vendors. The University name should not be used for contract purposes where individual organizations are concerned. Student organizations can not sign contracts nor make purchases for or under the name of Cheyney University. Individual organization guidelines, constitutions and by-laws should be followed.
  - Food - Events that include food and beverage items above the amount of \$100.00 must be discussed with the campus foodservice company. The on-campus foodservice company has "first right of refusal". They must be contracted to provide food and beverage items totaling \$100.00 or more unless they decline to provide the service.
  - Identification - College ID cards are required for Cheyney University students and guests at University dances. Identification cards may be required and off-campus guests may be invited, at other events, as determined by Student Activities staff and as advertised.

**Chaperones: MUST BE PRESENT AT ALL STUDENT EVENTS.** Student organization events must have the specified number of chaperones which is determined by the activity, venue, and expected attendance. Students are responsible for securing chaperones.

- Student dances require no less than four (4) chaperones.
- Chaperones can be a combination of faculty, staff, administration and organization/alumni volunteers. No less than two (2)
- Cheyney University employee chaperones are required at student dances.
- Chaperones must arrive at the event one-half hour prior to start time to participate in an activity briefing and must remain until the end of the activity.
- Chaperones must be visible both inside and outside of the event.
- Chaperones must monitor the behavior of the attendees at the event. Any major problems or concerns (fights, arguments, public drunkenness, lewd or suspicious behavior, etc.) should be reported to the event security and Cheyney Police.
- Cheyney University Police will determine if an event should be shut down and will report same to chaperoning staff.
- Proper lighting must be maintained in all facilities during events.
- Cheyney University Police will coordinate this safety feature.

**Volunteers...**All volunteers who will be working with students under 18 years of age must go through background checks. The office of Human Resources is responsible for establishing and maintaining a registry of university authorized adults for program for minors.

**Alcohol/Drugs/Decorum...**Individuals attending the event who are found to have consumed alcohol or drugs or are in possession of the same, will be denied entrance to or will be removed from the event and will receive citations and/or judicial complaints.

Individuals who are not properly clothed for the event will be denied entrance to or will be removed from the event. This determination is made by the host organization and chaperones.

Fighting will not be tolerated at student activities. Individuals engaging in this behavior may be removed or denied entrance without reimbursement.

#### **Hazing Policy**

The most damaging instrument to student groups/organizations (social, honor, service, athletic) is the employment of a program of education, pledging or membership which includes hazing. This counterproductive and hazardous custom has no rightful place in any student group/organization.

Hazing at Cheyney University is strictly prohibited and will not be tolerated. Hazing risks human lives, brutalizes everyone involved, and jeopardizes the very existence of student groups/organizations on the Cheyney University campus.

**“Hazing”** as defined by the Pennsylvania Hazing Law is:

**“Any action or situation created, which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or recognized as, an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which would result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public property or which is personally degrading or violates any federal, state, local statute or university policy is also considered hazing.”**

In addition to hazing, the following is considered to be a violation:

- A. Conducting or participating in unapproved membership intake activities on campus or off.
- B. Participating in on-campus or off-campus membership intake activities by an approved or unrecognized Greek letter or social organization outside of the intake window approved by the university (pre-pledging). Furthermore, any inductee (pledge) who willingly participates in any act of hazing will also be considered in violation of this policy.

## **Sexual Harassment/Sexual Violence**

### **(1) University and Individual Responsibilities**

#### **(a) Reporting and Confidentiality.**

Federal law prohibits sexual harassment and requires a prompt and equitable resolution of complaints. Therefore, acts of sexual harassment, including sexual violence, should be promptly reported to the Cheyney University Department of Public Safety and the Title IX Coordinator. All members of the campus community have a role in establishing and maintaining an environment that is free from sexual harassment, including sexual violence. Therefore, all University employees must report any allegations of sexual harassment, including sexual violence, once they have learned of such allegations. In reporting the allegations, the employee is required to disclose the name of the victim to the Title IX Coordinator unless one of the following exceptions applies:

(i) The victim is a student and the employee holds a statutory privilege (i.e., professional or pastoral counselor); or

(ii) The victim is a student, the employee learned of the allegations while providing assistance to the student in the capacity of a nonprofessional counselor or advocate, and the President, with the approval of the Office of University Legal Counsel, has designated the position of the employee as exempt from the reporting requirements because he/she holds a privilege.

The Title IX Coordinator is Sheilah Vance, Esq. The role of the Title IX Coordinator includes the oversight of investigations involving sexual harassment, including sexual violence. Investigative procedures are set forth in section E of this policy. In the interest of maintaining confidentiality, the Title IX coordinator will disclose the name of the victim only to the extent necessary to protect the rights of any party involved or as otherwise required by law or collective bargaining agreement. The only individuals who may participate in the investigation are the complainant, respondent, and individuals identified as witnesses. Student complainants and respondents may be accompanied by an advocate or advisor of their choice. With respect to the judicial hearing, the role of the advocate or advisor is addressed in the Student Code of Conduct.

The offices of the Title IX Coordinator are located in the Office of the President, Biddle Hall, and either may be reached by telephone at (610) 399-2430 or by e-mail at svance@Cheyney.edu.

#### **(b) Coordination between Department of Public Safety and Title IX Coordinator.**

Complainants are encouraged, but not required, to file a report with the Department of Public Safety and/or any other law enforcement agency. Cheyney University Public Safety employees should notify complainants of their right to file an administrative Title IX sex discrimination complaint with the University in addition to, and independent of, the criminal complaint. The University's Title IX investigation is different from any law enforcement investigation, and a law enforcement investigation does not relieve the University of its independent Title IX obligation to investigate a complaint. Complainants should take every precaution to preserve evidence as proof of sexual violence, domestic violence, dating violence and stalking offenses.

#### **(c) Resolution of Complaints.**

Absent unusual circumstances, within sixty (60) days of a complaint of sexual harassment being filed, the Vice President for Student Affairs' Office, in the case of allegations against a student, or the Title IX Coordinator, in the case of allegations against a non-student employee or off-campus vendor, will seek to conclude the investigation and will notify the parties, in writing, that there has been a resolution of the complaint. Where a complainant reports an alleged incident of sexual harassment, sexual violence, domestic violence, dating violence and/or stalking, the outcome of the complaint will be determined based on a preponderance of the evidence (i.e., it is more likely than not that a violation has occurred). Depending on the nature of the allegation, the university may be required to notify law enforcement in order to protect the university community. Pending the resolution of the complaint, based on the circumstances, the university may be required to take or enforce remedial measures to prevent further contact between the parties.

Additionally information, definitions, and procedures on the sexual harassment policy can be found on the University Policy register SE 2010-6001

### ***Title IX Policy***

Title IX protects against discrimination and harassment on the basis of sex. Cheyney University of Pennsylvania will not tolerate sex discrimination or harassment of applicants, students, or employees, by students, faculty, staff, administrators contractors, or others working for or with the University.

Likewise, the University will not tolerate any form of retaliation against any applicant, student or employee for reporting discrimination or harassment or assisting in the investigation of a discrimination or harassment complaint. This policy will be posted online.

Cheyney University of Pennsylvania Title IX Coordinator is responsible for coordinating the efforts of the University to comply with Title IX. The current Title IX Coordinator for the University is Sheilah Vance, Chief of Staff and Deputy to the President. The Title IX Coordinator office is located in the President's Suite, 1st Floor of Biddle Hall. Students, faculty, and staff may contact the Title IX Coordinator's Office at [svance@cheyney.edu](mailto:svance@cheyney.edu) or 610-399-2430 to inquire about their rights under the College's policies, request mediation or counseling, or seek information about filing a complaint.

### **Other Policies**

Guidelines on fire safety, smoking, solicitation, visitation and weapons can be found under Residence Life and Housing.